ENGINEERS
AUSTRALIA

Migration Skills Assessment Online

Applicant User Guide

May 2020

Contents

Purpose

This document details the online MSA application process.

Engineers Australia (EA) offers Migration Skills Assessment (MSA) for applicants intending to apply for migration to Australian via the Points Test Skilled Migration scheme. There are five pathways of assessment. They are as follows:

1. Competency Demonstration Report (CDR);
2. Accredited Australian Qualifications;
3. Washington Accord Qualifications;
4. Sydney Accord Qualifications and;
5. Dublin Accord Qualifications.

Please refer to the MSA booklet to choose the correct pathway.
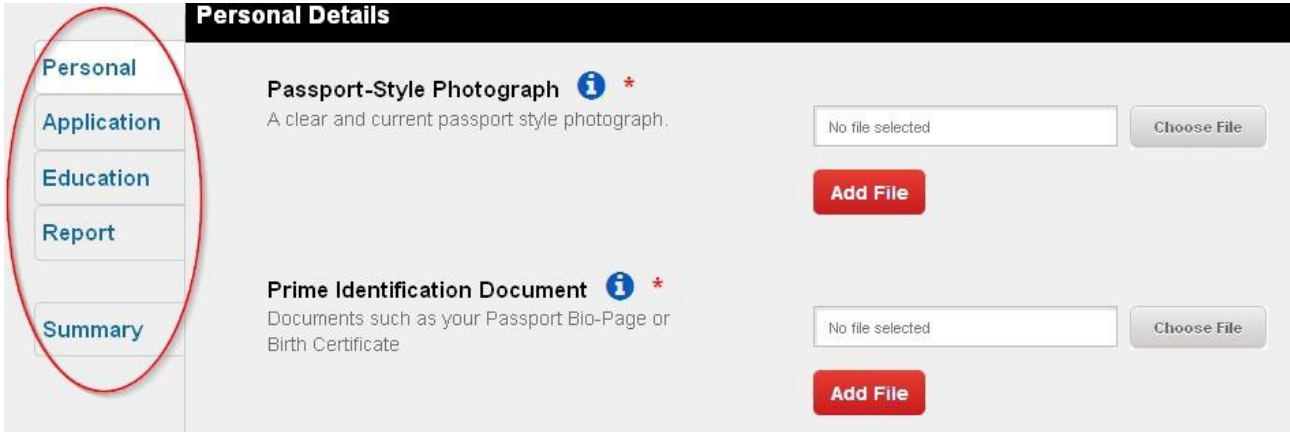
General Tips for Navigation

The system is optimised for the following internet browsers: Chrome, Firefox, Safari and Internet Explorer 8 (and above). Other browsers are not tested and not supported.

Please note that uploading documents may take time. Uploading several documents may trigger an error. Please upload only one document at a time.

Tooltips - Additional information is provided at several points in the portal in the form of tooltips. To view the information in the tooltips, hover your cursor over the tooltip icon as illustrated below:
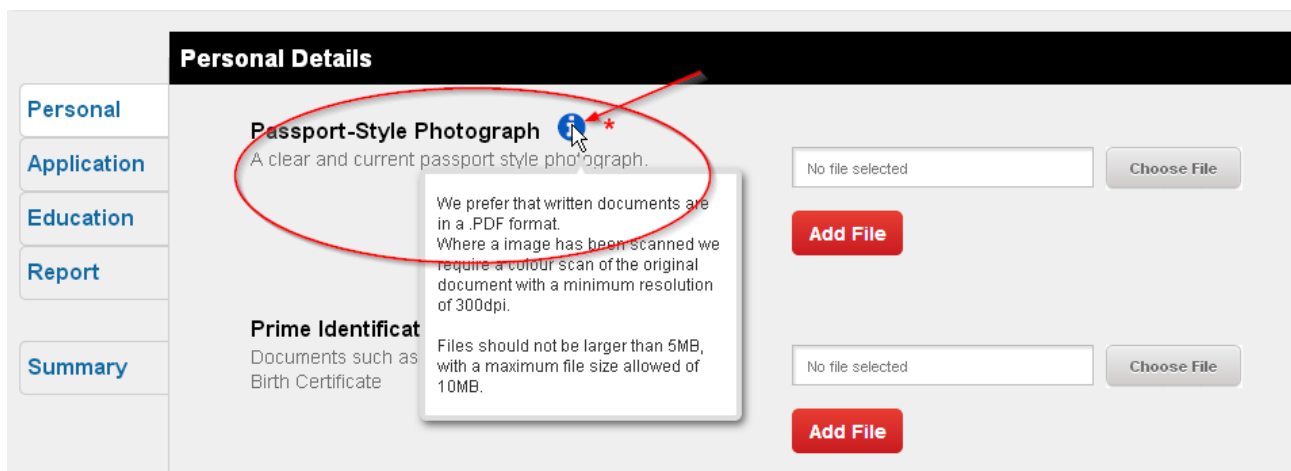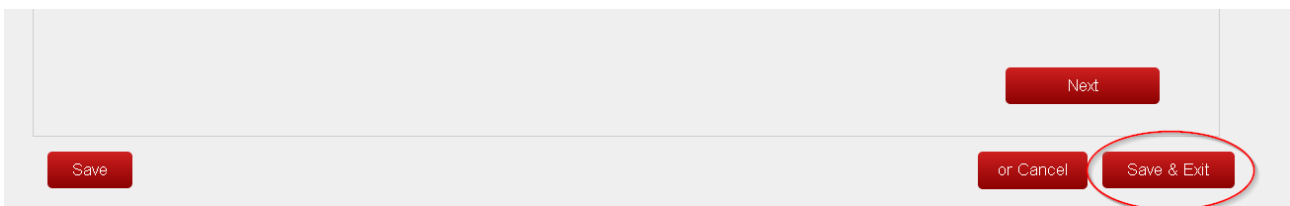

