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 List of Eligible Skilled Occupations for the:

- General Skilled Migration Program (GSM) – Points based visas
- Employer Nomination Scheme (ENS) or Regional Sponsored Migration Scheme (RSMS) or Temporary Skill Shortage (TSS) visa
- Temporary Graduate visa (subclass 485).

If you want to migrate to Australia under the GSM, ENS, RSMS or a TSS, or to stay on in Australia on a 485 visa after completion of your study, and nominate a general professional occupation, you need a Skills Assessment from VETASSESS before you submit your migration application to the Department of Home Affairs. The Skills Assessment is based on the information and documentation you provide, as well as research undertaken by VETASSESS.

To find out more about applying for a Skills Assessment, or to apply online, visit [www.vetassess.com.au](http://www.vetassess.com.au).

The Skills Assessment for the GSM, ENS, RSMS or a TSS visa 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 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.

Please see our website at [www.vetassess.com.au](http://www.vetassess.com.au) for our list of occupations and assessment criteria. The occupations are grouped according to differences in educational and/or employment criteria. It is an applicant’s responsibility to ensure that the selected occupation is available for the intended visa category.

**Note:** The Qualifications Assessment to support an application for a Temporary Skill Shortage (TSS) does not require an assessment of employment. It will clearly indicate that it is for a 485 visa application. The qualification(s) will need to be in a highly relevant field to the nominated occupation and to be assessed at the required educational level. After receiving a Qualifications 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. 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, Employer Nomination Scheme, Regional Sponsored Migration Scheme or Temporary Skill Shortage (TSS)
- nominate a general professional 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 Temporary Graduate 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
- 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](http://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.
- Initial and date any alterations to your answers on the form.
- Provide all required information – your application will not be assessed if it is incomplete.
- 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.

The Department of Home Affairs has authorised VETASSESS to provide an opinion on qualifications and/or employment for their consideration of a claim for points.

VETASSESS will assess an applicant’s highest qualification up to postgraduate doctoral degree level. 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 Qualifications Framework. For applicants who meet the skills assessment criteria, VETASSESS will also determine the date that an applicant was deemed skilled in their nominated occupation based on closely related employment within the last ten years. Closely related employment assessed positively will be eligible for employment points from the date the applicant is deemed skilled and not earlier.

See Section 7 for a definition of closely related employment.

**Required Document Checklist**

Include all required documents.

All documents must be high quality colour copies of the original documents.

**Form and payment**

- [ ] Application form – completed and signed
- [ ] Assessment fee
- [ ] Supporting evidence for your GST exemption claim (if applicable)
Evidence of tasks performed at the skill level of your

Email
Fax
Visit

cross the relevant box at

evidence. See Appendix A for important information about these requirements.

If your qualification is from the People’s Republic of China see Section 6.

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 high quality colour copies of the original documents
☐ English translations compiled by a registered translation service, if originally issued in a language other than English.

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.
☐ Organisational chart (on company letterhead) highlighting your duties if nominating a managerial occupation.

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

☐ Payslips
☐ Payment summaries for taxation
☐ Taxation Records of Assessment showing employer name
☐ Superannuation records showing employer contributions
☐ Bank Statement showing at least 2 salary payments, your name and the employer’s name

If you worked in your own business:

a. Evidence of tasks performed at the skill 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.
☐ A Statutory Declaration listing your main duties and other relevant employment information. 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
☐ Payment summaries for taxation
☐ Taxation Records of Assessment showing business name
☐ Your company taxation records

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
☐ Organisational chart (on company letterhead) highlighting your duties. This evidence is compulsory if nominating a managerial occupation.
☐ Evidence of professional development completed during your employment
☐ Prizes/Certificates or other forms of commendation
☐ If you were self-employed, contracts with clients or suppliers
☐ 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.

Applications submitted without the necessary supporting documentation will not be assessed.

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
PO Box 2752
Melbourne VIC 3001
Australia

Reviews and appeals

If you disagree with the outcome of your assessment, you may request for a review of your application. The review process is the final opportunity for an applicant to provide additional evidence in support of claims made in the original application. Please note that no additional information will be accepted with an appeal request. The decision rendered by the Appeals Committee will be final.

To find out more about reviews 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 List of Eligible Skilled Occupations on the Department of Home Affairs website at www.homeaffairs.gov.au

We will only assess occupations if VETASSESS is listed as the relevant assessing authority on the Department of Home Affairs’ List of Eligible Skilled Occupations. 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.

