

## Application for Post 485 Skills Assessment

### About this form

#### IMPORTANT

- › Please read the Explanatory Notes before you begin the application form
- › Make sure to provide all required documents, including photos and signed declaration
- › You may either complete this form on the screen using Adobe Reader, or print it out and complete by hand
- › Please note that this form will be read by an electronic scanner. If you are completing this form by hand, please use a black pen and print clearly in BLOCK LETTERS.
- › Mark answer boxes with a cross ☒  
If you make a mistake, fill in the entire box and mark the correct box . Leave answer boxes blank if the data to be completed is not known to you. DO NOT use 'nil', 'n/a' or draw a line in the box.
- › When printing this form, set Page Scaling to 'None' in the Print dialog window. In Adobe Reader, see: File > Print > Page Scaling in the Page Handling section

### Explanatory notes

The Department of Home Affairs has made changes to the Temporary Graduate visa program, effective from 1 July 2024. From this date, we are accepting applications for skills assessment under the new Post-Vocational Education Work (subclass 485) stream.

We assess whether your qualification is:

- › At the required educational level, and
- › In a highly relevant field of study to your nominated occupation.

You do not need work experience for a qualifications-only assessment to support your application for Post-Vocational Education Work (Subclass 485) visa.

**Important Note:** — Applicants are advised to check age requirements to meet the relevant visa conditions before lodging an application for assessment. You can find more information on the Subclass 485 visa on the Department of Home Affairs website.

The PSR29 application explanatory notes are for applicants who already have a positive qualifications assessment for the same nominated occupation, issued from 2010, with the heading Qualifications Assessment for Skilled – Graduate (Temporary) visa (subclass 485) applicants or Qualifications Assessment for Post-Vocational Education Work Visa (Subclass 485) applications. This application is for those who now require a full skills assessment (qualifications and employment) for permanent migration purposes.

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)
- › Regional Sponsored Migration Scheme (RSMS)
- › Temporary Skill Shortage (TSS) visa
- › Post - Vocational Education Work Visa (subclass 485).

If you want to migrate to Australia under the GSM or ENS or RSMS or TSS visa, you need a Skills Assessment 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.

The Skills Assessment for the GSM or ENS or RSMS or 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 is required, in a field of high relevance and at an appropriate skill level to the nominated occupation. In some instances, either one or two years of additional employment is required if the qualification(s) do not meet all the criteria for relevance to the occupation.

VETASSESS also undertakes qualifications-only assessments to support an application for an onshore Post-Vocational Education Work (Subclass 485) visa.

If you have received a qualifications assessment for 485 visa purposes, you may then gain sufficient relevant employment experience to apply to us for a full Skills Assessment (qualifications and employment) to support an application to migrate for permanent residency. If your nominated occupation is the same, we will only need to consider your evidence of employment to complete the assessment.

For a list of VETASSESS occupations and to find out more about applying for a Skills Assessment, visit [vetassess.com.au](http://vetassess.com.au).



### Who should use this application form? Use this form if you:

Already have a positive qualifications assessment for the same nominated occupation, issued from 2010. Your assessment outcome letter has the heading of: Qualifications Assessment for Skilled – Graduate (Temporary) visa (subclass 485) applicants or Qualifications Assessment for Post-Vocational Education Work Visa (Subclass 485) applicants. You will also have at least one year of post-qualification employment experience in a highly relevant field to your nominated occupation, at the skill level for your nominated occupation.

## Completion of 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
- › Copies of documents will not be returned
- › Keep a copy of all documentation submitted

For all other assessment types, please refer to our website [vetassess.com.au](http://vetassess.com.au).

### Include all required documents

Make sure that you include all required information and documents with your application.

### Required Document Checklist for the Skills Assessment

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

### Application Form

Application form – completed and signed

### Identity documents

(including at least three forms of personal identification showing name, phone and date of birth) Please provide one document from the primary documents and two documents from the secondary documents. You must provide at least one primary document.)

