



Skills Assessment Guidelines for Applicants

Australian Computer Society

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1. ACS ASSESSMENT PROCESS

ACS Assessment Process

The ACS ICT skills assessment will assess if your educational qualifications and work experience are at a professional ICT level and closely related to the nominated occupation (ANZSCO) for migration purposes.

Your qualifications are firstly assessed to determine the AQF comparability using Australian national education standards.

After the AQF comparability is established, the course units are assessed to determine the professional ICT content of your qualification. Each unit is assessed to determine if it is considered an ICT professional unit or not.

This assessment outcome will determine if your qualification is a **Major**, **Minor** or if the ICT content is **Insufficient**.

The third element involves assessing the percentage of ICT units that are considered closely related to your nominated occupation as per the [ANZSCO Code Information](#) document which is referenced from the [Australian Bureau of Statistics, ANZSCO - Australian and New Zealand Standard Classification of Occupations](#).

After your qualifications are assessed, it will determine the amount of relevant work experience you require to meet the suitability criteria.

2. APPLICATION PROCESS

1. Ensure you understand the details of your personal visa requirements as set by the [Department of Immigration and Border Protection](#) or enlist the services of a registered [Migration Agent \(MARA\)](#) to assist you with your visa application before submitting an ACS skills assessment.
2. Check your qualifications and work experience are closely related to the ANZSCO code requirements by using the [ANZSCO Code Information](#) document which includes descriptions of course units and employment duties used by the ACS to assess against the nominated occupation (ANZSCO).
3. Upload all your documentation as certified copies into the [Online Application Form](#) in PDF format.
 - Consolidate all pages into **one** PDF document for **each** qualification and **each** employment entry.
 - Scan documents at a low resolution setting of no higher than 200 DPI.
 - Maximum limit of 3MB per PDF upload.
 - Ensure your PDF files are not "Password" protected or read only.
4. The ACS will issue your result letter via email in PDF format which can be submitted to the [Department of Immigration and Border Protection](#) as evidence of your ICT skills assessment.

Please Note: Due to the complex nature of the assessment process, the ACS cannot advise if your degree course or work experience will be suitable **until after** a full skill assessment has been completed.

3. MIGRATION AGENTS

You can appoint a [Migration Agent](#) to submit your ICT skills assessment on your behalf. It is at your discretion if you wish to use a migration agent or not.

- To find a registered Migration Agent: [Migration Agents Registration Authority \(MARA\)](#)

If you wish to authorise or change your migration agent details for your skills assessment, please use the [Migration Agent Authorisation Form](#) and Email it to assessment@acs.org.au with a certified copy of your passport.

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4. SUITABILITY CRITERIA

The suitability criteria contain the requirements you will need for a suitable ICT skills assessment for migration purposes. Your application must be **“Decision Ready”** before submitting your application which means all the documentation you wish to be assessed is submitted and meets the ACS requirements.

Please refer to the [ANZSCO Code Information](#) document for a detailed description of course units and employment duties the ACS will use to assess your skills against the nominated occupation (ANZSCO). The [Summary of Criteria](#) document contains a summarised version of the ACS suitability criteria.

ACS Suitability Criteria

Temporary Graduate – 485 Skills Assessment

- This skills assessment can **only** be used to apply for a subclass **485 visa**.
- Only nominated occupations which appear on the [Medium and Long-term Strategic Skills List \(MLTSSL\)](#) are applicable to a Temporary Graduate – 485 skills assessment.
- You will require to have completed an **Australian** Bachelor degree or higher with a major in ICT which is closely related to the nominated occupation (ANZSCO) to meet the suitability criteria.
- **Please Note:** Ensure you understand the documentation requirements for the [ACS Requirements for Australian Qualifications](#) before submitting a Temporary Graduate application.

Post Australian Study Skills Assessment

- This application is only if you have completed an **Australian** Bachelor degree or higher at an Australian educational institution in Australia and you would like a skill assessment for migration purposes in general.
- You will require an **Australian** Bachelor degree or higher with a major in ICT which is closely related to the nominated occupation (ANZSCO) plus **one** of the following requirements for a suitable skills assessment:
 - 1 year of relevant work experience completed **after** the completion date of the relevant **Australian** degree, **or**
 - Completion of an ACS Professional Year Program.
- **Please Note:** Ensure you understand the documentation requirements for the [ACS Requirements for Australian Qualifications](#) before submitting a Post Australian Study application.

Post Australian Study Notes:

- *The skill level requirement date for the Post Australian Study Skills Assessment will be noted as the completion date of the relevant Australian degree. Suitable employment completed **after** the completion date of the relevant Australian degree will be eligible for points under the skilled migration points test.*
- *Relevant work experience can be overseas experience or experience in Australia for the Post Australian Study Skills Assessment but must be **after** the relevant Australian degree.*

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Bachelor Degree or Higher with an ICT Major

- If your degree is assessed as having an **ICT major** which is closely related to your nominated occupation, you will require **2 years** relevant work experience completed within the past **10 years** or **4 years** relevant work experience completed anytime in your past work history (*whichever provides the earliest skill date*) to meet the suitability criteria.
- If your degree is assessed as having an **ICT major** which is **NOT** closely related to your nominated occupation, you will require **4 years** relevant work experience completed anytime in your past work history to meet the suitability criteria.