You can navigate through your application by clicking on the tabs on the left hand side of the screen.

Using the *previous page* button of your web browser as well as the *reload* button can trigger errors. It is recommended that you do not use these features.

Uploading a full application can take time. It is recommended that you save your application regularly.

To return to your Applicant landing page at any time click on the *Save & Exit* button on the bottom right hand side of your screen or simply save the application using the *Save* button at the bottom left of the screen.

- To log out of the portal, click the *Logout* link in the menu bar on the top right hand corner of the page:

- If you experience technical difficulties while using the portal, please contact our Member Services Team on 1300 653 113. Overseas applicants should call +61 2 6270 6555 (Monday to Friday - 9am to 5pm AEST). This phone number is located on the right hand side by clicking on the *Contact Us* button.
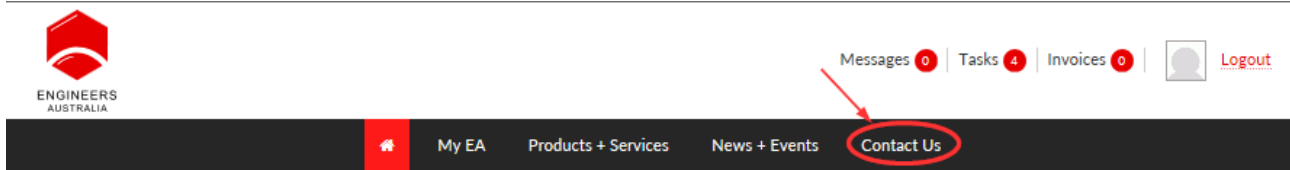
Registering for an EA ID & Password

If you do not currently have an Engineers Australia ID and password, you will need to register online via www.engineersaustralia.org.au as shown below:
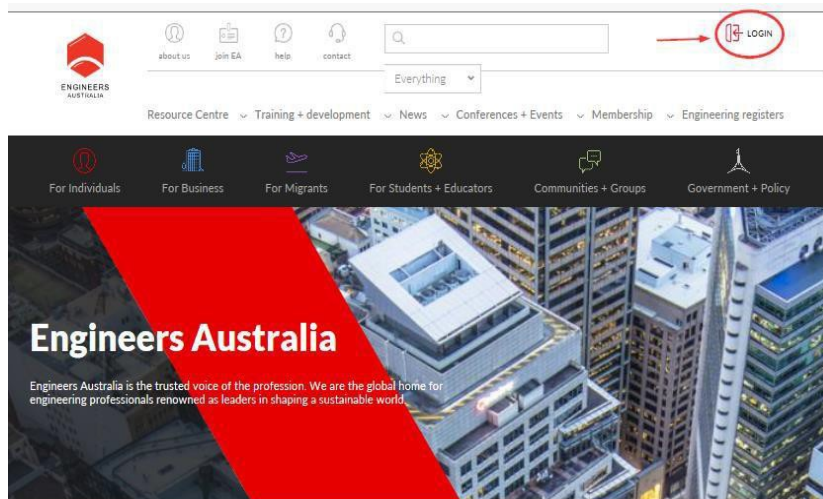
In order to register your details, you need to click the *Login* link in the menu bar on the top right hand corner of the page as shown above. This will lead you to the below page which you can fill out in order to receive an EA ID number:
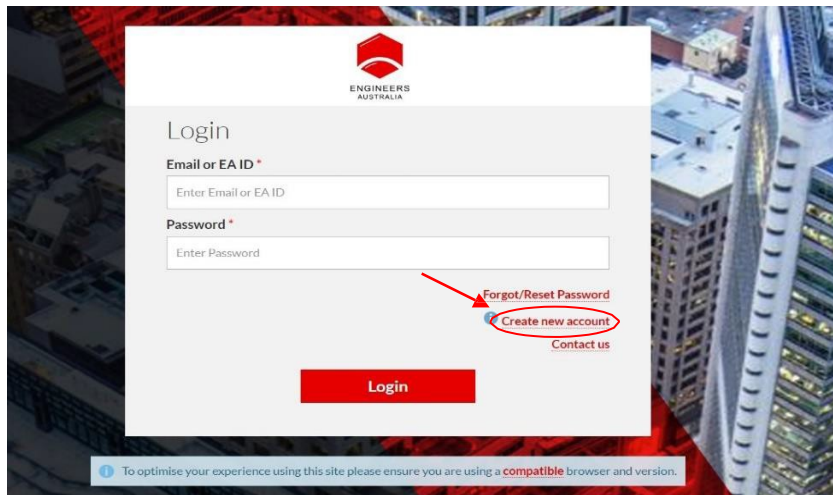
Please click on the *Create new account* button and fill out the form as shown on the next page:

