



# **AUSTRALIAN COMPUTER SOCIETY**

## **Migration Skills Assessment Guidelines**

September 2019

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## **1. INTRODUCTION**

### **1.1 Australian Computer Society**

The Australian Computer Society (ACS) is the professional association and peak body representing Australia's ICT sector. ACS delivers authoritative independent knowledge and technology insights, building relevant technology capacity and capability that catalyses Australian innovation and speeds the adoption of technology for the benefit of commerce, government and society.

ACS assesses prospective migrant ICT professionals on authority of the Australian Government ensuring candidates meet relevant assessing authority standards needed for employment in Australia in a nominated occupation.

### **1.2 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 and Border Protection 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.

### **1.3 Applicant Guidelines**

These Guidelines describe the eligibility requirements in applying for a skills assessment under the Migration Skills Assessment program. They do not provide specific information on migration or visa requirements. Enquiries relating to visa and migration requirements should be directed to the [Department of Home Affairs](#).

### **1.4 Ethical Standards**

Australian ICT professionals are expected to meet ethical standards as set out in the [ACS Code of Ethics](#) and [ACS Code of Professional Conduct](#). Breaches such as document fraud, plagiarism or misrepresentation of skills or knowledge are grounds for termination of an application. In such circumstances the outcome will be recorded as unsuitable, a 12-month ban on reapplying may be imposed and the application fee will not be refunded.

The ACS may use various means to verify or validate applicants claims and documents and will only proceed with an assessment once credibility of applicant claims is established.

Information submitted by an applicant to the ACS may be shared with Australian Government authorities for the purposes of maintaining standards and integrity of the skills assessment and migration processes.

### **1.5 ACS Privacy Policy**

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

### **1.6 Using Migration Agents**

An applicant may appoint a Migration Agent to submit an ICT skills assessment on their behalf. This is at the discretion of the applicant.

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

To authorise or change your migration agent details for your skills assessment, please use the [Migration Agent Authorisation Form](#) and email to [assessment@acs.org.au](mailto:assessment@acs.org.au) with a clear copy of your passport.

## 1.7 Fees and Payment

Current assessment fees are available on the ACS [website](#)

Payment must be made on lodgement of an application and may only be made by Credit Card (Visa/Mastercard/American Express) or PayPal.

### Additional Fees

All skills assessment fees 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 episode 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. **Please note that a change in application type recommendation does not guarantee a suitable outcome.**

### Refunds & Withdrawals

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

## 2. APPLICATION & ASSESSMENT PROCESS

### 2.1 Making an Online Application

Ensure you understand the details of your personal visa requirements as set by the [Department of Home Affairs](#) or enlist the services of a registered [Migration Agent \(MARA\)](#) to assist you with your visa application before submitting an ACS skills assessment. Your Migration Skills Assessment will be based only on the documentation you upload into the [Online Application Form](#) therefore please upload all documents you would like to be assessed.

#### Preparing Documents to Upload into the Online Application Form:

1. Consolidate all pages into **one** PDF document for **each** qualification and **each** employment entry.
2. Scan Original documents in Colour (at least 300dpi)
3. Maximum limit of 3MB per PDF upload
4. Ensure your PDF files are not encrypted or read only
5. Upload the PDF files of your documents into the [Online Application Form](#)

#### Required Documents:

1. Passport – *Applicant details page only, not full passport. Ensure that the name used in your application matches the name on your passport*
2. Evidence of change of name (if applicable)
3. 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.*
4. Degree or Award Transcript
  - *Unit or Subject Names and Grades or Marks Achieved (uploaded in chronological order)*
  - *If you have a Post Graduate degree please provide documents for the undergraduate qualification.*
5. Employment References
6. Evidence of Paid employment
7. If you apply for a **Recognition of Prior Learning (RPL)** application, you will need to submit an ACS Recognition of Prior Learning (RPL) Form.
8. Resume/Curriculum Vitae – *upload in your personal documents section*
9. Migration agent authorisation form (if applicable)

Your application must be **decision ready** before you submit an online application which means you must submit the required documentation to ensure your application can be assessed as efficiently as possible. ACS is not obligated to request further documents. Submission with missing or incorrect documentation will delay the processing of your application and may result in an unsuitable outcome.