Bachelor Degree or Higher with an ICT Minor

- If your degree is assessed as having an **ICT minor** which is closely related to your nominated occupation, you will require **5 years** relevant work experience completed in the past **10 years** or **6 years** relevant work experience completed anytime in your past work history (*whichever provides the earliest skill date*) to meet the suitability criteria.
- If your degree is assessed as having an **ICT minor** which is **NOT** closely related to your nominated occupation, you will require **6 years** relevant work experience completed anytime in your past work history to meet the suitability criteria.

Diploma and Vendor Certification

- If your Diploma or Vendor Certification is assessed as having an **ICT major** which is closely related to your nominated occupation, you will require **5 years** relevant work experience completed within the past **10 years** or **6 years** relevant work experience completed anytime in your past work history (*whichever provides the earliest skill date*) to meet the suitability criteria.
- If your Diploma or Vendor Certification is assessed as having an **ICT major** which is **NOT** closely related to your nominated occupation, you will require **6 years** relevant work experience completed anytime in your past work history to meet the suitability criteria.

Non ICT Diploma or Higher

- If your qualification is assessed as AQF Diploma or higher and with **insufficient ICT content**, you will require **6 years** relevant work experience completed anytime in your past work history, **plus** a suitable **Recognition of Prior Learning (RPL)** application to meet the suitability criteria.

Work Experience Only – Recognition of Prior Learning

- If you do not hold any tertiary educational qualifications, you will require **8 years** relevant work experience completed anytime in your past work history, **plus** a suitable **Recognition of Prior Learning (RPL)** application to meet the suitability criteria.

Suitability Criteria Notes:

- If your work experience is completed before the completion date of your qualification, the Skill Level Requirement Met Date will be determined on the earliest date that **BOTH** the relevant work experience and the qualifications are completed.
- The **past 10 years** requirement period for work experience is determined by the 10 years that precede the submission date of your online skills application.
- The term **“Relevant work experience”** means work experience which is closely related to the nominated occupation (ANZSCO) and performed at a professional ICT level.
- The ICT Major and Minor assessment is based on the percentage of ICT units and the percentage of ICT units that are closely related to the nominated occupation.
- Advanced Diploma and Associate Degree share the same criteria as the Diploma and Vendor Certification
- Qualifications assessed as **Not Recognised** means
 - the qualification is assessed as comparable to less than AQF Diploma, or
 - the education institution is not recognised by Australian education standards or international equivalent associations.

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5. SKILL LEVEL REQUIREMENT MET DATE

The **Skill Level Requirement Met Date** will be noted on your ACS result letter and will be determined by the outcome of the suitability criteria.

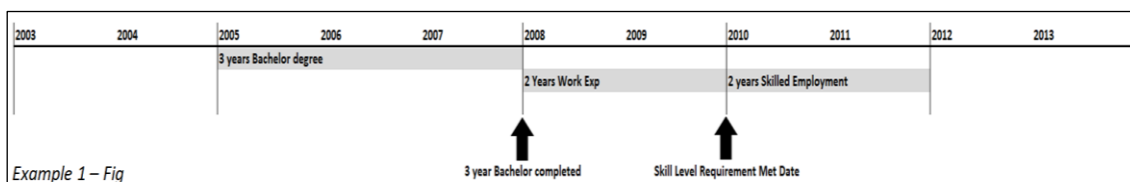
All relevant work experience completed **after** the **Skill Level Requirement Met Date** will be considered **Skilled Employment** and eligible for points under the skilled migration points test.

The work experience required to meet the suitability criteria is **NOT** included as **Skilled Employment** and is **NOT** eligible for points under the skilled migration points test.

The ACS assessment process will seek to find the earliest **Skill Level Requirement Met Date** possible for each assessment type.

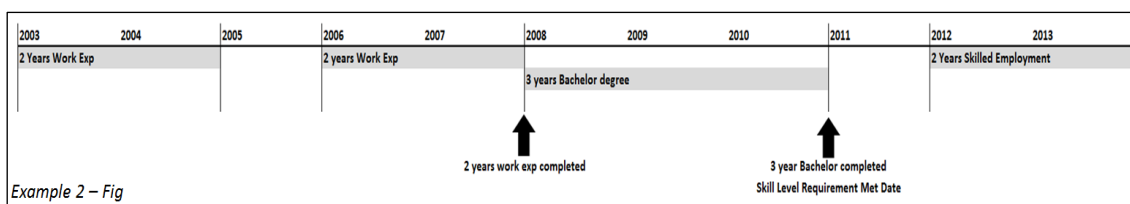
Example 1 – Employment completed **AFTER** the qualification:

- You complete a relevant Bachelor degree with a major in ICT in **Jan 2008** and you have **4 years** of relevant work experience from **Jan 2008 until Jan 2012**.
- 2 years** of work experience will be used to satisfy the suitability criteria and your **Skill Level Requirement Met Date** will be **Jan 2010**.
- All suitable work experience completed **AFTER Jan 2010** will be considered **Skilled Employment** and eligible for the skilled migration points test.
- The **2 years** of work experience used to satisfy the suitability criteria is **NOT** eligible for the skilled migration points test but is assessed to meet the suitability criteria.