Create an account
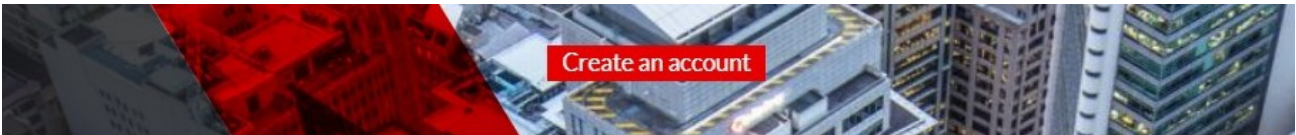
Collection Notice

☐ By ticking this box, I acknowledge that I have read and understood that Engineers Australia or its third party providers may collect personal information about me in the manner and for the purposes described in the Engineers Australia Collection Notice and Privacy Policy, and I consent to Engineers Australia and its third party providers collecting, processing, using and disclosing my personal information in that way. I have also read, understood and agree to the Engineers Australia Disclaimer.

Name

Title *
Please Select ▼

Given

Middle

Last *

Date of Birth *

Day
Day ▼

Month
Month ▼

Year
Year ▼

Country of Residence *

AUSTRALIA ▼

Address Line 1 *

    +

Suburb *

State *
ACT ▼

Postcode *

Contact *

Mobile
61 ▼

Phone
61 ▼ Area Code

Email * ⓘ

Confirm Email *

Your Password * ⓘ

Confirm Password *

☐ I'm not a robot
reCAPTCHA
Privacy - Terms

Create an Account

Before you fill in the form...

By creating a new account, you will receive an EA ID Number. Once you have an account with Engineers Australia, you can begin to engage with our offerings by joining as a member or applying for a Migration Skills Assessment and more.

You may already have an account (and an EA ID Number) if you have previously:

- Held membership in the past, including as a Student member.
- Applied for a Skills Assessment for Migration purposes.
- Are a member of a Technical Society or hold NER, but you are not a current Engineers Australia member.

If you think you may have an account, but can't remember, please try logging in with your email and then use the "Forgot Password" option or contact our Member Services Team for assistance.

*The name entered by you will appear on the final assessment outcome letter, so please make sure it is exactly the same as the name on your passport.

Note there may be a delay of 1-2 days in creating the account pending verification for some users. Once your account has been created, you can use your personalised EA ID and password to log in to myPortal and submit your MSA Application.
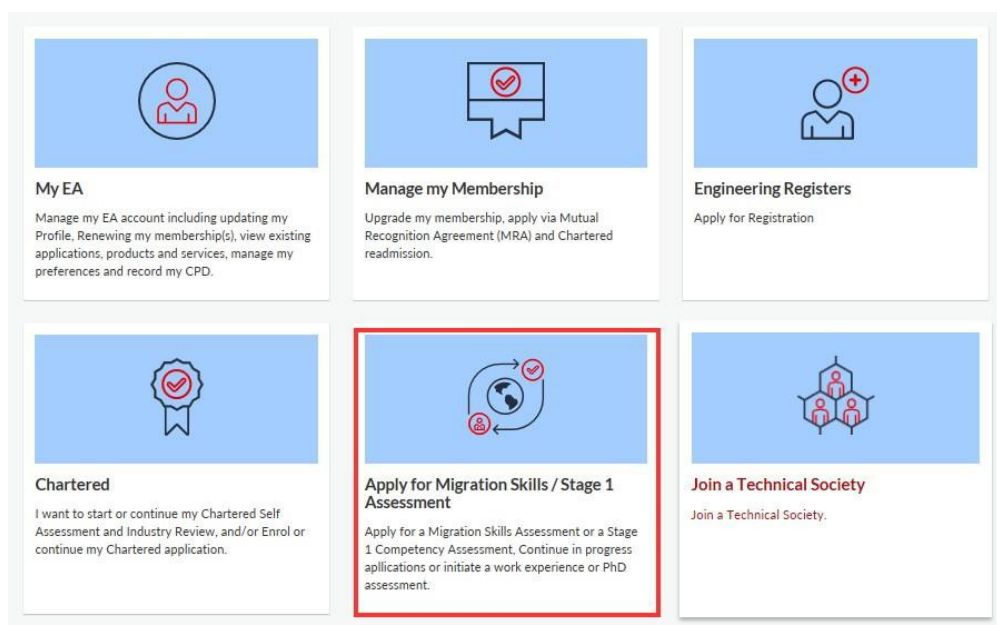
Engineers Australia Online Portal (myPortal)

