



Explanatory notes for Skills Assessment

For managers, professionals, technicians, community, personal service, clerical, administrative and sales workers

You must read these **Explanatory Notes** before you complete the application form.

VETASSESS undertakes Skills Assessments for a broad range of occupations that appear on Australia's Skilled Occupations List (SOL) for the:

- General Skilled Migration Program (GSM)
- Employer Nomination Scheme (ENS)
- Skilled – Graduate (Temporary) visa (subclass 485).

If you want to migrate to Australia under the GSM or ENS, or to stay on in Australia on a 485 visa after completion of your study, you need a Skills Assessment from VETASSESS before you submit your migration application to the Department of Immigration and Citizenship (DIAC). The Skills Assessment is based on the information and documentation you provide, as well as research undertaken by VETASSESS staff.

To find out more about applying for a Skills Assessment, or to apply online, visit www.vetassess.com.au

The Skills Assessment for the GSM or ENS is an assessment of your qualifications and employment. Applicants need a qualification which is assessed at the required educational level, in a highly relevant field of study to the nominated occupation. In addition to this, at least one year of employment within the last five years is required, in a field which is highly relevant and at an appropriate skill level to your nominated occupation. For some occupations, either one or two years of additional employment is required if the qualification(s) has a shortfall in content relevance.

All VETASSESS occupations have been coded as A, B, C, D or E. The different groups reflect the differences in educational and/or employment requirements for different occupations. Please see our website at www.vetassess.com.au for the list of occupations and further information.

Note: The Skills Assessment to support an application for a Skilled – Graduate (Temporary) visa (subclass 485) does not require an assessment of employment. It is a qualifications only assessment. It will clearly indicate that it is for a 485 visa application. ENSOL only occupations cannot be nominated for this visa. The DIAC website lists occupations which may be nominated by 485 visa applicants, including applicants covered by 8 February 2010 transition arrangements. See www.immi.gov.au/skilled/general-skilled-migration/485/. The qualification(s)

will need to be in a highly relevant field of study to the nominated occupation and to be assessed at the required educational level. After receiving a Skills Assessment for 485 visa purposes, applicants may gain sufficient relevant employment experience to apply to VETASSESS for a full Skills Assessment (qualifications and employment) to support an application to migrate for permanent residency under the GSM or ENS. If the nominated occupation is the same, VETASSESS will only need to assess evidence of relevant employment to complete the Skills Assessment. See our website for more details.

Who should use this application form?

Use this form if you:

- are a permanent resident of a country other than Australia
- are applying to migrate to Australia under the General Skilled Migration or the Employer Nomination Scheme
- nominate a general professional occupation – managerial, professional, technician, community, personal service, clerical, administrative or sales worker occupation for which VETASSESS is the relevant assessing authority
- hold post-secondary or higher educational qualifications at the correct level, in a highly relevant field to your nominated occupation
- have at least one year of employment experience in a highly relevant field to your nominated occupation, at the appropriate skill level for your nominated occupation.

Note: The Skills Assessment to support an application for a Skilled – Graduate (Temporary) visa (subclass 485) does not require an assessment of employment.

Do not use this form if:

- you have secondary school qualifications only
- you have employment experience, but do not hold any formal qualifications
- your occupation does not appear on the Skilled Occupations List or Employer Nomination Scheme Occupation List (ENSOL)
- you have previously had a Skills Assessment for the purposes of a 485 visa (2010 onwards), and require assessment of your employment – please see www.vetassess.com.au for the relevant form
- you are a permanent resident of Australia.

Complete this application form

- Answer all questions on this form in English unless otherwise indicated.
- Initial and date any alterations to your answers on the form
- Provide all required information – your application will not be processed until all certified documentation is received
- Forged, altered or falsified documents will not be assessed and no refund will be provided
- Do not send original documents
- Do not staple or bind documents to the application form or put documents in display folders
- Copies of documents will not be returned
- Keep a copy of all documentation submitted
- Include the fee with the application and all documentation.

Points Test Advisory Letter

See Section 1.4 if you also require an Advisory Letter for DIAC to consider for the GSM Points Test. All other applicants for Points Test advice, see the VETASSESS website at www.vetassess.com.au for the relevant form..