Example 2 – Employment **BEFORE** the qualification:

- You complete **2 years** of relevant work experience from **Jan 2003 until Jan 2005**
- You complete another **2 years** of relevant work experience from **Jan 2006 until Jan 2008**
- You complete a **3 year** relevant Bachelor degree in **Jan 2011**
- You complete a final **1 year** of relevant work experience from **Jan 2012 until Jan 2013**
- The **“Skill Level Requirement Met Date”** will be **Jan 2011** because this is the date **BOTH** the relevant work experience **AND** the relevant qualification are completed
- Only relevant work experience completed **after Jan 2011** is considered **“Skilled Employment”** and eligible for migration points test
- All work experience completed **before Jan 2011** is **NOT** eligible for migration points test.



The **Skill Level Requirement Met Date** is dependent on the completion of **both** the relevant qualification and relevant work experience.

If your work experience is completed **before** the completion date of your qualification, the **Skill Level Requirement Met Date** will be determined by the **earliest** date that **both** the relevant work experience **and** the qualification are completed.

Please Note: While the ACS is authorised to assess ICT skills assessments, the final decision in awarding points remains with the Department of Immigration and Border Protection.

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6. APPLICATION TYPES

The following application types are available for migration purposes:

1. **Temporary Graduate – 485 Skills Assessment**
2. **Post Australian Study Skills Assessment**
3. **Skills Assessment**
4. **Recognition of Prior Learning (RPL)**

1 – Temporary Graduate – 485 Skills Assessment

The Temporary Graduate – 485 Skills Assessment is for graduates that have completed an Australian Bachelor degree or higher and wish to apply for a 485 visa. This is a qualification only skills assessment and can only be used to apply for a subclass 485 visa.

Please refer to the [Department of Immigration and Border Protection](#) for specific 485 visa information.

2 – Post Australian Study Skills Assessment

The Post Australian Study Skills Assessment is for graduates that have completed an Australian Bachelor degree or higher and would like a skill assessment for migration purposes in general. Relevant ICT employment or completion of an ACS Professional Year program is required.

Please refer to the [Department of Immigration and Border Protection](#) for visa information.

3 – Skills Assessment

This is a general skills assessment application to assess tertiary ICT qualifications and ICT employment.

4 – Recognition of Prior Learning – (RPL)

The RPL application is for applicants with qualifications with no or insufficient ICT, or applicants having no tertiary qualifications.

6 years of full time professional ICT work experience in a field closely related to the nominated ANZSCO Code is required if you hold a Non ICT or insufficient ICT qualification and **8 years** if you do not have any qualifications.

You are required to submit **2 Project Reports** within an RPL application - [ACS Recognition of Prior Learning Form](#).

Each report must provide a detailed description of a career episode in your employment history with sufficient detail of evidence in applying the claimed ICT knowledge in a working situation.

The Recognition of Prior Learning Project Report **must** be entirely your own work and not submitted by another person, a paid writing business or editing agency.

All quoted or paraphrased material **must** be clearly referenced and all sources noted in the Project Report.

Failure to disclose information included in the Project Report that is **NOT** your own, will result in an unsuitable assessment and notification of fraudulent activity to DIBP.

Please refer to the [CBOK](#) documentation to help you with applying for an RPL.

Sufficient detail must be provided to demonstrate the depth and breadth of your ICT knowledge gained during your ICT employment.

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7. MAKING AN ONLINE APPLICATION

Your ICT Skills Assessment will be based on only the documentation you upload into the [Online Application Form](#).

Your application must be decision ready before you submit an online application which means all your submitted education and employment documentation must meet the ACS requirements to allow full assessment.

It is the responsibility of each applicant to ensure the data entered into the online application form is correct and a true representation of your personal information, qualifications and employment.

Misleading and false information is a breach of ethical behaviour and will be reported to the [Department of Immigration and Border Protection](#).

Preparing Documents to Upload into the Online Application Form:

1. Organise the paper documents you need to submit
2. Create paper copies of all your original documents
3. Have your paper copies Certified by an authorised person
4. Scan and Save the certified copies into a PDF format
 - Consolidate all pages into **one** PDF document for **each** qualification and **each** employment entry.
 - Scan documents at a low resolution setting of no higher than 200 DPI.
 - Maximum limit of 3MB per PDF upload.
 - Ensure your PDF files are not Password protected or Read Only.
5. Upload the PDF files of your certified copies into the [Online Application Form](#)

Required Documents

1. Birth Certificate or Passport – *Applicant details page only, not full passport*
2. Degree or Award Certificate
 - Title of Degree or Award
 - Name of University or Awarding Institution
 - Date the Degree or Award was completed – the qualification will be assessed as **NOT** suitable if there is no documented evidence that the degree has been completed and awarded.
3. Degree or Award Transcript
 - Unit or Subject Names and Grades or Marks Achieved
4. Employment References
5. If you apply for a **Recognition of Prior Learning (RPL)** application, you will need to submit an [ACS Recognition of Prior Learning Form](#).