- One recent passport size photograph
- Birth certificate
- Relevant passport biopage (showing name, photo and date of birth)
- Change of name evidence (if applicable)
- National ID
- Driver's Licence
- Student Identity Card
- Australian Visa

### Additional qualification documents

Only submit additional qualification documents for higher qualifications not listed on your Qualifications Assessment for 485 visa purposes.

- Qualification (such as degree, diploma or certificate) award certificate in the original language
- Transcript showing subjects studied and marks/grades awarded in the original language

English translation of the above documents, compiled by a registered translation service, if originally issued in a language other than English.

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. You may submit evidence of employment in the last five years for the Skills Assessment, and in the last ten years for Points Test Advice.

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

### All employment documents must be:

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

It is important that you provide us with the required employment evidence for each employment position listed in your formal skills assessment application.

### Statement of Service:

A Statement of Service is a written statement by your employer confirming your employment on official letterhead. Official letterheads should include the organisation's full address details, telephone, email and website addresses. The content of the letter must be signed by your direct supervisor or the manager of the human resources department.

The Statement of Service must include the following:

- Issue date for the Statement of Service
- The company letterhead
- Your full name
- The working hours per week
- Your official position title(s) held at the organisation
- The exact start and end date (dd/mm/yyyy) of your employment in each position held

- g) List of your main duties for each position held
- h) The salary earned
- i) Full name, position title, official contact details and signature of the person writing the statement of service – references from colleagues at the same level or below will not be accepted. Please note that your referee may be contacted for further information.

### Occupations requiring Organisational Chart

If you are nominating a managerial occupation or one of the following occupations: Management Consultant, Marketing Specialist, Internal Auditor and Program or Project Administrator, you must submit an organisational chart. An organisational chart should include the company letterhead, your job position and those of your superiors and subordinates as well as all positions reporting to your immediate supervisor and to your direct subordinates. If you are unable to obtain an organisational chart from your employer, please provide a statutory declaration outlining the required information and the reasons why this information cannot be provided.

### 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 and the employer's name

### Self-employed

It is important that you provide us with the required employment evidence for each employment position listed in your formal skills assessment application.

If you are self-employed, you are required to provide the following:

- a) Evidence of self-employment such as sole trading or business registration details and/or official statements issued by your (registered) accountant and/or legal team. The statement from your accountant or solicitor must include the accountant's or solicitor's letterhead, your full name, how long you have been continuously self-employed including official dates in each role, the nature of the business conducted, the signature and contact details of the accountant or solicitor. View Employment Reference for Self-Employment template.
- b) Statutory declaration listing your main duties during self-employment;
- c) Payment evidence showing regular income from self-employment, such as client invoices together with corresponding bank statements and/or official taxation records;
- d) Supplementary evidence, such as contracts with clients or suppliers, client testimonials, evidence of projects completed etc.

Evidence of Activities / Portfolio / Projects List / Research may be required for some occupations. Please see the details of these additional documentation requirements on the VETASSESS website.

### 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.

### Submit your application

Please email the complete form with all required documentation to [migrate@vetassess.com.au](mailto:migrate@vetassess.com.au), attachment size cannot exceed 5MB in an email. A payment link will be sent to you via email once the form is received, please make the relevant payment online via credit card within 2 days.

### 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. If you believe the review decision is incorrect, you may appeal the decision.

**Please note:** — that no additional information will be accepted with an appeal request. The decision rendered by the Appeals Committee will be final.

### Notes to Questions

#### 1. Your nominated occupation

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

- 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 [homeaffairs.gov.au](http://homeaffairs.gov.au). It should be the same occupation you nominated for your Qualifications Assessment for 485 purposes. Please refer to the Department of Home Affairs website for advice on the occupations which may be nominated for permanent residency purposes. Do not use this form if you wish to nominate a different occupation to the one you nominated for the 485 Qualifications assessment. You can apply for a full skills assessment online.

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 a different occupation to your previous assessment for a 485 visa, you can apply online.

