

10. EMPLOYMENT

Work experience must be at a professional ICT level and relevant to the nominated occupation (ANZSCO) to be assessed as suitable.

Only employment completed **after** the date you have met the ACS suitability criteria will be counted as **Skilled Employment** and eligible for migration points.

Work experience used to meet the suitability criteria is **NOT** counted as **Skilled Employment** and **NOT** eligible for migration points.

At least **65%** of the duties detailed in the employment reference must be relevant to the nominated occupation for the experience to be deemed closely related to the nominated occupation (ANZSCO).

Please refer to the [ANZSCO Code Information](#) document for detailed descriptions of course units and employment duties.

Please Note: work experience can only be assessed according to the information provided in the employment reference. The following list details the required information that must be provided in an employer reference to assess your work experience. If these requirements are **NOT** met or are unclear in the employment reference, the employment episode will be assessed as not suitable.

Employment References

Each employment reference must contain:

- Start and Finish Dates of Employment – these should be specific dates in a DD/MM/YY format
- Description of Duties Performed – Required to determine the relevance of the experience to the nominated occupation
- Hours worked - Full time or Part time –must be a minimum of 20 hours per week
- Country where Employment was undertaken
- Company Letterhead and signed by the author
- Certification as a valid copy

Please Note:

- If your employment is “Current”, the employer reference should state the term “To Date” and **MUST** include the date the reference was written.
- Experience can only be considered up until the submission date of your application.
- Only month and year will be counted for employment duration, not individual days.
- Relevance to your nominated occupation is determined by the description of duties in your work reference.
- If dates or duties are unclear or open to misinterpretation, the work episode will be assessed as not suitable.
- Work experience carried out as part of a qualification is not considered for skilled employment.

Full-time work is considered to be 20 hours or more per week and must be stated in the reference. Any experience that is less than 20 hours per week will not be considered in an assessment.

All references must contain specific information from the employer regarding the duties you performed and the skills applied on the job. References that do not state specific details of duties will be assessed as not suitable.

The country in which the employment was performed must be stated clearly in the reference. If you have worked in multiple countries for one company, the employment reference must clearly show the specific dates and corresponding locations where the employment was completed. An example of the required breakdown is provided in the example employment reference on the following page

References need to describe your duties and responsibilities as stated by your employer. Generic job descriptions are not acceptable and will be assessed as not suitable.

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