Only upload the tertiary qualifications and employment documentation with your online application. Unnecessary documents like Resumes, High School Certificates or Self-Written Statutory Declarations will not be assessed.

If you have a Master degree, please provide documents for the underpinning qualifications such as a Bachelor or other qualifications.

Application Status

After submitting your online application, a confirmation email will be sent to your email address. This will contain your ACS reference number and password instructions which you can use to check the progress of your application via the online [Application Status](#).

Please Note: We are not able to provide you with any further information regarding the status of your application apart from what is indicated in the Online Application Status. If you request a status update via phone or email, we can only refer you back to the Online Application Status information.

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Certified Documents

All documents must be certified copies of originals and uploaded into the online application form as PDF files.

A document is a certified copy when the original document is photocopied or scanned and a person authorised to certify documents stamps and signs the copy, signifying that it is a true copy of the original document.

The following information is required on each page of your certified copy:

- The words **Certified True Copy of the Original**
- The signature of the certifying person
- The date signed and name of the certifying person
- Registration number or title of the certifying person (*e.g.: Police Officer, Doctor*)
- Certification details must be legible on the copy

Certification can be authorised within Australia by:

- a registered migration agent - a justice of the peace or a bail justice
- an Australian lawyer - a member of the police force - a public notary
- a sheriff or a deputy sheriff - a councillor of a municipality
- a senior officer of a council - a medical practitioner
- a dentist - a veterinary practitioner - a pharmacist
- a principal in the teaching service - a minister of religion authorised to celebrate marriages
- a member or former member of either House of the Parliament of the Commonwealth

Documents Certified Outside Australia can be certified by an equivalent authority within the country of origin. Legal professionals and embassy officials can provide information regarding certification of documents outside Australia.

Please Note: The ACS is unable to accept documents if the identity of the certifying officer is unclear or the contact details are illegible.

Translation of Documents

All documents not in English must be translated. Both the original document and the translation must be submitted for assessment and both must be certified copies.

Applications Submitted Within Australia

Acceptable translations may be obtained from translators accredited with the National Accreditation Authority for Translators and Interpreters [NAATI](#).

Applications Submitted Outside Australia

Acceptable translations can be obtained from:

- A Ministry of Justice or equivalent in the country where the qualification was obtained
- The Australian Education International Section (AEIS) at an Australian Diplomatic Mission
- Australian High Commission, Consulate or Embassy
- Private and Commercial Translators
- The Awarding Institution

Overseas translations must be completed on the organization letterhead and include an official stamp, the name of the translator, signature and contact telephone number legibly printed with the signature.

It must be possible for the ACS to contact the translator if necessary to verify the translated documents from the details provided.

Please provide both the certified copies of your foreign document and certified copies of the English translation.

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8. QUALIFICATIONS

Both Australian and Overseas educational qualifications are assessed for a General and RPL type skills assessments. Only the Temporary Graduate – 485 and the Post Australian Study type skills assessments require an **Australian qualification** to meet the suitability criteria.

Assessment of ICT Content in Tertiary Qualifications

Qualifications are assessed as having either an ICT Major or Minor in computing. ICT content less than a minor is assessed as a Non-ICT qualification.

The ICT course content of the qualification must be at a professional ICT level with the predominant objective of the course being to educate students to be professionals in ICT.

ICT Major Criteria:

A Diploma, Advanced Diploma or Associate degree must have at least **50%** ICT content.

A Diploma, Advanced Diploma or Associate Degree with ICT content **less than 50%** is assessed as a Non-ICT qualification.

A Bachelor degree must have:

- **33%** ICT content for a 3 year course
- **25%** ICT content for a 4 year course
- **20%** ICT content for a 5 year course

The ICT content must progress through all years of the program with the final year being at an advanced level.

A post graduate qualification (*Graduate Diploma or Masters*) that do not require a Bachelor with an ICT major for entry into the course, must have:

- A minimum of **3** semesters or at least **1.5** years of full-time study
- At least **2** semesters or **1** year of full-time equivalent ICT content
- A minimum of **12** units or subjects (*overseas degrees may contain less units or subjects*)
- **50%** ICT content for a **2** year Graduate Diploma or Masters qualification
- **33%** ICT content for a **3** year Graduate Diploma or Masters qualification

A post graduate qualification (*Graduate Diploma, Masters or Doctoral qualification*) that requires at least a Bachelor qualification with a major in ICT for entry into the course, must have ICT content of at least **33%**, all of which must be at post graduate level.

ICT Minor Criteria:

A Bachelor or higher qualification is assessed as a Minor when the ICT content is at least two thirds of the requirements for a major.

Insufficient ICT Content:

All qualifications with ICT content **less than** the requirement for a Minor are assessed as Non-ICT qualifications.