Log into the Engineers Australia (EA) customer portal using your Engineers Australia ID and online password. This will take you to myPortal landing page.
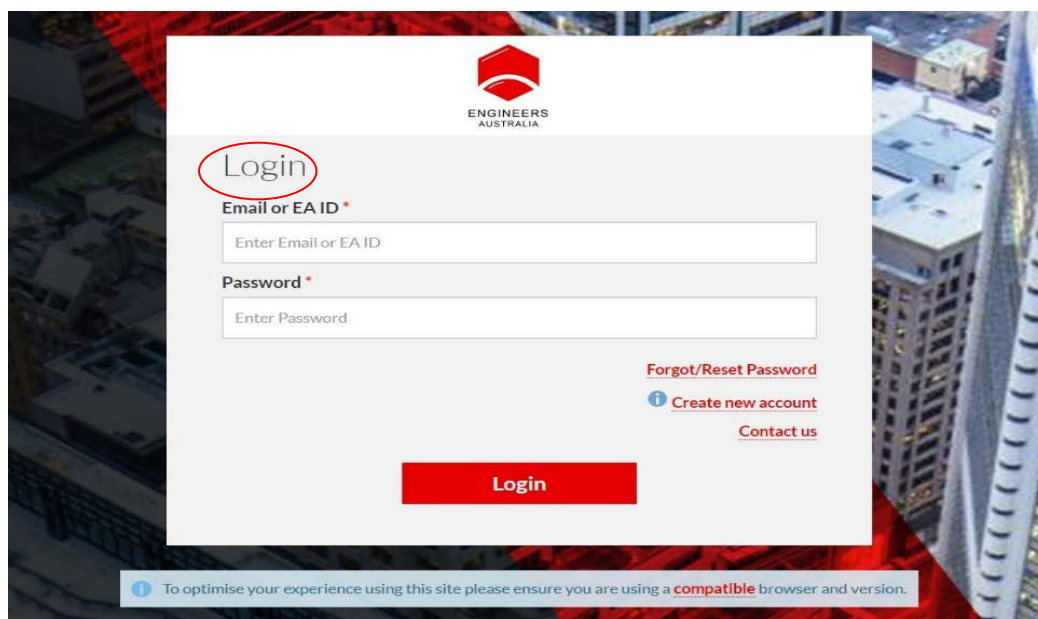
When you are on myPortal Home page, click on the *Apply for Migration Skills/Stage 1 Assessment* Tab as shown below.

MSA Application

Select *Start MSA Application*.

After selecting *Start MSA Application*, please select the relevant options from the drop down menus.

Please note that if you request an Overseas PhD assessment or Relevant Skilled Employment assessment these will incur an additional assessment fee.

Make sure you have read the MSA booklet before you continue with your MSA application. If you have read the MSA booklet and agree to the statement "By submitting an application, I acknowledge that I have read Engineers Australia's Privacy Policy and Disclaimer. I am also aware that Engineers Australia may require copies of documents to be sent via post in some instances", place a tick in the check box then click the *Begin MSA Application* button.

Please note that you cannot change your choice of assessment and additional assessment(s) once the application has been started.
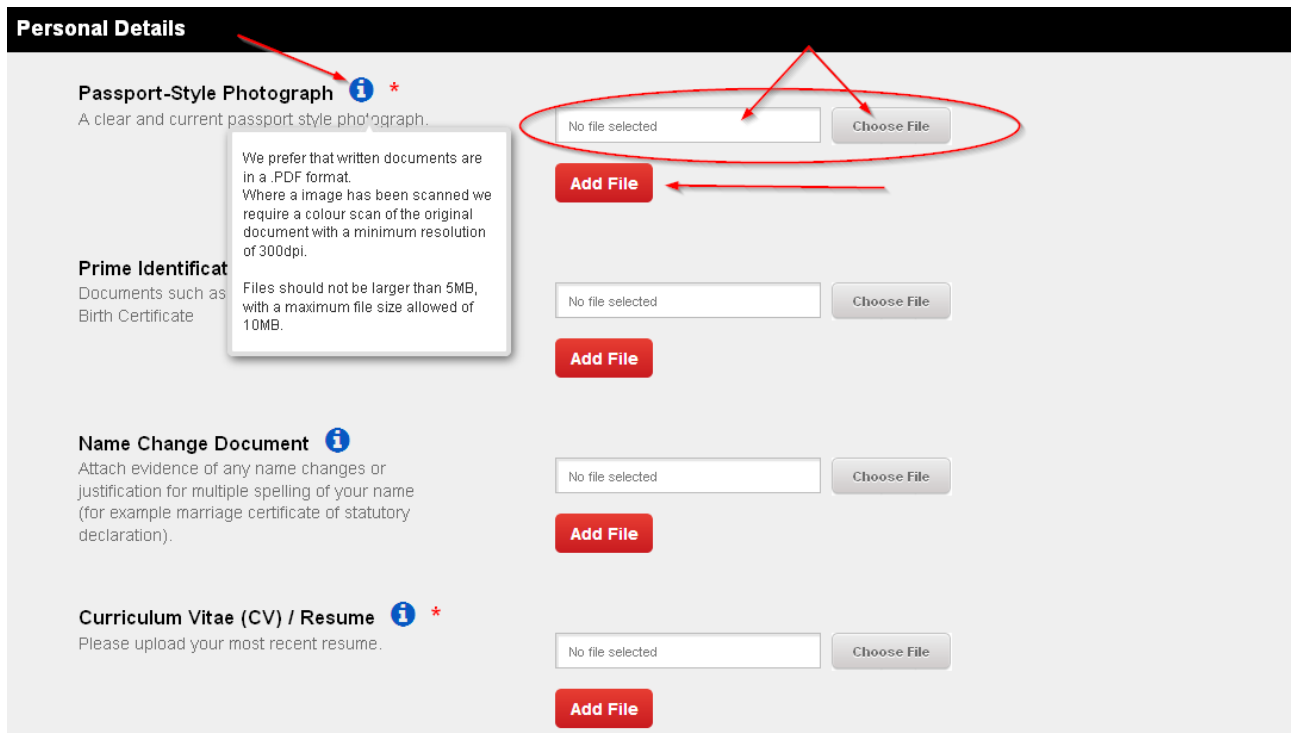
Begin Application