- 1.2 You will find the ANZSCO code for your occupation on your outcome letter for your qualifications assessment from VETASSESS, or on the Department of Home Affairs website.
- 1.3 Cross one of the visa types – General Skilled Migration (GSM), Employer Nomination Scheme (ENS), Regional Sponsored Migration Scheme (RSMS) or Temporary Skill Shortage (TSS) visa.
- 1.4 Write your VETASSESS file reference number from your previous VETASSESS skills assessment form for 485 visa

purposes (qualifications only assessment). If you have not previously had an assessment from VETASSESS, or have had a pre-2010 assessment, you can apply for a new application online.

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## 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**.

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## 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 [mara.gov.au](http://mara.gov.au).

Agents or representatives should also sign the declaration at **Section 10**.

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## 4. 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.

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.

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'.

VETASSESS applies the Department of Home Affairs' definition of "closely related employment" to the nominated occupation in order to determine the date an applicant was deemed skilled 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. 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.

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

- 4.1 Write the business name of the employer for whom you work(ed).
- 4.2 Write the former or other names that the business is known by.
- 4.3 Write the complete street address of your employer, including the street name, number, suburb or town, state or territory, postcode and the country.
- 4.4 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.
- 4.5 Include the contact details for the person listed at 4.4 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).
- 4.6 Write your position/job title with this employer. If you held more than one position/job with the same employer, list them separately.
- 4.7 Write the date when you started employment in this position.
- 4.8 Write whether you are employed in this position at the time of lodging your application to VETASSESS.
- 4.9 If you no longer work in this position, write the day, month and year that you left this position.
- 4.10 Write the number of weeks of continuous unpaid leave in this position.
- 4.11 Enter your normal required working hours per week in this position.
- 4.12 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 Managing facilities maintenance, including fit out works.

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## 5. Other employment information

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

## 6. Higher qualifications

Please complete this section if you have an additional (higher) qualification which was not listed on your Qualifications Assessment.

## 7. Verification of Chinese qualifications

This section is for applicants for assessment of qualifications awarded in the People's Republic of China. Go to Section 8 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.

7.1 Cross 'Yes' if you have qualification(s) awarded by an institute in China.

7.2 For each qualification you hold, cross the boxes for the documents to be assessed and verified.

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

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

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 Personal Identification Card

Copy of original Degree Award certificate and Certificate of Graduation (if applicable) and its English translation

Electronic credentials report of degree certificate issued by CSSD in Chinese

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 '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.

Key in the required information for both Chinese and English academic transcripts on the editable PDF forms, available to download on VETASSESS website

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

## 8. Required document checklist

Please ensure that all documents are submitted with your application.

## 9. 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 high quality colour copies of originals as required. The declaration must be signed by you (the applicant), not your agent.

## 10. 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.

## 11. Payment of fees

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

You must be ready to complete the application payment when you apply. Upon receipt of your application, you will be sent a payment link to your email correspondence address. This payment link is valid for two days.

Application fees include GST if you (the applicant) are an Australian resident for tax purposes. Please refer to the Australian Taxation Office website for information regarding tax residency.

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 [vetassess.com.au](http://vetassess.com.au).

## 12. Submit application

You must be ready to complete the application payment when you apply. Upon receipt of your application, you will be sent a payment link to your email correspondence address. This payment link is valid for two days.

## Appendix A

### Additional documentation requirements – Europe, 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
- › **Lebanon** — If your qualification was awarded by a University College or Institute in Lebanon, supply evidence of approval by the Equivalence Committee of the ministry of Education and Higher Education
- › **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 authority, the Center for Student Services and Development (CSSD) to verify the authenticity and recognition status of Chinese qualifications.

To find out more about Qualifications Verification, visit [vetassess.com.au](http://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

Also 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

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 [ag.gov.au/statdec](http://ag.gov.au/statdec).