You may also refer to the Australian and New Zealand Standard Classification of Occupations (ANZSCO) at the Australian Bureau of Statistics website www.abs.gov.au. Please note that occupations listed on this website 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 You will find the ANZSCO code for your occupation on the List of Eligible Skilled Occupations on the Department of Home Affairs website at www.homeaffairs.gov.au

1.3 Cross one of the visa types - General Skilled Migration (GSM), Employer Nomination Scheme (ENS), RSMS, Temporary Skill Shortage (TSS) or Temporary Graduate visa (subclass 485).

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.mara.gov.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 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.

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

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

4.6 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.

VETASSESS will also assess the qualification with the highest educational level in Australian terms, unless already assessed for skills assessment. 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 What is the major field of study in your qualification?
Your qualification or academic transcript/mark sheet may state your major field of study. The major field of study is the concentration of subjects which was the main focus of the educational program leading to your qualification. The major field 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.

5.4 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.

5.5 Write the full address of the awarding body.

5.6 Write the name of the campus that you attended.

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

5.8 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.

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

5.10 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.

5.11 Write the normal length of the semester in weeks or months.
5.12 Write the dates when you started and completed your qualification.

5.13 Write the date when your qualification was awarded.

5.14 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.

5.15 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.

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

6 Verification of Chinese qualifications

This section is for applicants for assessment of qualifications awarded in the People’s Republic of China. Go to Section 7 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.

6.1 Cross ‘Yes’ if you have qualification(s) awarded by an institute in China.

6.2 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.

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 your Chinese Personal Identification Card
- Copy of original Degree Award certificate and Certificate of Graduation (if applicable) and its English translation

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 ‘nongenuine’ 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.

Your employment

This section is about your employment completed anytime in the ten years up to the date of lodgement of your application to VETASSESS. Go to Section 9 if you are applying for a Qualifications 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/resume.

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.

VETASSESS will determine the date you met the entry level requirements for the nominated occupation based on closely related employment within the last ten years. VETASSESS will only count skilled employment post the Date Deemed Skilled as eligible for points test purpose. Please refer to our website for more information about ‘Date Deemed Skilled’.

Unless otherwise stated, VETASSESS applies the Department of Home Affairs’ definition of “closely related employment” to the nominated occupation to determine the date an applicant was deemed skilled within the last ten years. Closely related employment will be considered skilled and therefore eligible for employment points from the date the applicant is deemed skilled and not earlier. The Department of Home Affairs defines closely related employment as paid employment of at least 20 hours per week in an occupation which has the same skill level and draws on a similar skill set and subject matter as the nominated occupation. Usually closely related employment is in an occupation which is in the same Unit Group of ANZSCO as the nominated occupation.

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.
Fees must be paid in Australian dollars when you
• cheque payment from overseas
must be cleared before the service
MasterCard
•
•
• via Australia Post
Diners Club
You must pay your fees by credit card, bank cheque
do not send cash through the post
VETASSESS will not be responsible for banking delays
AMEX
Visa
February 2018
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10
Applicant declaration

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.

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

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:

<table>
<thead>
<tr>
<th>Credit and debit cards</th>
<th>MasterCard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheques</td>
<td>must be cleared before the service is provided</td>
</tr>
<tr>
<td></td>
<td>cheque payment from overseas must be by bank cheque or bank draft payable at an Australian bank</td>
</tr>
</tbody>
</table>

Money order via Australia Post

We do not accept:

<table>
<thead>
<tr>
<th>Cash</th>
<th>AMEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments to a VETASSESS bank account do not send cash through the post</td>
<td></td>
</tr>
</tbody>
</table>

Amount payable
Write the amount payable for your Skills Assessment.
Write the total amount owing for your Chinese qualification verification (if applicable). Then fill in the
total amount you are paying.

If required, include the fee for a Printed Outcome Letter
by registered or express post as specified in the following
ges table.

There is a reduced fee for online applications.

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 reissue, review, change of
occupation or appeal, apply online or submit the relevant
form along with the correct fee payment. To find out
more, visit www.vetassess.com.au.
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 ten years. 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. This should be verifiable and be supported by other evidence such as Appointment Letter, Official Position Description and evidence of paid 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.