When you begin your MSA application there will be a list on the left hand side of the screen. You can navigate to any of these tabs at any point in your application. The MSA assessment will take you through them in order, starting with your Personal Details. The PhD and Skilled Employment tabs will only be visible if you answered yes to either of the related questions on the previous page.

Please note that you can switch from one tab to another at any time without impacting the progress of your application.

Personal

The Personal Details page requests that you upload a recent (no more than 6 months old) passport style photo, primary identification document, name change document (if relevant), Curriculum Vitae (CV) and your English language competency document.

To add a file to your application, click in the upload document field or the *Choose File* button next to it. Select the file you would like to add to your application from your personal documents. There is the option to add multiple files if needed, just select the Add File button as shown:

When attaching documents - please note that we prefer that written documents are in a .PDF format. Where an image has been scanned we require a colour scan of the original document with a minimum resolution of 300 dpi. Files should not be larger than 5MB, with a maximum file size allowance of 10MB.
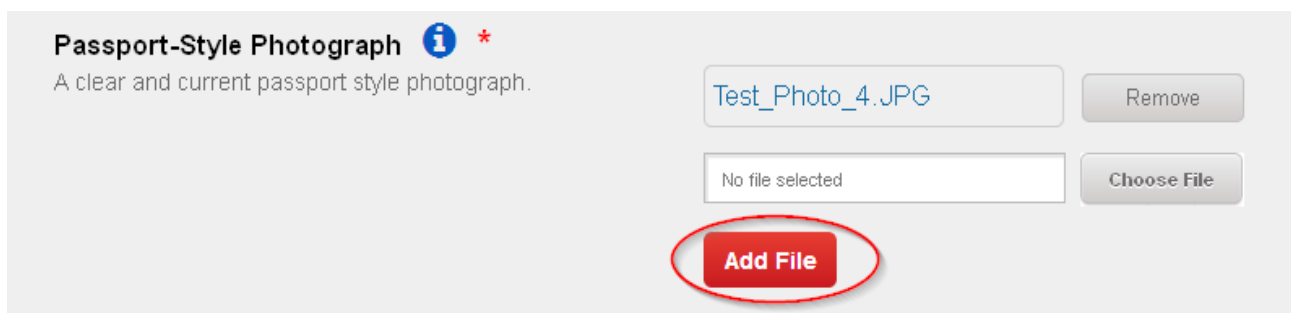
Passport-Style Photograph & Primary Identification Document

All MSA Applications must include: a passport style photo; and a passport bio-data page. Where a Passport is not available, a copy of your Birth Certificate or Official Identity Document may be acceptable.

Curriculum Vitae (CV/Resume)

Please attach your most recent resume.

Can you demonstrate English Language Competency?
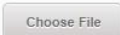
Please refer to the MSA Booklet as to whether you are required to submit a satisfactory English Language Competency Result. You can click on the link to the MSA Booklet as shown below.

Upload your English language competency form. You should also include your English Language Competency test result reference by typing in the text field indicated below. Once completed please select *Next* to proceed to the next step.

If you are seeking an exemption, select the box as shown below. Upload an explanation for your exemption and supporting evidence by clicking on the upload document field or *Choose File* button next to it. Exemptions are granted on a case by case basis. Please refer to the MSA Booklet for detail about the exemption criteria.