Required Document Checklist

Include all required documents

Form and payment

- Application form – completed and signed
- Assessment fee
- Supporting evidence for your GST exemption claim (if applicable)

Identity documents

- 2 recent photographs – passport size, certified and dated
- Birth certificate or relevant passport pages – certified copy (passport page must show name, photo & date of birth)
- Change of name evidence (if applicable)

Qualification documents

For each qualification that you hold

- Qualification (such as degree, diploma or certificate) – certified copy of the original award certificate in the original language
- Transcript – certified copy showing subjects studied and marks/grades awarded in the original language
- Certified English translation of the above documents, compiled by a registered translation service, if originally issued in a language other than English

Note: additional requirements **apply** for qualifications obtained from the following regions and countries: Europe, Pakistan, Nigeria, Philippines, and the People's Republic of China. See **Appendix A** for important information about these requirements.

If your qualification is from the People's Republic of China see **Section 7**.

Employment documents

For each position you held, you must supply official evidence of employment which shows the employer's name, the period of employment, the position held, the main tasks and hours of work and that the employment was paid. If you have listed more than one position or job on your application form, attach a cover sheet to the relevant employment documents which states the position to which the documents relate. All employment documents must be:

- original or certified copies which identify the Certifier (see Certification below)
- certified English translations compiled by a registered translation service, if originally issued in a language other than English.

If your evidence is insufficient, VETASSESS will contact you to provide further information. Evidence of employment includes but is not limited to the documents listed below.

Résumé or curriculum vitae – detailing employment history, major tasks in each position, and additional information relating to your skills and experience.

If you worked for an employer:

a) Evidence of tasks performed at the skill level of your nominated occupation:

- a Statement of Service from the Employer (Work Reference). Please see Appendix B for the required information for this document; or
- a Statutory Declaration if you are unable to obtain a Statement of Service as described above. This should be verifiable and supported by other evidence. See Appendix C for information about Statutory Declarations.

b) Evidence of paid employment – at least one of the following:

- Payslips
- Group Certificates for taxation
- Taxation Records of Assessment
- Superannuation records showing employer contributions
- Contract(s) of employment

If you worked in your own business:

a) Evidence of tasks performed at level of your nominated occupation

Statement from your accountant or lawyer that verifies the name of your business and the position that you held. This must be written on letterhead and signed by the practitioner

- Your business registration details
- You should provide a Statutory Declaration if you are unable to obtain a statement from your accountant or lawyer as described above. This should be verifiable and supported by other evidence. See Appendix C for information about Statutory Declarations; and

b) Evidence of paid employment – at least one of the following:

- Payslips
- Group Certificates for taxation
- Taxation Records of Assessment
- Your company taxation records
- Contracts with clients or suppliers

c) Supplementary employment evidence – optional for all applicants

In addition to the above required evidence of employment you may provide other evidence of employment to support your application such as:

- Licence or Registration documents and details of the requirements for obtaining the licence or registration
- Organisation Chart (on company letterhead) highlighting your duties
- Evidence of professional development completed during your employment
- Prizes/Certificates or other forms of commendation
- If you were self-employed, statements from clients that state the name of your business, the position you held and the business that was conducted by you (e.g. title of project, duration, tasks completed).

Missing documents

If you do not have your original documents, try to obtain the required documents from the relevant educational institution, authority or employer organisation. Most educational institutions, authorities and employer organisations keep relevant records and will reissue these documents if requested. In some circumstances, VETASSESS will accept a statutory declaration or other sworn affidavit in place of the required documents but assessment cannot be issued on the basis of statutory declarations only. If you cannot obtain the required documents, contact VETASSESS for advice.

Your assessment will not begin until all your documentation is received. If missing documents are not received within four months of receipt of a letter from VETASSESS requesting documentation, your application will expire. You must then submit a new application and pay another application fee.

Certification

All documents must be certified as a true copy of the original by a person who is authorised to certify documents in your country of residence. In many countries people such as lawyers, Justices of the Peace and Public Notaries (among others) are authorised to certify documents.

Each copy of the document must be certified separately and must show clearly:

- the words 'certified true copy of the original'
- the original signature of the certifying officer
- the name and address or provider/ registration number (where appropriate) of the certifying officer legibly printed below the signature so that VETASSESS can contact the certifying officer if necessary.