ANZSCO ICT Content

In all educational qualifications, **65%** of the ICT content must be closely related to the nominated occupation (ANZSCO) to meet the suitability criteria.

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

Statement of Academic Record

Statements of academic record or transcript need to show the names of all the subjects studied and marks or grades received. Result slips or web results are not acceptable. Please include a Legend or Key explaining the grading system to help clarify information if required.

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Qualification Completed but Graduate Certificate or Testamur is not yet awarded

In cases where the degree, diploma or certificate has not yet been awarded, you are required to provide an official document that clearly states the date you met all of the course requirements and became eligible to be awarded the qualification.

Thesis or Research Project Abstract

When the qualification includes a thesis or research project, an abstract of the thesis or research project is required. The abstract should be endorsed by the primary supervisor where possible. The name of the University and the date of the thesis publication or project completion should appear on the front page of the abstract.

9. VENDOR CERTIFICATIONS

The following vendor certifications are accepted by the ACS as comparable to graduate outcomes of an ICT major at the [AQF](#) Diploma level. Please upload your vendor certification in the qualification section of the online application form.

Microsoft Certifications

The following list outlines Microsoft Certifications accepted by the ACS. Certifications must be valid at the time of submission. Certifications no longer reported or listed under Legacy in your Microsoft transcript are not accepted for assessment.

A copy of your latest Microsoft Transcript and your Microsoft Transcript ID and Access Code are required to have your certification assessed <https://mcp.microsoft.com/Anonymous/Transcript/Validate>

Microsoft Certified Solutions Expert - All certifications

Microsoft Certified Solutions Developer - All certifications

Microsoft Certified Professional (MCP) & Microsoft Certified Solutions Associate (MCSA) certifications are not accepted by the ACS.

Cisco Certifications

The following list outlines Cisco Certifications accepted by the ACS. Certifications must be valid at the time of submitting the skills assessment and display the validation date.

Once your application is submitted you may be requested to **publish Credentials** for your Cisco Certifications through the Cisco Certification Tracking System at www.cisco.com/go/certifications/login.

Cisco Professional:

- Cisco Certified Network Professional (CCNP) - All tracks
- Cisco Certified Design Professional (CCDP)
- Cisco Certified Voice Professional (CCVP)
- Cisco Certified Security Professional (CCSP)
- Cisco Certified Internetwork Professional (CCIP)

Cisco Expert:

- Cisco Certified Internetworking Expert (CCIE) - All tracks
- Cisco Certified Design Expert (CCDE)

Cisco Architect:

- Cisco Certified Architect

Cisco Certified Network Associate (CCNA) certification is not accepted by the ACS.

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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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References must be **signed** by your employer or a person authorised by your employer. The name, position and contact details of the person making the reference must be clearly indicated.

The following job references are **NOT** suitable:

- If the referee's relationship with the applicant is unclear
- Plain paper reference with the referee's business card
- Plain paper reference, with a stamp and signature of Notary Public but doesn't state the referee's signature is witnessed

Example of a suitable employment reference

inspiring success

Australian Computer Society Inc
ABN 53 156 305 487
National Secretariat
Level 11, 50 Carrington Street, Sydney NSW 2000
PO Box Q534, Queen Victoria Building, Sydney NSW 1230
T +61 2 9299 3666 | F +61 2 9299 3997
E info@acs.org.au | W www.acs.org.au

acs™ AUSTRALIAN
COMPUTER
SOCIETY

EXAMPLE EMPLOYMENT REFERENCE

18/03/2015

To whom this may concern, |

This is to certify that **Mr Bob** was an employee of the **Australian Computer Society** and was employed from **Jan 1st, 2000 until Dec 1st, 2008**.

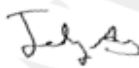
Mr Bob was employed on a **full time** basis as a **Software Engineer** at the following locations:

Junior Software Engineer	Jan 2001 – Jan 2003	India
Software Engineer	Jan 2003 – Feb 2005	Germany
Senior Software Engineer	Feb 2005 – Dec 2007	England
Senior Software Engineer	Dec 2007 – Dec 2008	Australia

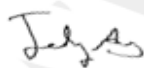
He performed the following duties:

- researching, consulting, analysing and evaluating system program needs
- identifying technology limitations and deficiencies in existing systems and associated processes, procedures and methods
- testing, debugging, diagnosing and correcting errors and faults in an applications programming language within established testing protocols, guidelines and quality standards to ensure programs and applications perform to specification
- writing and maintaining program code to meet system requirements, system designs and technical specifications in accordance with quality accredited standards
- writing, updating and maintaining technical program, end user documentation and operational procedures

Sincerely yours,



**Mr John,
Manager**



Please note: this is only an EXAMPLE. References provided do not need to be exactly the same format as long as the required information is provided.

Each employment reference must contain:

- Start and Finish Dates of Employment
- Description of Duties Performed
- Hours worked - Full time or Part time
- Country where Employment was completed
- Company Letterhead and signed by the author
- Marked as a Certified Copy

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11. STATUTORY DECLARATIONS AND AFFIDAVITS

If you are unable to obtain an employment reference on a company letterhead from your employer, a third party official Statutory Declaration or Affidavit written by a work colleague may be considered.