## Application for Post 485 Skills Assessment Form

### 1. Your nominated occupation

**1.1 Occupation title**

**1.2 ANZSCO code**

Your ANZSCO code

**1.3 Visa type**

- General Skilled Migration – Points based visas (GSM)
- Regional Sponsored Migration Scheme (RSMS)
- Employer Nomination Scheme (ENS)
- Temporary Skill Shortage (TSS) visa

**1.4 VETASSESS file reference number**

### 2. Personal details

**2.1 Preferred title**

Dr  Mrs  Other

Mr  Miss

**2.2 Sex**

Male  Female  Indeterminate/Intersex/Unspecified

**2.3 Date of Birth**

Day  / Month  / Year

**2.4 Country of birth**

**2.5 Name**

Surname or family name

Given name/s

Previous surname or family name (if applicable)

Previous given name/s (if applicable)

**2.6 Country of current residency**

**2.7 Country of citizenship**

Current passport number  
(if applicable)

Day Month Year

Date of issue

 /  / 

**2.8 Country of any other citizenship (if applicable)**

Current passport number  
(if applicable)

Day Month Year

Date of issue

 /  / 

**2.9 Contact details**

Daytime number

Mobile number

Email

**2.10 Postal address details**

(Please provide the address at which we can contact you)

Street name

Suburb or city

State

Postcode

Country (if not Australia)

### 2.11 Home address

(if different from your postal address)

Street name

Suburb or town

State

Postcode

Country (if not Australia)

## 3. Authorising an Agent

3.1 Do you authorise an agent or representative to act for you in matters concerned with this application?

No  Go to **Section 4**

Yes  I authorise the agent or representative below to act for me in all matters concerned with this application.

3.2 Name of agent/representative

3.3 Agent/representative company name (if applicable)

3.4 Agent/representative MARA number (if applicable)

3.5 Agent/representative email address

3.6 Agent/representative postal address

Street name

Suburb or city

State

Postcode

Country (if not Australia)

3.7 Agent/representative contact details

Daytime number

Mobile number

**Note** — Agent or representative **MUST** also sign the Declaration in **Section 10**.

## 4. Employment

Please list all positions you wish to submit which are relevant to your nominated occupation and held within the last ten years.

List your most recent employment first.

Do not fill in **Sections 7 and 8** if the Skills Assessment is for 485 visa purposes.

### Employment 01 – Company Details

4.1 Business name

4.2 Alternate/former name(s) of the business

(if different from Question 4.1)

4.3 Business street address

Street name

Suburb or city

State

Postcode

Country (if not Australia)

Employer contact details

4.4 Name of employer/supervisor/manager

4.5 Contact details of employer/supervisor/manager

Daytime number

Mobile number

Email

Website URL

## Employment position details

### 4.6 Position/Job title

### 4.7 Employment dates

Date employment started      Day      Month      Year  
 /  /

### 4.8 Are you currently employed in this position?

Yes       No

### 4.9 Employment dates

Date employment ended      Day      Month      Year  
 /  /

### 4.10 Total length of unpaid leave (if applicable)

Days

### 4.11 Your normal required working hours per week

Hours per week

### 4.12 List your main tasks/duties/responsibilities in this position

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

Note — You may use your CV/Résumé to provide further details about your positions with this business/employer.

## Employment 02 – Company Details

### 4.1 Business name

### 4.2 Alternate/former name(s) of the business (if different from Question 4.1)

  

### 4.3 Business street address

#### Street name

#### Suburb or city

#### State

#### Postcode

#### Country (if not Australia)

  

## Employer contact details

### 4.4 Name of employer/supervisor/manager

### 4.5 Contact details of employer/supervisor/manager

Daytime number

Mobile number

Email

Website URL

## Employment position details

### 4.6 Position/Job title

### 4.7 Employment dates

Date employment started      Day      Month      Year  
 /  /

### 4.8 Are you currently employed in this position?

Yes       No

### 4.9 Employment dates

Date employment ended      Day      Month      Year  
 /  /

### 4.10 Total length of unpaid leave (if applicable)

Days

### 4.11 Your normal required working hours per week

Hours per week

4.12 List your main tasks/duties/responsibilities in this position

1	
2	
3	
4	
5	

Employment 03 – Company Details

4.1 Business name

4.2 Alternate/former name(s) of the business  
(if different from Question 7.1)

4.3 Business street address

Street name

Suburb or city

State

Postcode

Country (if not Australia)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Employer contact details

4.4 Name of employer/supervisor/manager

4.5 Contact details of employer/supervisor/manager

Daytime number

Mobile number

Email

Website URL

Employment position details

4.6 Position/Job title

4.7 Employment dates

Date employment started      Day  / Month  / Year

4.8 Are you currently employed in this position?

Yes  No

4.9 Employment dates

Date employment ended      Day  / Month  / Year

4.10 Total length of unpaid leave (if applicable)

Days

4.11 Your normal required working hours per week

Hours per week

4.12 List your main tasks/duties/responsibilities in this position

1	
2	
3	
4	
5	

**Note** — You may use your CV/Résumé to provide further details about your positions with this business/employer. 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.