VETASSESS does not accept:

- photocopies of certified copies
- certification by a company rather than the individual within the company who is authorised to certify documents
- certification where the identity of the certifying officer is unclear or the certifier's contact details are illegible.

Agents

You may choose to appoint an agent or another person to help you to lodge an application.

Australia's privacy legislation prohibits VETASSESS from discussing your application with other people unless specifically authorised to do so. If you want a family member, migration agent or other person to deal with VETASSESS on your behalf, you must:

- cross the relevant box at **Section 3** of the application form
- provide the agent's contact details.

Post your application

Mail your application, documents and assessment fee to:

VETASSESS
Skills Recognition – General Occupations
GPO Box 2752
Melbourne VIC 3001
Australia

Reassessment and appeals

If you disagree with the outcome of your assessment, VETASSESS may conduct a reassessment. You must submit a written request for reassessment and pay a reassessment fee. To find out more about reassessments and appeals, visit www.vetassess.com.au

If you need help

- Visit www.vetassess.com.au
- Email migrate@vetassess.com.au
- Fax +61 3 9654 2773
- Tel +61 3 9655 4801

Privacy statement

Whenever VETASSESS collects, handles, stores, uses or discloses information about you, it aims to comply with the Privacy Act that protects your personal information. 'Personal information' means information or an opinion (including information in a database) about an individual whose identity is apparent or can reasonably be ascertained.

NOTES TO QUESTIONS

1. Your nominated occupation

This section deals with your nominated occupation and reason for assessment.

Choose your occupation carefully. Make sure that you read the description of this occupation thoroughly and that you meet all requirements.

- 1.1 This is the title of the occupation that you nominate from the relevant Skilled Occupation List (SOL) Schedule for the General Skilled Migration Program (GSM) or the Employer Nomination Scheme Occupation List (ENSOL). See the SOL/ENSOL on the Department of Immigration and Citizenship (DIAC) website at www.immi.gov.au/skilled/sol/

We will only assess occupations if VETASSESS is listed as the relevant assessing authority on the SOL or ENSOL. Nominate one occupation only on this form. If you wish to nominate more than one occupation, you must complete a separate application form and pay an additional fee for each.

Useful sites to find out more about occupations are:

- Australian Skills Recognition Information (ASRI) at www.immi.gov.au
- Australian and New Zealand Standard Classification of Occupations (ANZSCO) at www.abs.gov.au

As occupations listed on these websites are also used for purposes other than migration, some information such as information about employment, registration and licensing, may not be relevant to a VETASSESS Skills Assessment.

- 1.2 Each occupation on the SOL or ENSOL has an ANZSCO code. You will find the ANZSCO code for your occupation on the SOL on the DIAC website at www.immi.gov.au/skilled/sol/

- 1.3 Cross one of the reasons for assessment – General Skilled Migration (GSM), Employer Nomination Scheme (ENS) or Skilled – Graduate (Temporary) Visa (subclass 485).

- 1.4 Cross whether you require an Advisory Letter to give to DIAC for Points Test purposes. GSM applicants, including those applying for state or territory sponsorship, may apply to DIAC for points towards the Points Test. DIAC has authorised VETASSESS to provide an opinion on qualifications and/or employment for DIAC's consideration of a claim for points for these items in the GSM Points Test. VETASSESS will assess their highest qualification up to postgraduate doctoral degree level unless the applicant requests another qualification to be assessed for points test purposes. In some cases VETASSESS will need to consider two or more qualifications to determine whether together they are comparable to the educational level of a qualification on the Australian Qualification Framework.

For Points Test purposes, VETASSESS will consider any Australian or overseas employment undertaken during the last 10 years to provide an opinion on whether it is closely related to the nominated occupation. See Section 6 for a definition of closely related employment for Points Test purposes. Please visit the DIAC website for further information about the Points Test.

VETASSESS does not provide advice on which migration scheme or visa category is suitable for you. Please refer to the Department of Immigration and Citizenship (DIAC) for information about migration issues (www.immi.gov.au).

2. Your personal details

This section asks for all your personal and contact details.