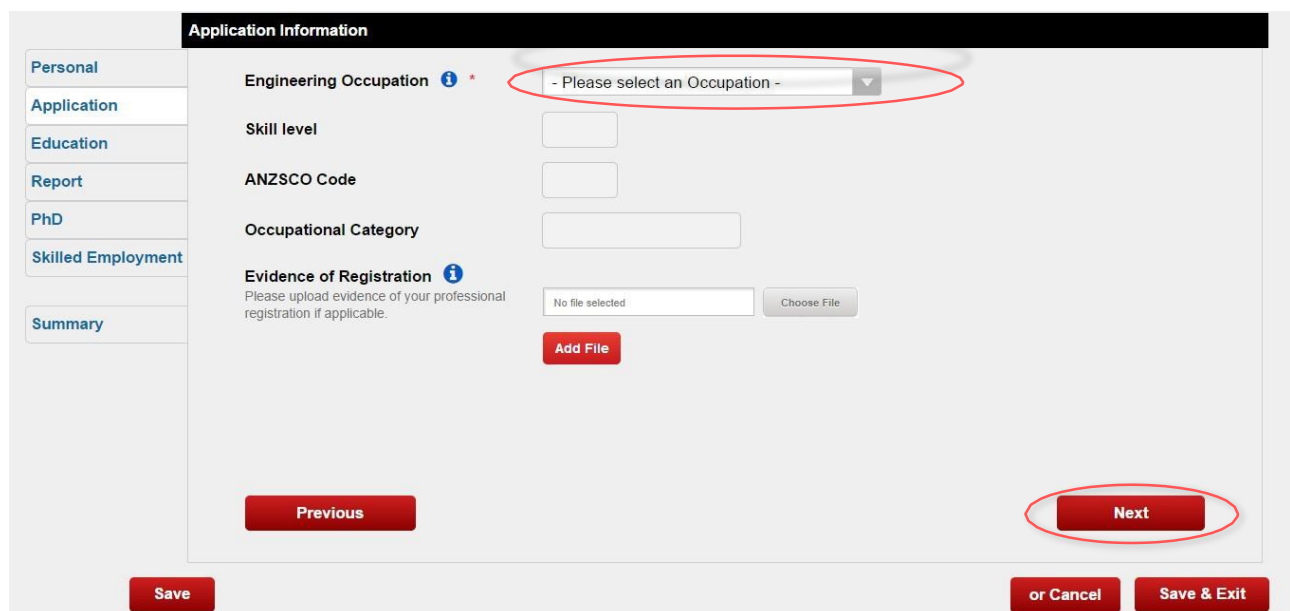Once you have uploaded your justification click on the *Next* button.

Application

For a CDR application, this Tab allows the applicant to nominate the occupation they wish to be assessed as.

For an Australian Qualification, a Washington, Sydney or Dublin Accord application, this Tab will show only the field for evidence of registration, which can be left empty if it does not apply to the applicant.

Select your Engineering Occupation from the drop-down box. The Skill Level and ANZSCO Code will be automatically filled in. For some Occupations you may select a Specialisation. For additional information on these Occupations please refer to MSA Booklet. Click *Next.*

Education

In the Education section, please provide the requested information for your most relevant qualification. The required information is:

- Qualification - write the title of your qualification (e.g. Bachelor Degree in Engineering);
- Discipline - write the discipline of your qualification (e.g. Civil Engineering);
- Institution - write the name of the institution where you completed your qualification using appropriate upper and lower case letters (e.g. University of New South Wales);
- Country - select the country of completion of your qualification from the drop-down list;
- Degree/Qualification - upload your degree certificate;
- Transcript - upload your transcript;
- Date of completion - select the date of completion or the date of award for your qualification. If you have not completed this qualification, please select the expected completion date.

You can add additional qualifications by clicking on the *Add additional qualifications* button.

Report (CDR Application Only)

- Please upload your Continuing Professional Development (CPD) statement. The CPD statement should describe how you keep up-to-date with developments in your field of engineering **after you have gained your undergraduate qualification** and should be no more than one A4 Page. Please refer to the MSA Booklet for further details.

- Please upload your Career Episodes. The Career Episodes should describe how you applied your engineering competencies either during your studies or during your professional career. Please refer to the MSA Booklet for further details.

- Please upload your Summary Statement. The Summary Statement must cross-reference the competency elements detailed in the paragraphs in your Career Episodes. Please refer to the MSA Booklet for further details.

Select the *Next* button to continue with your MSA application.

Relevant Skilled Employment (CDR Application Only)

You are required to provide evidences of employment if a period of employment is used as the basis for a career episode.

Please refer to the Migration Skills Assessment Booklet for detail about the evidences of Employment.

Select the *Next* button to continue with your MSA application.

Additional Assessment Services

Upon selection of the application type and during the application lodgement, you will be able to apply for our additional assessment services for the purpose of awarding points for migration purposes:
- The Relevant Skilled Employment Assessment
- The Overseas PhD Assessment

If you wish to add these additional services to an already submitted application, you can do so once you have received your positive outcome letter. A link to lodge a secondary application will be made available to you at that point. This new secondary application will go straight to your case officer for assessment.

Relevant Skilled Employment

If you request a Relevant Skilled Employment Assessment, please fill out the following form with the requested details and documents. Please refer to the MSA Booklet for further information.

Select the *Next* button to continue with your MSA application.

Overseas PhD Assessment

If you request an Overseas PhD (in Engineering) Assessment, please fill out the following form and submit the requested documents. Please note that this is **not required** as part of a standard Assessment Application, and will incur an additional fee. Please refer to the MSA Booklet for further information.

Select the *Next* button to continue with your MSA application.

Fast Tracked Applications

As part of the new services provided to online applications, you will be able to request for your application to be **fast tracked**. This will ensure your application being picked up by an assessor in 20 business days. Completion of your application will however depend on how complete your application is. Engineers Australia is not responsible for the excess time it takes to finalise an assessment due to an incomplete application.

You will be presented with this option prior to proceeding to payment. By clicking the fast track option and paying the relevant fee, your application will be placed into our priority assessment queue.

If you require this service **after** your application lodgement, please contact Engineers Australia.

Summary

This tab shows the application overview.

The heading *You still need to provide* will list any documents that you still need to submit. You can navigate to these pages by using the task bar menu on the left hand side of the screen. (Refer to Tips for General Navigation).