## 5. Current professional registration, licensing, or membership

Do you currently hold any of the following for your profession:

### 5.1 Professional licence

No

Yes

Country of licence

Name of licensing body

Type of licence

Licence number

Date of expiry      Month      Year  
 /

Current status

Active       Expired       Renewed

Other  Give details

### 5.2 Professional registration

No

Yes

Country of registration

Name of registration body

Type of registration

Registration number

Date of expiry      Month      Year  
 /

Current status

Active       Expired       Renewed

Other  Give details

### 5.3 Membership of a professional body

No

Yes

Country of membership

Name of membership body

Type of membership

Membership number

Date of expiry      Month      Year  
 /

Current status

Active       Expired       Renewed

Other  Give details

## 6. Higher qualification details

If applicable, please list your highest qualification other than was already assessed positively for 485 visa purposes.

### 6.1 Student registration number

### 6.2 Name of qualification (in English)

  

### 6.3 Major field of study

  

### 6.4 Name of awarding body

  

### 6.5 Address of awarding body

Street name

Suburb or city

State

Postcode

Country (if not Australia)

6.6 Campus you attended

6.7 Name of institution you attended

(if different to awarding body)

Course Details

6.8 What was the normal entry requirement for the course? (or name of examination)

6.9 If different, what was the basis of your entry into this course?

6.10 Normal length of full time course

Years  OR Semesters

6.11 Normal length of semester

Weeks  OR Months

6.12 Course dates

Date course commenced Day  / Month  / Year

Date course completed Day  / Month  / Year

6.13 Date qualification awarded

Date awarded Day  / Month  / Year

6.14 Study mode

Full time  Specify number of class/guided learning hours per week

Part time

Other  Details

Additional Course Requirements

6.15 Were you required to complete any of the following before receiving the qualification?

An internship, supervised practical training or work placement  Number of weeks spent in this activity

A thesis  Number of weeks spent in this activity

A major project  Number of weeks spent in this activity

6.16 If you selected an option in Question 6.15 above, please give details

Details

7. Verification of Chinese qualifications

7.1 Do you hold a higher qualification awarded by an institution in the People's Republic of China that was not assessed for 485 visa purposes and now requires verification to be considered for Points Test purposes?

No  Go to Section 8

Yes  Give details below

7.2 Select the documents to be verified.

Qualification 01

Select document/s to be verified

Certificate of Graduation

Academic Transcript or Examination Record

Degree Certificate

Note — Please refer to Section 8 for more information on the Required Document Checklist.

## 8. Required document checklist

I have included:

### Identity documents

- Evidence of change of name *(where applicable)*
- One recent passport size photograph
- Copy of the relevant passport biopage  
*(showing name, photo and date of birth)*
- National ID
- Driver's Licence

### Employment documents – For each position you held in the last ten years, which you require to be considered for assessment, include the following:

- Official evidence of employment detailing the employer's name, the period of employment, the position held, the main tasks and hours of work for each position. *(See the explanatory notes for further details.)*
- Official evidence that the employment was paid. *(See the explanatory notes for further details.)*
- Organisational chart (on company letterhead) highlighting your duties, if applicable
- Evidence of Activities / Portfolio / Projects List / Research, if applicable

### Also include the following:

- Résumé / CV

### Qualification documents

*(For each qualification you hold, include the following)*

- Qualification (such as degree, diploma or certificate) – Colour scanned copy of the original award certificate in the original language
- Transcript – Colour scanned copy showing subjects studied and marks/grades awarded in the original language
- Additional evidence as required for Europe, Philippines, and the People's Republic of China

### Chinese verification *(if applicable)*

- Copy of your Chinese Personal Identification Card
- Copy of original Degree award certificate and Certificate of Graduation awarded for the same degree program and any other Certificates of Graduation for non-degree programs.
- (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.)*
- Electronic credentials report of degree certificate issued by CSSD in Chinese
- 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.)*
- Key in the required information for both Chinese and English academic transcripts on the editable PDF forms.
- (Available to download on VETASSESS website.)*
- 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
- Other**
- If any of the above documents were issued in a language other than English, you must supply translations by a registered translation service.