A Statutory Declaration or Affidavit is a legally written statement declared to be true in the presence of an authorised witness and signed, for example - a Notary Public.

All Statutory Declarations or Affidavits must be clearly signed by an authorised witness. The document **must** state that it was **Sworn Before, Signed Before** or **Witnessed Before** the authorised witness by the referee and signed by the authorised witness, with the date and place in which the declaration was made. [List of Authorised Witnesses](#) within Australia.

Please Note: If obtaining a Statutory Declaration or Affidavit outside Australia, please refer to an Australian Embassy or the legal standard of the country in which you are applying.

The Statutory Declaration or Affidavit **must** be written by a third party work colleague and **NOT** written by you, the applicant. Self-written Statutory Declaration or Affidavit will be assessed as not suitable.

A Statutory Declaration or Affidavit written by a work colleague needs to describe the working relationship with you, the details of the duties you performed and with relevant dates of the employment. It is preferable that the work colleague writing the declaration be at a supervisory level.

An example of how to define a working relationship is as follows –

'I can confirm that (applicant name) carried out the duties and role specified in this document at (company name) as I was their (supervisor, colleague, manager etc.) who interacted with them and witnessed their work on a regular basis throughout their employment.'

All third party Statutory Declaration or Affidavits must include one of the following as supporting evidence: (these must be in relation to you, the applicant and not the declarant)

- Certified copy of payslips – *preferably first & last payslip for the employment period*
- Certified copy a Human Resource statement or Service Certificate with employment dates
- Certified copy of a Termination Letter with employment dates

Employment contracts or appointment letters will **NOT** be accepted as supporting evidence and only one of the 3 above mentioned documents should be submitted. All other types of supporting documentation for Statutory Declarations or Affidavits will be assessed as unsuitable.

Acceptance of Statutory Declarations or Affidavits in place of employment references will be subject to the verification and discretion of the ACS and noted to the Department of Immigration and Border Protection for authentication against fraud and plagiarism.

The following Statutory Declarations or Affidavits are **NOT** suitable:

- Does **NOT** contain words to the effect **Sworn Before** or **Signed Before** or **Witnessed Before**.
- From a junior colleague
- Stating the referee agrees with what the applicant has written in another document
- Stamp and signature of Notary Public doesn't state that the referee's signature is witnessed
- Signature of Notary Public only states **Attested Copy**.

Other Types of Work Experience

Volunteer work can be considered if there is a specific contract in place with a statement of duties and hours worked, and references are provided. Internships may be considered if the work is paid and at a suitable professional level.

Work expressed to be at a trainee or junior level is not normally considered unless a qualification has already been awarded as foundation for the skills needed to perform the duties.

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Duties involving the assembling or repairing of computers at a technician level, installing and updating manufacturer-supplied software, data entry, and clerical and administrative interaction with software-based commercial systems are not considered to be at a professional ICT level.

Concurrent Employment

Only one period of employment can be claimed for a period of time. When multiple employment episodes with different employers for the same period of time occur, only one of these episodes can be claimed. If multiple concurrent episodes are provided in an assessment, the episode of employment that gives the best outcome will be assessed and the others will be reported as concurrent employment and not suitable.

Teaching Experience

ICT Teaching must be in a recognised qualification at the level of an AQF Diploma or higher and at an institution recognised by the ACS assessment process.

12. SELF EMPLOYED APPLICANTS

Self-employment is when you own or run your own business (or company) as an individual or in partnership. You may or may not employ staff.

Self-employed applicants can submit a formal Self Statutory Declaration containing:

- commencement and completion dates of your self-employment
- the occupation of employment and the capacity in which self-employed
- nature and content of the work you performed
- number of staff employed and their occupations (if applicable).

Please include the following documentation:

- business registration certificates covering each period of self-employment
- a statement on a letterhead from your accountant or legal representative certifying the name and nature of your business
- Statements from your clients with details of the work performed and dates. These statements should cover the entirety of the experience claimed.

Freelance experience is when you are a contractor or sole trader. In this circumstance applicants will need to provide statements from clients with details and dates of the work performed. These statements should cover the entirety of the experience claimed and include hours worked. The statements should be on the company letterhead of the business that employed your services.

13. APPLICATION INFORMATION

Priority Request

The priority request option is **ONLY** for visa deadlines less than 12 weeks from the date of application. Evidence of the visa deadline must be uploaded as a PDF document to have the request approved.

Examples of PDF scan documentation to upload as evidence:

- Passport visa stamp showing the deadline date
- Visa Entitlement Verification Online (VEVO) web page showing visa expiry date
- Department of Immigration and Border Protection email notification of the grant of a visa

The date of the deadline notification must be after the submission date of the ACS skills application. It is at the discretion of the ACS to approve a Priority Request based on the deadline criteria. All priority requests that are **NOT** for a visa deadline will be processed as general applications.

