VETASSESS Skills Assessment Application Checklist

For further information on the required documents, please visit our eligibility criteria webpage

Personal Information Evidence

- Photograph (coloured, clear background and not self-taken)
- 3 forms of ID

At least one of the following primary documents:

- Passport bio page (Passport page that contains the holder's personal information and photograph, or the Biographical data page); or
- Birth certificate

And (at least one or more secondary documents)

- At least one (1) ID document contains a photo; and
- At least one (1) of the ID documents shows the full name.
  - National ID
  - Driver's license
  - Social security card
  - Marriage certificate
  - Student identity card
  - Australian Visa
- Signed declaration page
- Name change document (if applicable)

Qualification Evidence

- Testamur/Completion letter
- Transcript of Records/Diploma Supplement
- Chinese Qualification Verification (CQV)

Employment Evidence

- Statement of Service with:
  - Issue date
  - Company letterhead with full contact details
  - Official position title(s)
  - Exact start and end dates (dd/mm/yyyy)
  - Working hours per week
  - List of main duties
  - Salary earned
  - Referee details (name, title, contact, signature)
  - Payment evidence (any of the following):
    - At least two pay slips
    - Taxation records with company and your name
    - Bank statements showing salary payments with company and your name
    - Employment-linked insurance/superannuation records company and your name
- Self-Employment Evidence (if applicable)
  - Business registration
  - Accountant/solicitor letter
  - Payment evidence (invoices, bank statements, tax records)
  - Supplementary evidence (contracts, testimonials, project evidence)
- Statutory Declaration or Affidavit (if applicable)

Organisational Chart

- Required for managerial and specific occupations
- Includes company letterhead, your position, superiors/subordinates
- Statutory declaration if chart cannot be provided

Please visit our eligibility criteria webpage (Employment Evidence) to view the complete list of occupations that require organisational charts.

Evidence of Activities / Events / Portfolio / Projects / Sales

- Management Consultant – project list
- Program or Project Administrator – project list
- Conference and Event Organiser – events list
- Sales occupations – sales list
- ICT sales occupations – ICT sales list
- Farm manager/farmer occupations – farm activities list and photo evidence
- Design/drafting occupations – portfolio or design samples (max 5MB each)

Please visit our eligibility criteria webpage (Employment Evidence) to access the available activities, events, portfolio, project, and sales templates.

Evidence of Research

- University Lecturer – publication list

Please visit our eligibility criteria webpage (Employment Evidence) to access the available publication list template.

Other Supplementary Employment Evidence

- License or Registration documents
- Professional development evidence
- Prizes / Certificates / Commendations
- Land valuation certificates, sales/purchase receipts, J forms (India farming occupations)
- Notice of establishment (Iran employment)

Application Fee

- Payment completed

Skills Assessment Support, SAS (available prior to lodgment)

If you would like support with the required documents or assessment criteria, you can access our Skills Assessment Support (SAS) service. Please visit our SAS webpage for more information.