#### IMPORTANT —

Please ensure you have included **high quality colour copies of the original documents.**

## 9. Applicant's declaration

You MUST read and sign this declaration

I (*print name*)  declare that:

- > The information I have supplied on this form and in any attachments is complete, correct and up to date.
- > I have included the required identity, qualifications/employment evidence and documents as listed on the Required Documents Checklist.
- > I have read and understood the information supplied to me in the Explanatory Notes accompanying this application.
- > I have consulted the List of Eligible Skilled Occupations published by the Department Home Affairs (Australia) before applying and I understand that it is the applicant's responsibility to ensure that the selected occupation is available for the intended visa category.
- > I intend to apply to migrate to Australia under the General Skilled Migration (GSM) Program, Employer Nomination Scheme (ENS), Regional Sponsored Migration Scheme (RSMS) or Temporary Skill Shortage (TSS) visa.
- > I will inform VETASSESS of any changes to my circumstances in writing (e.g. address) while my application is being considered.
- > I authorise my appointed agent or representative to act in all matters concerned with this application.
- > I authorise VETASSESS to make any enquiries necessary to assist in the skills assessment (including contacting the educational institutions and employers) and to use any information supplied for that purpose.
- > I understand that VETASSESS may provide the Department of Home Affairs (Australia) and the Department of Education and Training (DET) with any of the information supplied in this application.
- > I understand that documentation submitted in support of my application may be referred to the Department of Home Affairs (Australia), for integrity checking.
- > I understand that the Department of Home Affairs (Australia) may, where relevant, take into account any information referred to it by VETASSESS in the assessment of my application for migration purposes.

### Verification of Chinese qualifications

- > If indicated at Section 7, I authorise VETASSESS to verify and provide Credential Reports for my qualifications.

### Applicant's signature

(On completion of this form, please print and sign by hand)

Agents DO NOT sign on behalf of applicant

Day  / Month  / Year

## 10. Agent's declaration

You MUST read and sign this declaration

I (*print name*)  declare that:

- > I am the nominated agent authorised by the applicant to correspond with VETASSESS for all matters concerned with their application
- > I understand that the applicant may withdraw this authority in writing at any time
- > I will inform VETASSESS of any changes to the applicant's circumstances in writing (e.g. address) while this application is being considered.

**Note** — If the agent/representative authorised by the applicant does not sign this section, any future requests about the application, such as requests for reissues, will need to be signed by the applicant.

Agent's or representative's signature

(On completion of this form, please print and sign by hand)

Day  / Month  / Year

## 9. Applicant's declaration

## 11. Submit application and fee

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You can find all the fees payable on our website here.

The fees will be different depending on whether you are an Australian resident for tax purposes. The GST is applicable in addition to the Skills Assessment fee if you are an Australian resident for tax purposes

You can check your tax status by visiting the website of the Australian Taxation Office at [www.ato.gov.au](http://www.ato.gov.au).

Please send the complete form with all required documentation to [migrate@vetassess.com.au](mailto:migrate@vetassess.com.au). The attachment size cannot exceed 5MB in an email. A payment link will be sent to you via email once the form is received, and you will need to pay online via credit card within 2 days.

**If the applicant is not a resident for tax purposes in Australia, select the relevant box below:**

**Individual Applicant**

I declare that I am not a resident of Australia for income tax purposes.

**Migration Applicant**

I declare that the application is not a resident of Australia for income tax purposes.

## 12. Download your result letter

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Once the assessment is completed, you will be able to download the result letter from your online portal.