Application Status

After completing the Online Application you will receive an acknowledgement email with instructions on how to access the ACS website. You can check the progress of your application by using the online [Application Status](#).

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Please Note: We are **NOT** able to provide additional information regarding the progress of your application other than the status shown in the online application status. Email and phone enquiries asking for further status information cannot be answered.

It is important to include your email address and mobile phone number, and to check your email on a regular basis for ACS messages regarding your skills assessment.

Please check the **Junk** mail folder as some web email services place ACS emails in the Junk folder.

Application Processing Time

Please allow at least 6-8 weeks for the completion of your ACS skills assessment.

All applications are processed as soon as possible depending on the quality of the documentation and information provided.

All decision ready applications are processed more quickly than applications that do not meet the guideline requirements and require requests for additional documentation or information.

Payment Methods

Payment can be made by Credit Card or PayPal.

Accepted Credit Cards:

- Visa
- MasterCard
- American Express

Additional Fees

All skills assessment fees will include a total of 8 assessment episodes per application. An assessment episode can be either qualification or employment documentation. For example, you can submit 3 qualifications and 5 employment episodes or 8 employment episodes in total or any combination of qualifications and employment episodes numbering 8 assessment episodes per application.

A \$50 fee will apply for each additional qualification or employment episodes that exceeds a maximum of 8 assessment episodes per application

Recommendation Fee

The ACS will provide a recommendation for unsuitable applications which can be rectified by a change in the nominated ANZSCO code or skills application type. Recommendations are not obligatory and applicants can choose to accept or reject any recommendation.

If the recommendation is accepted the applicant will be required to pay an additional \$200 fee.

Refunds & Withdrawals

Payment fees are not refundable after preliminary work or formal assessment has commenced or the formal assessment has been completed.

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14. REVIEW & APPEAL APPLICATION

At the completion of your skills assessment, the ACS will issue you with a result letter via email as a secure PDF file with a Suitable or Unsuitable designation.

Result letters are valid for two years from the date of issue.

Unsuitable Results

You will be assessed as unsuitable if you do not meet the ACS skills assessment criteria.

Your application will be assessed as unsuitable if you do not provide acceptable documentation.

The ACS is not liable for unsuitable results due to the applicant submitting documentation that is not correct, is incomplete, contains data errors or is documentation not submitted by the applicant.

The ACS is committed to the highest quality standards in conducting assessments with integrity and professionalism in providing a formal review and appeal process for applicants to attention unsuitable results.

To have further unsuitable documentation re-assessed and included in the result letter, applicants **must** complete a Review application.

REVIEW APPLICATION

A Review application is in place to formally attention any disputed outcomes you may have with your skills assessment result. You may wish to change your nominated occupation (ANZSCO) or include additional work experience or qualifications to update your results.

The review process for a disputed application involves the re-assessment of all your documentation by a Senior Skills Assessor with particular focus on the comments and reasons you provide regarding the dispute.

A Review application can only be submitted within 60 days after you have received your skills assessment result letter. After the 60 day period expires, a new application is required.

Reasons for a Review Application:

- You wish to be assessed under a different ANZSCO Code
- You wish to submit additional documentation not included in your original application to have your results updated – *example: extra work experience or qualifications*
- You wish to contest the result of your ACS skills assessment.

Important Note: Complaint emails sent to ACS personnel outside of the Skills Assessment department will not be accepted. Applicants will be advised to submit a review to attention all disputed result outcomes and contentions.

Review Details:

- A review fee is payable for all review assessments
- Please upload additional documentation to support your review application
- A review cannot be completed if the result letter has already been used for Migration purposes

To submit a Review application, please go to the [Online Application Form](#) and use the **Linking to an Earlier Application** option.

Please Note: After the 60 days have elapsed, a review is no longer possible and a new application is required.

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APPEAL APPLICATION

An Appeal application is if you disagree with the result of your assessment outcome and you believe an error has been made in your skills assessment.

The difference between an Appeal and a Review is with an appeal you cannot submit additional documentation and the appeal fee will be refunded if your appeal is successful.

To submit an Appeal, please go to the [Online Application Form](#) and use the **Linking to an Earlier Application** option.

Please Note: *After the 60 days have elapsed, an appeal is no longer possible and a new application is required.*

Please include detailed reasons why you believe the original outcome is incorrect. Only one appeal can be made per case and the appeal outcome is final.

15. FALSE INFORMATION & PLAGIARISM

Information you provide to the ACS may be used for data matching with Australian Government agencies such as the Department of Education, Employment and Workplace Relations, Department of Immigration and Border Protection, and the Australian Tax Office.

Misleading and false information is viewed as a major breach of ethical behaviour and will seriously jeopardise your migration prospects.

It is your responsibility to indicate when you have drawn on the work of others. Other people's original ideas and methods should be clearly distinguished, and other people's words, illustrations and diagrams should be clearly indicated regardless of whether they are copied exactly, paraphrased, or adapted.

Failure to acknowledge your source by clear citation and referencing constitutes plagiarism. All plagiarism will be assessed as not suitable and reported to the Department of Immigration and Border Protection.