You will not be able to proceed to payment and submit your application until all mandatory documents are submitted.

Once you have provided all the required documents you can continue to the payment section. Please put a tick in the Declarations to confirm your MSA application and to continue to the payment section.

You have provided:

Passport-Styled Photograph

Prime Identification Document

Curriculum Vitae (CV) / Résumé

English Language Competency

Engineering Occupation

Education Details

Employment Records

CPD Statement

Career Episode 1

Career Episode 2

Career Episode 3

Summary Statement

You still need to provide:

Declarations

By checking the below boxes I am confirming that:

☑

All statements of fact in this report are true and correct, and I have made claims of acquired competencies in good faith.

☑

I confirm that I understand that members of the engineering team in Australia are required to display a commitment to exercising professional and ethical responsibility in all aspects of their work.

☑

I also understand that documentation submitted in support of my application may be referred to the Australian Department of Home Affairs for integrity checking (if appropriate).

☑

I understand that providing false or misleading documentation is an offence that would lead to the rejection of my application, notification to the Department of Home Affairs and a 12 month ban from applying to Engineers Australia for any products or services (if appropriate).

☑

Report is all my own work and is a true representation of my personal competencies in written English. This includes all hiring or use of any 3rd party professional writers/companies to assist or complete your documentation.

Select *Continue to Payment*, Select OK to confirm your intention to submit your documents for application and proceed to payment.

Confirm ✕

⚠ Upload your documents and proceed to payment. Please note this may take a few minutes. Continue?

Cancel   Ok
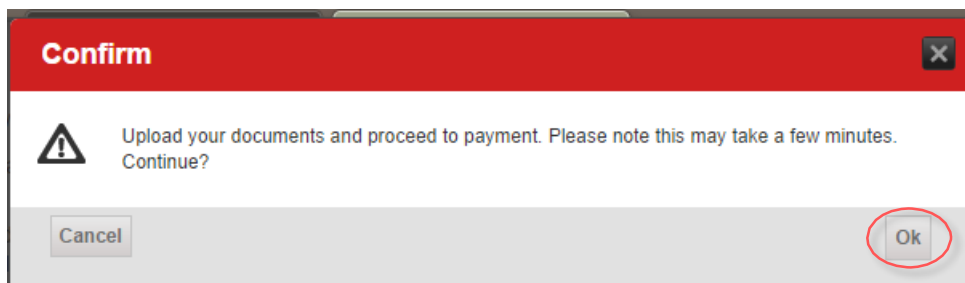
Uploading the documents and submitting the application can take several minutes. Do not reload the page during this time.
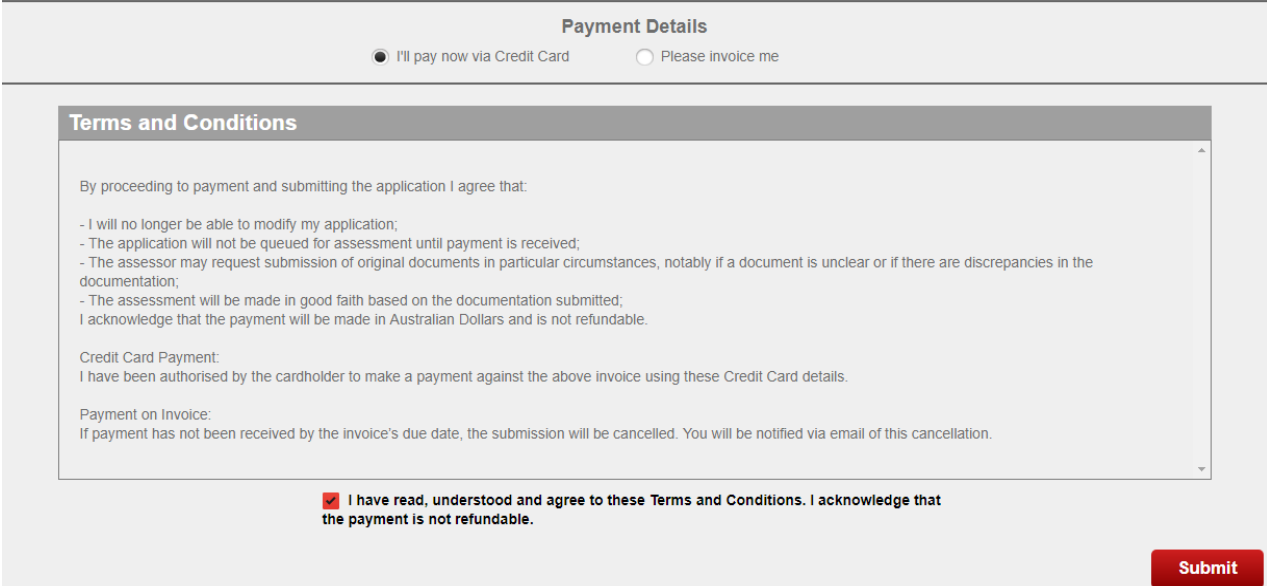
Fee Payment

Payment details

You can click on "Return to Application" at any time before you submit your payment. You have the option of paying now via credit card or to have an invoice emailed to your listed email address.