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.

#### 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.

## Priority Requests

The priority request option is **ONLY** available for Australian visa deadlines less than 12 weeks from the date of application. Applicants must allow at least 2 weeks' notice of the deadline. Evidence of the visa deadline must be uploaded as a PDF document to have the request approved.

Examples documentation to upload as evidence:

- Visa Entitlement Verification Online (VEVO) web page showing visa expiry date
- Visa grant letter issued by the Department of Home Affairs

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 Processing Time

Please refer to the ACS website for updates on our standard processing times.

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.

## 2.2 Assessment Process

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

- Your qualification(s) are assessed to determine the AQF comparability using Australian national education standards. 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**.
- We assess which ICT units are considered closely related to your nominated occupation.
- Once your qualification(s) have been assessed, this will determine the amount of relevant work experience you require to meet the suitability criteria
- Your employment episode(s) are assessed to determine if they are considered closely related to your nominated occupation.

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

## 2.3 Assessment Outcome

The ACS will issue your result letter via email in PDF format.

If your assessment is successful, the result letter can be submitted to the [Department of Home Affairs](#) as evidence of your Skills assessment.

If your assessment is unsuccessful, the result letter will provide you with the reasons for the outcome and information regarding the review/appeal process (see Section 8).

## 2.4 Renewals and Re-application

The ACS does not provide renewals of result letters. You will need to submit a new application through the [Online Application Portal](#) by logging into your Dashboard.

## 2.5 Translation of Documents

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

### Translating documents within Australia

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

### Translating document 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 organisation 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.

## 3. ASSESSMENT PATHWAYS

### 3.1 Application Types

The following application types are available for migration purposes:

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

#### Temporary Graduate

The Temporary Graduate pathway is for graduates that have completed an Australian Bachelor degree or higher. 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 Home Affairs](#) for specific 485 visa information.*

#### Post Australian Study

The Post Australian Study pathway 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 Home Affairs](#) for visa information.*

#### Skills

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

#### Recognition of Prior Learning

The RPL application pathway is for applicants who hold qualifications with insufficient or no ICT content, or applicants who do not hold any ICT qualifications.

## 3.2 Suitability Criteria

The suitability criteria contain the requirements you will need for a suitable migration skills assessment under each of the 4 assessment pathways.

The [Summary of Criteria](#) document contains a summarised version of the ACS suitability criteria.

### Temporary Graduate

- Only nominated occupations which appear on the subclass 485 [Medium and Long-term Strategic Skills List \(MLTSSL\)](#) are applicable to a Temporary Graduate pathway.
- You will be required to have completed an **Australian** bachelor's degree or higher at an educational institution in Australia with a major in ICT which is closely related to the nominated occupation (ANZSCO) to meet the suitability criteria.

**Please Note:** You must satisfy the Australian Study Requirement (ASR) for visa purposes. ACS *do not* assess whether you meet the ASR requirement. This will be determined by the Department of Home Affairs (DoHA).

### Post Australian Study

- You will require an **Australian** bachelor's 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:** You must satisfy the Australian Study Requirement (ASR) for visa purposes. ACS do not assess whether you meet the ASR requirement. This will be determined by the Department of Home Affairs (DoHA).

### Post Australian Study Notes:

- The skill level requirement date for the Post Australian Study pathway 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 pathway but must be completed **after** the relevant Australian degree.