Complete this section carefully and make sure you provide all required information. If you are nominating an agent, their details are to be entered at **Section 3**.

3. Authorising an agent

*Complete this section if you wish to appoint an agent to communicate with VETASSESS on your behalf. Please note that all correspondence will be sent to your agent. Go to **Section 4** if you do not wish to appoint an agent.*

Fill this area in if you know the name of the person who will be your agent for your application for a VETASSESS Skills Assessment. If you do not know the agent's name, the company name will be sufficient. To operate legally in Australia, a migration agent must be registered with the Migration Agents Registration Authority (MARA) and must have a MARA number. Your agent will be able to supply you with this number. To find out more about migration agents, visit www.themara.com.au

Agents or representatives should also sign the declaration at **Section 11**.

4. Your school education

This section is about your school years up until you began tertiary or higher education.

- 4.1 Write the start and finish dates (month and year only), and the total number of years that you attended primary school. Primary schooling (or elementary schooling) usually refers to the first six to eight years of compulsory schooling. It may also include a compulsory kindergarten year. The number of years of primary education varies with different school systems.
- 4.2 List the country or countries in which you completed these years of schooling.
- 4.3 Write the year when you completed primary schooling.
- 4.4 Write the start and finish dates (month and year only), and the total number of years that you attended secondary school. In some countries 'secondary schooling' may vary between four to eight years following primary schooling. Include any upper secondary or senior secondary schooling you have completed.

- 4.5 List the country or countries in which you completed these years of schooling.

- 4.6 Write the name of the highest (either secondary school or upper secondary school) certificate you obtained – in your language and translated into English.

- 4.7 Write the year when you completed that certificate.

5. Your post-secondary education

This section covers your education after secondary schooling. Fill in each qualification separately. If you have more than two qualifications, provide details of any additional qualifications in the same format on a separate piece of paper. Sign and date this piece of paper and attach it to your application form.

VETASSESS will assess the most relevant qualifications, which are at the required educational level for your nominated occupation. More than one qualification may appear on your final assessment letter. If you hold both Australian and overseas qualifications, provide details of both and VETASSESS will assess as required.

For Points Test purposes, VETASSESS will assess the qualification with the highest educational level in Australian terms, unless you request otherwise. Please also list any underpinning qualifications (including the entry qualification to the program leading to the qualification you want assessed).

- 5.1 Fill this section in if you know what your student registration number was.

- 5.2 Write the title of your qualification in English.

- 5.3 Write the name of your qualification in the original language, if it was awarded in a language other than English.

- 5.4 What is the major area of study in your qualification?

Your qualification or academic transcript/mark sheet may state your major area of study. The major area of study is the concentration of subjects which was the main focus of the educational program leading to your qualification. The major area of study usually includes a progression of subjects of increasing depth and/or specialisation. If your qualification has two majors, please provide details for both.

- 5.5 Name the awarding body. This is the organisation that awarded your qualification and it will be written on your qualification. This may be different to the campus of study.

- 5.6 Write the full address of the awarding body.

- 5.7 Write the name of the campus that you attended.

- 5.8 Write the name of the institution you attended, if this institution was not the awarding body.

- 5.9 List the normal entry requirements for your course or the name of the examination that you had to complete to gain entry. Give the name of any educational qualification normally required for admission to this course.

5.10 If your entry to the course was by some other means, write details here.

5.11 Write the normal length of this qualification (years or semesters) if it was studied full-time. Include any time required for a thesis, project, practical training etc.

5.12 Write the normal length of the semester in weeks or months.

5.13 Write the dates when you started and completed your qualification.

5.14 Write the date when your qualification was awarded.

5.15 Write if you completed the course by full-time or part-time study, and how many class hours were required per week.

If you studied in a different way, e.g. by distance education, write that here.

5.16 If you completed any specific components, cross here.

Write the normal length of any internship, supervised practical training or work placement required for your qualification. Include the total number of weeks and hours per week required. Write the dates when you started and completed this activity.

For any required thesis, give the normal length of study (e.g. which semester and whether full time or part time). Write the dates when you started and completed your thesis.

For any required major project, such as a graduation project, give the normal length of time to complete this requirement (e.g. one semester full time or part time or the number of weeks) and the dates you started and completed the project.