The ACS reserves the right to use software applications to screen your submitted work for matches either to published sources or to other submitted applications. In some cases, you may be asked to submit project reports and other written work submitted with the application for screening by plagiarism detection services.

If at any stage in the assessment process plagiarism is detected, the information may be provided to other Australian Government agencies. The assessment will be terminated and the outcome recorded as unsuitable. A refund of the application fee cannot be provided for cases assessed as containing false information or plagiarism.

16. ACS PRIVACY POLICY

Please refer to the [ACS Privacy Policy](#).

17. ACS ASSESSMENT AUTHORITY

The ACS is authorised as a relevant Assessing Authority for ICT skills occupations as listed in the [List of Eligible Skilled Occupations](#).

The ACS is designated by the Minister for Immigration in accordance with Regulation 2.26B (1) of the Migration Regulations 1994 (Commonwealth Regulations) (the Regulations).

Regulation 2.26B (2) of the Regulations provides the Authority for the ACS to determine, at its sole discretion, the standards against which the skills of a person are assessed as being suitable for their nominated occupation.

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18. ACS CONTACT INFORMATION

Please use the skills assessment email to contact the skills team - assessment@acs.org.au. All emails are answered within the same or next business day.

Due to security reasons we are unable to provide face to face skills assessment enquiries at ACS offices.

Emails sent to ACS personnel outside of the Skills Assessment department will not be accepted.

19. USEFUL LINKS & RESOURCES

[ACS Membership](#)

[ANZSCO Description Search Option](#) - A search function on the Australian Bureau of Statistics web site to help with ANZSCO descriptions.

[Australian Qualifications Framework](#) (AQF) - information relating to policies and standards for Australian qualifications.

[Australian Bureau of Statistics](#) (ABS) - comprehensive information pertaining to national Australian statistics.

[Australian Government](#) - links to various government agencies, Australian Government employment, current Government initiatives and useful information regarding visa applications.

[Australian Education International](#) - information on transnational education, Scholarships and Country Educational profiles.

[Department of Immigration and Border Protection](#) (DIBP) - information on visa requirements, immigration, life in Australia and citizenship.

[Department of Industry](#) - Economic government information on industry, energy, resources, science and skills.

[Migration Agents Registration Authority](#) - Australian government information regarding migration agents.

[List of Eligible Skilled Occupations](#) - list of nominated ANZSCO codes released by DIBP for permanent and temporary skilled migration.

[Seoul Accord](#) - the Seoul Accord is a multi-lateral and mutual recognition agreement among agencies responsible for accreditation or recognition of tertiary level computing and ICT related qualifications. Links are provided on the website to all accredited programs recognised under the Seoul Accord. The ACS is a member of the Seoul Accord.

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SKILLS ASSESSMENT GUIDELINES FOR APPLICANTS

Authors

Berny Martinez

Version History

Date	Document Version	Revision History (reason for change)	Author/Reviser
2 April 2012	1.0	20hr employment added	Berny Martinez
25 May 2012	1.1	Paperless process added	Berny Martinez
20 August 2012	1.2	Update of CISCO Vendor Certification	Berny Martinez
16 April 2013	2.0	Update of Microsoft Vendor Certifications and new format of wording	Berny Martinez
30 Oct 2013	2.1	Update of wording and formatting for sections 1 to 11. Inclusion of suitability criteria wording as per Summary of Criteria documentation	Berny Martinez
15 Jan 2014	3.0	Addition of Temporary Graduate – 485 and Post Australian Study criteria. Update of wording and formatting for sections 1 to 11.	Berny Martinez
23 April 2014	3.1	Wording update for sections 4/7/9 & 10. Inclusion of Employment Reference Example.	Berny Martinez
1 July 2014	3.2	Removal of Recognition Application, wording update for Statutory Declaration & Affidavit section 11. Update of wording and formatting for	Berny Martinez
3 September 2014	3.3	Update of wording and index format for sections 1 – 11.	Berny Martinez
18 March 2015	3.4	Update of links & Useful Link & Resources section. Update of employer reference example	Jen Lewis
1 July 2015	4	Update of Vendor Certifications list. Update of wording for sections 10/11/12 & 13.	Jen Lewis
4 September 2015	4.1	Update of wording in sections 7, 10 & 11.	Jen Lewis
20 March 2017	5	Updated wording for Post Australian Study Skills Assessment in the ACS Suitability Criteria section on page 3.	Berny Martinez
5 May 2017	5.1	Update of requirements for Post Australian Study Skills Assessment in the ACS Suitability Criteria section on page 3. Update of ANZSCO Code Information links throughout the document. Update of SOL List to new List of Eligible Skilled Occupations.	Berny Martinez
26 June 2017	5.2	Update of links and minor editing for new migration skills assessment website	Berny Martinez

22 August 2017	5.3	Updated PAS & TG suitability criteria with ACS Requirements for Australian Qualifications document link	Berny Martinez
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Approvals

Date approved	Version	Approved By	Date in force	Date of Next Review
1 August 2012	1.0	Ruth Graham	20 August 2012	1 January 2013
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