Credit Card Payment

If you would like to pay via credit card, select the radio button "I'll pay now via Credit Card" and put a tick as shown below, then Select *Submit*.

Engineers Australia accepts Amex, Visa and Mastercard. Please enter the payment details as requested including:

- the cardholder's name;
- the credit card number;
- the credit card expiry date; and
- the CVN of your credit card – this is the 3 or 4-digit number located on the back of your credit card.

After providing your payment details, please carefully read Terms & Conditions and Payment Terms & Conditions at the foot of the page. If you agree with these Terms and Conditions, please indicate this by marking the tick-box which states "I understand and agree to the terms and conditions". You will be unable to proceed with your application if you do not agree with the Terms and Conditions listed. After agreeing to the Terms and Conditions, please click the red "Submit" button to submit your application for MSA and payment or select "Cancel" at the bottom of the page if you do not wish to pay now.

Note that after submitting the payment for this application, you will no longer be able to access this application. It will be sent to the Assessors queue for processing, and you will be advised in due course.

Payment on Invoice

If you would like the invoice emailed to you, please select the *Please invoice me*. Please note that the invoice will be sent to the email address assigned to you. To have the email sent to a different email address, please update your details and resume your application.

Note that if the payment is not received by the invoice's due date, the application will be cancelled. It will not be sent for assessment.

If you asked to pay on invoice, the invoice will be available for payment on your profile. Click the *Invoices* to see a list of pending invoices. Click on the pending invoice, you will be able to pay the invoice directly per credit card by clicking *Submit for Payment* Button.

Click on *View all financial transactions* to see the Outstanding and Paid Invoices. You will be able to view the invoice, pay the invoice and get a copy of the selected invoice sent to your email address by selecting from the drop-down box.

Invoice Summary

Please note: Not all of your financial invoices will be displayed, only invoices recorded in EA's new financial system are shown below. Please contact Member Services if you are seeking other financial invoice information.

Outstanding	Paid

Type   **All**

Invoice info	Invoice Date	Amount	Type	Actions
Invoice #6623011 Stage 1 Level Assessment	06/04/2020	$862.40	eStage1	Select ▾

View Invoice
Pay Invoice
Email Invoice Copy

Additional Information Request

In due course, your application will be claimed by an assessor, and the assessment process will be started.

If the application is suitable to make a decision, a letter advising you of the assessment outcome will be sent to your email address (as registered in your profile).

If there are shortcomings that you are required to address prior to your assessment being finalised, your case officer will send you a request for additional information.

You will see a notification appear in the menu in MyProfile, as well as a new status for your application.
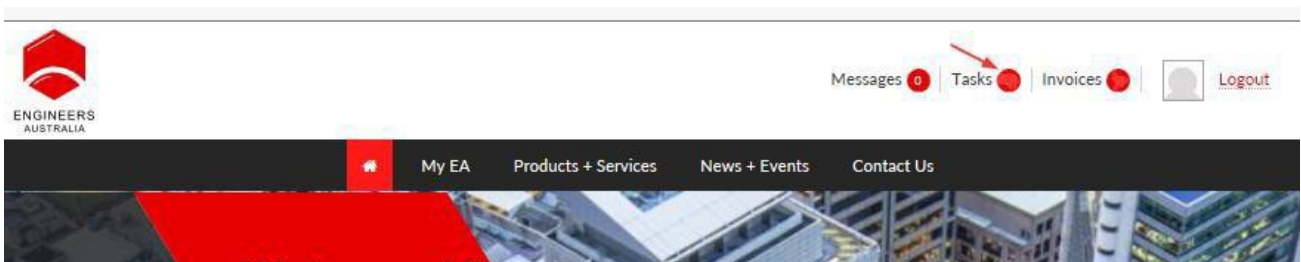
Which will give you the below status bar:

Click on *Provide Additional Information* to see the detail of the shortcomings and submit additional information as per your assessor's request.

Application Status

Submitting the application and uploading the documents in our database may take a few minutes. After this delay, you will be able to see the status of your MSA application submission on the eMSA landing page.

- If the payment is successful via credit card, the second block would be directly marked as *Paid.*
- If the payment is required via invoice, the second block would be blue and show *Awaiting Payment* until the payment is received.

- Upon successful payment, the second block will show *Queued for Assessment* until the time the application is claimed by an assessor.

- The application status will remain in the queue until an assessor claims the application. At this stage, the status in the third box will change to *Assessment In-Progress.*

- If the assessor needs to request additional information, the third box will switch to *Awaiting applicant response* and the button *Provide Additional Information* will be available.

- Once an outcome has been determined, the forth box will change to *Outcome Granted*. The outcome will be sent to you per email.

Adding/Removing the Services of an agent AFTER lodging an application

An application can be linked to an agency after its lodgement. In such cases, the applicant should send Engineers Australia an email request with a completed Agent authorisation form to migrationagencycreation@engineersaustralia.org.au

We can also cut the link between a migration agency and an applicant upon request. In such cases we seek an email request and confirmation from both applicant and agent.

Migration Skills Assessment

Engineering House
11 National Circuit Barton ACT 2600

Phone: 02 6270 6577

Email: memberservices@engineersaustralia.org.au
Web: www.engineersaustralia.org.au