5.17 Provide details of any of the components you listed above.

6. Your employment

This section is about your employment completed anytime in the five years up to the date of lodgement of your application to VETASSESS for a Skills Assessment. If you also require your employment considered for Points Test purposes, you may include employment completed anytime in the past ten years. Go to Section 8 if you are applying for a Skills Assessment for 485 visa purposes.

For the Skills Assessment, only paid employment within the last five years which is highly relevant to the nominated occupation and at an appropriate skill level for your nominated occupation will be considered. You may describe other employment in your CV/résumé.

VETASSESS defines highly relevant employment to the nominated occupation as paid employment of at least 20 hours per week in which the major everyday tasks closely match the major tasks undertaken in the nominated occupation in Australia and are performed at an appropriate skill level for the nominated occupation in Australia. The employment must also match the lead statement in the Australian and New Zealand Standard Classification of Occupations (ANZSCO) for the nominated occupation.

For the optional Points Test advice to DIAC about employment within the last ten years, VETASSESS applies DIAC's definition of "closely related employment" to the nominated occupation. DIAC defines closely related employment as paid employment of at least 20 hours per week in an occupation in the same Unit Group of ANZSCO as the nominated occupation. This implies that the employment should be at the same skill level as the nominated occupation and should draw on a similar skill set and subject matter. Usually closely related employment is in the same industry.

Please refer to our website if you have pre-qualification employment.

If you have worked in more than three positions, please provide details of any additional employment in the same format on a separate piece of paper. Sign and date the paper and attach it to your application form.

In calculating years of paid employment, VETASSESS will count employment of at least 20 hours per week. Do not include weeks of less than 20 hours per week even if the average hours of your employment was 20 hours per week or more.

Please list all positions which are relevant to your nominated occupation. List your most recent employment first.

6.1 Write the business name of the employer for whom you work(ed).

6.2 Write the former or other names that the business is known by.

6.3 Write your position/job title with this employer. If you held more than one position/job with the same employer, you can describe your other roles in your CV/resume.

6.4 Write the complete street address of your employer, including the street name, number, suburb or town, state or territory, postcode and the country.

6.5 Write the postal address for your employer (if different).

6.6 If you were not based at the above street address, write where you were mainly based.

6.7 Write the name of the employer/supervisor or manager for the person (usually the Manager or Human Resources representative of the company that employed you) who VETASSESS may contact in order to verify any of your employment history.

6.8 Include the contact details for the person listed at 6.7 including daytime (business) telephone number (including international or interstate dialling codes), facsimile and mobile telephone numbers, email address and the official company web address (if applicable).

6.9 Write the date when you started employment in this position.

6.10 Write whether you are employed in this position **at the time** of lodging your application to VETASSESS.

6.11 If you no longer work in this position, write the month and year that you left this position.

6.12 Write the number of weeks of continuous unpaid leave in this position.

6.13 What are/were your normal required working hours per week in this position?

6.14 List your main tasks/duties and responsibilities in this position. For example, a task or duty or responsibility for the occupation of Facilities Manager is *Preparing documents to put out for tender to contractors.*

7. Other employment information

Include details of any licences, registrations or memberships you hold, if relevant to your nominated occupation. Ensure you attach certified copies of evidence of those professional licences, registrations or memberships. This information provides additional evidence about your employment but does not replace the required evidence listed above for all applicants.

8. Verification of Chinese qualifications

This section is for applicants for assessment of qualifications awarded in the People's Republic of China. Go to **Section 9** if you do not require assessment of qualifications from China. If you have more than two qualifications, provide details of any additional qualifications in the same format on a separate piece of paper. Sign and date this piece of paper and attach it to your application form.

8.1 Cross 'Yes' if you have qualification(s) awarded by an institute in the Republic of China.

8.2 For each qualification you hold, cross the boxes for the documents to be assessed and verified and write the number of extra copies of the Credential Report for each document that you need in the other boxes. If you have obtained Credential Reports from CADGEDC or CHESICC in the last 12 months or from VETASSESS at any time, provide a copy of the previous reports and **ONLY** apply for extra copies of reports.

For Bachelor or higher degrees, you need to have the following three documents verified:

- the Degree Certificate; and
- the Certificate of Graduation; and
- the Academic Transcript or Examination Results

If you have been awarded credit on the basis of previous studies, the documentation from these studies will also need to be verified.

Both Chinese and English versions of transcripts will be verified and included in the Verification Report. Before submitting transcripts to VETASSESS, please check them to ensure that they are officially issued and all subject names, scores and credits of the English version match the original Chinese one. Inconsistent information in the documents may cause considerable delay or a negative verification result.

Required document checklist for verification of Chinese qualifications

- Copy of original Degree Award certificate and Certificate of Graduation (if applicable) and its English translation
- Copy of Academic Transcripts – official documents in both Chinese and English, issued and endorsed by the central student administration or archiving office of the awarding body or the attending institution. For Self-Taught programs, they must be officially issued and endorsed by the relevant Self-Taught Examinations Committee.
- Any unofficially issued documents or Graduation Registration Records may be not acceptable and/or be verified as 'non-genuine' official documents. Ensure the information (e.g. subject name, scores and credits) in the English version matches the Chinese version, as both will be verified. Inconsistent information in Chinese and English versions may cause considerable delay or lead to a negative verification and assessment result.
- If you were awarded qualifications during army service by an army institution, you must provide additional documents for verification (contact VETASSESS for further information)
- A4 size photocopy of each above document – good quality
- If your correspondence address is in China, four completed self-adhesive name and address labels in Chinese characters
- Verification fee and postage

9. Required document checklist

Please ensure that:

- All documents are submitted with your application.
- You include certified true copies of employment documents.

Documents will not be returned.

10. Applicant declaration

You must carefully read this section before signing the declaration. You must read the Required Document Checklist and ensure that all documentation is ready and certified as required. The declaration must be signed by you (the applicant), not your agent.

11. Agent declaration

The nominated agent or representative should read this section carefully and sign where indicated. If you do not have an agent, leave this section blank.

12. Payment of fees

This section covers the fees and how to pay them. Please read it carefully.

12.1 How to pay

- Fees must be paid in Australian dollars when you submit your application.
- You must pay your fees by credit card, bank cheque or bank draft, or money order. You cannot pay into a VETASSESS bank account or send cash.
- VETASSESS will not be responsible for banking delays or for loss of cash sent with your application. Funds must be cleared before applications are processed.

We accept:

Credit cards	<ul style="list-style-type: none"> • Mastercard • Visa
Cheques	<ul style="list-style-type: none"> • must be cleared before the service is provided • cheque payment from overseas must be by bank cheque or bank draft payable at an Australian bank
Money order	<ul style="list-style-type: none"> • via Australia Post

We do not accept:

Cash	<ul style="list-style-type: none"> • do not send cash through the post
Payments to a VETASSESS bank account	<ul style="list-style-type: none"> • fees cannot be paid directly into a VETASSESS bank account

12.2 Amount payable

Write the amount payable for your Skills Assessment. If you have previously sent a paid enquiry to the VETASSESS Advisory Service, you may wish to claim a discount on your first subsequent application for a Skills Assessment. Please quote your Enquiry Number as evidence of payment to use that service. Write the total amount owing for your Chinese qualification verification (if applicable), and the total amount for any Additional Advisory Letter for DIAC to consider a claim for points in the GSM Points Test. Then fill in the total amount you are paying.

If required, include the fee for registered or express post as specified in the following fees table.

A discount to the application fee applies to on-line applications.

Visit www.vetassess.com.au for further information.

If you are not in Australia when you lodge your application, you may be exempt from paying the Goods and Services Tax (GST) component. You need to provide evidence, such as a statutory declaration stating in exact words 'I am not in Australia at the time of lodging my application' for this exemption. A personal statement signed by you is not sufficient.

If you wish to apply for a reassessment (review), reassessment (change of nominated occupation), reissue, or appeal, you will need to complete the correct form, which can be downloaded from www.vetassess.com.au, and pay the relevant fee explained on that form.

Please note that the fee for a reissue of a Skills Assessment letter or an Advisory Letter for Points Test purposes is AUD\$60.00 or AUD\$100.00 for both.

Postage Options

Regular postage is included in the application fee. For a small additional fee, you may choose to have your results sent via registered post, Express Post International or Express Post Courier for an extra fee (as below).

Registered Australian mail	AUD \$5.00
Express Post International (not traceable outside Australia)	AUD \$16.00
Express Courier International (traceable in major cities outside Australia)	AUD \$34.00

Fees for Chinese qualification verification

If you have more than one Chinese qualification to be assessed, each qualification **MUST** be verified. You will receive our assessment letter and the verification results when your assessment is completed.

12.3 Credit card payment

Write your credit card details here, if you are paying by credit card.

13. Submit application

Post your application, with all required documentation and fees, to:

**VETASSESS
Skills Recognition –
General Occupations
GPO Box 2752 Melbourne
Vic 3001 Australia**

Appendix A

Additional documentation requirements – Europe, Pakistan, Nigeria, Philippines and People’s Republic of China

> **Europe** – supply a ‘Diploma Supplement’ if one was issued with your degree and transcript. Most European universities will issue a Diploma Supplement automatically and free of charge to graduates from 2005

> **Nigeria** – ask the awarding body to send a verified copy of the award certificate and full academic transcript in a sealed envelope directly to VETASSESS

> **Pakistan** – ask the awarding body to send a verified copy of the award certificate and full academic transcript in a sealed envelope directly to VETASSESS

> **Philippines** – if you have passed the Professional Regulation Commission’s Licensure Examinations in your field, supply copies as this may positively affect your assessment outcome

> **People’s Republic of China** – qualifications awarded in China must be verified by the Qualifications Verification service at VETASSESS, which has an agreement with the Ministry of Education China appointed verification authorities, the China Academic Degrees and Graduation Education Development Center (CADGEDC) and the China Higher Education Student Information and Career Center (CHESICC), to verify the authenticity and recognition status of Chinese qualifications. If you have been awarded a qualification at Bachelor degree level or above, you will need to have both the Degree Certificate and Certificate of Graduation verified for the Skills Assessment. Please submit your qualification documents as outlined below. Note: qualification award certificates do not need to be notarised; photocopies of certificates are sufficient. To find out more about Qualifications Verification, visit www.qualverify.com

Appendix B

Statement of service or reference from your employer

This is a letter from each employer for whom you have worked in positions related to your nominated occupation in the last five years, or in the last ten years if you require advice to DIAC about your employment for Points Test purposes. This Statement of Service or Reference should:

- show the official company or government department letterhead of the organisation which employed you
- show in the letterhead the full address of the company, any telephone and fax numbers, email and website addresses
- be from your supervisor or the manager of the human resources department – references from colleagues at the same level or below are not suitable
- be signed by an authorised person whose name and position is typed or stamped below the signature – a signature which cannot be identified will not be accepted

and include the following information:

- the direct contact number of the person writing the reference
- the exact period of employment
- the required working hours per week
- whether that employment was permanent or temporary
- whether the employment was full-time or part-time
- the position(s) held
- the main five (5) duties undertaken
- the salary earned

Positions should not be described by generic titles (for example, research officer, public servant) but according to the nature of the duties undertaken (for example, research chemist, accounts clerk).

Appendix C

Statutory Declaration

If you are unable to obtain a Statement of Service from your employer you should submit a Statutory Declaration. This is a written statement declared to be true in the presence of an authorised witness. This should be verifiable and be supported by other evidence of your employment.

The Statutory Declaration – must include the following details:

- the full name and address of the company and any telephone, fax numbers, email and website addresses
- the name and position of your direct superior and a contact number for them
- details of the exact period of employment including:
 - whether permanent or temporary
 - whether full-time or part-time
 - position(s) held - positions should not be described by generic titles (for example, research officer, public servant) but according to the nature of the duties undertaken (for example, research chemist, accounts clerk)
 - the main five (5) duties undertaken, and the salary earned
 - The reason why you cannot obtain a statement from the employer.

Please note that a Statutory Declaration is compulsory if you are unable to obtain a statement from your employer, and must be supplied as part of your evidence. It is important to note that under the Statutory Declarations Act 1959 a person who wilfully makes a false statement in a statutory declaration is guilty of an offence and may be fined or jailed, or both.

You can find out more about statutory declarations at www.ag.gov.au/statdec