### Skills

- **Qualification comparable to AQF Bachelor Degree or Higher with an ICT Major**
  - If your degree is assessed as having an **ICT major and** 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** and 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.
- **Qualification comparable to AQF Bachelor Degree or Higher with an ICT Minor**
  - If your degree is assessed as having an **ICT minor and** 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** and 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.
- **Qualification comparable to AQF Diploma or Vendor Certification**
  - If your AQF qualification or Vendor Certification is assessed as having an **ICT Major and** 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 AQF qualification or Vendor Certification is assessed as having an **ICT Major** and 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.

### Recognition of Prior Learning (RPL)

#### ➤ Non ICT Qualification comparable to AQF 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.

#### ➤ No tertiary qualification - work experience only

- If you have no tertiary educational qualification you will require **8 years** relevant work experience **plus** a suitable **Recognition of Prior Learning (RPL)** application to meet the suitability criteria

You are required to demonstrate how you acquired your ICT knowledge **and** 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 projects must relate to the employment being assessed. Of the two reports, one must apply to a project undertaken within the last three years, and the other for a project within the last five years.

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

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. 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 re-submit project reports and other written work submitted with the application for screening by plagiarism detection services.

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.

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

#### **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 number of units with sufficient ICT content and the number 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.*

#### 4. 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.

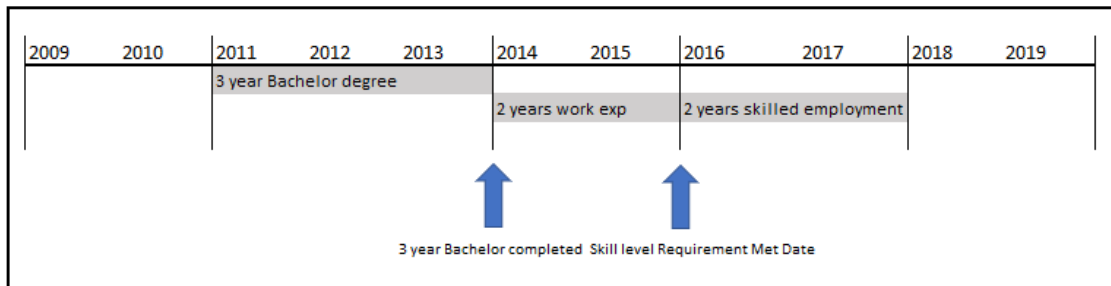
All relevant work experience completed **after** the **Skill Level Requirement Met Date** will be considered **Skilled Employment** and eligible for points under the skilled migration points test.

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.

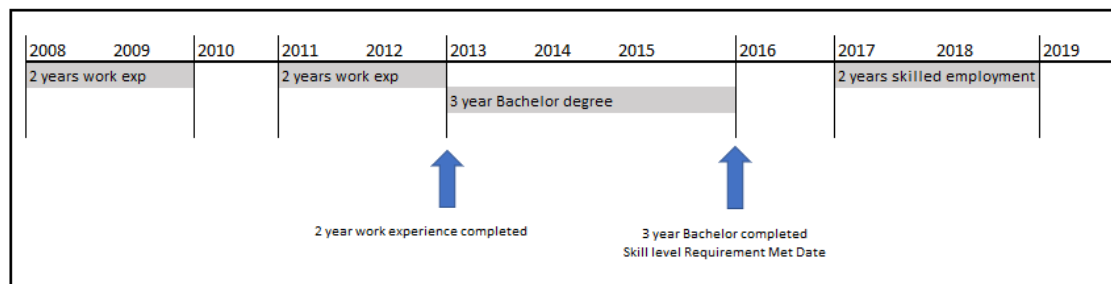
##### Example 1 – Employment completed **AFTER** the qualification:

- You complete a relevant Bachelor degree with a major in ICT on **31 Jan 2014** and you have **4 years** of relevant work experience from **1 Feb 2014 until 31 Jan 2018**.
- **2 years** of work experience will be used to satisfy the suitability criteria and your **Skill Level Requirement Met Date** will be **31 Jan 2016**.
- All suitable work experience completed **AFTER 31 Jan 2016** 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 **31 Jan 2008 until 31 Jan 2010**
- You complete another **2 years** of relevant work experience from **31 Jan 2011 until 31 Jan 2013**
- You complete a **3-year** relevant Bachelor degree on **31 Jan 2016**
- You complete a final **2 years** of relevant work experience from **31 Jan 2017 until 31 Jan 2019**
- The **“Skill Level Requirement Met Date”** will be **31 Jan 2016** because this is the date **BOTH** the relevant work experience **AND** the relevant qualification are completed
- Only relevant work experience completed **after 31 Jan 2016** is considered **“Skilled Employment”** and eligible for migration points test
- All work experience completed **before 31 Jan 2016** 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 Home Affairs.*

## 5. QUALIFICATIONS

Both Australian and Overseas educational qualifications are assessed for a Skills and RPL assessment pathway. Only the Temporary Graduate and the Post Australian Study assessment pathways require an **Australian** bachelor or higher level qualification to meet the suitability criteria.

The objective of the course needs to be appropriate within a broad definition of ICT - a profession trusted by society for conceiving, designing, implementing, maintaining, managing and disposing of ICT infrastructure, products, processes and services within broad professional context. It is expected that a significant objective is to educate students to be ICT professionals.

The structure of a program will clearly promote a graded transition of learning experiences from a more directed beginning to a more independent learning approach in the final year. The structure will facilitate the progressive development of a student's knowledge and skills.

### **Accredited Australian ICT qualifications**

Australian qualifications that have been accredited by the ACS will generally meet the ICT Major Criteria. Please note however that this does not guarantee that the qualification will be assessed as being closely related to the nominated ANZSCO occupation.

### **Assessment of ICT Content in Tertiary Qualifications**

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

## 5.1 ICT Major Criteria

### **(a) Bachelor's degree Level:**

A standard 3-year Bachelor level qualification is deemed as having a major in computing if at least 33% of the qualification is ICT. Qualifications that are longer in duration are assessed to the equivalent of a 3-year AQF Level 7 (Bachelor) award.

### **(b) Diploma, Advanced Diploma or Associate Degree Level:**

A Diploma, Advanced Diploma or Associate Degree qualification is deemed as having a major in computing if at least 50% of the qualification is ICT. Qualifications that are longer in duration are assessed to the equivalent of a standard AQF Level 5 or 6 award.

### **(c) Post Graduate Degree Level:**

A post graduate qualification (*Graduate Diploma or Masters*) that **does not** require a Bachelor with an ICT major for entry into the course is deemed as having a major in computing if at least 67% of the qualification is ICT. Qualifications that are longer in duration are assessed to the equivalent of an AQF Level 8 and above award.

Australian post graduate qualifications must contain:

- 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

A post graduate qualification (*Graduate Diploma, Masters or Doctoral qualification*) that does require 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.

### **5.2 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.

### **5.3 Insufficient ICT Content:**

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

### **5.4 Closely related ICT content Criteria:**

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

### **5.5 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.

#### **Qualification Completed but Graduation 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 the course requirements and became eligible to be awarded the qualification.

### **5.6 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 and also include the amount (%) and nature of ICT content relevant to your nominated ANZSCO.

### **5.7 Region Specific Requirements**

- **Bologna agreement**  
If providing a qualification from a country that is a signatory to the Bologna Agreement, please submit the Diploma Supplement.
- **People's Republic of China (PRC)**  
If providing a qualification from the Peoples Republic of China (PRC) please provide the graduation Diploma and the certificate of award according to the regulations concerning academic degrees in the PRC.
- **Pakistan**  
An attested HEC (Higher Education Commission Pakistan) copy of the award certificate and full academic transcript must be provided.
- **Philippines**  
Please supply evidence of passing the Professional Regulation Commission's Licensure Examinations if available.

## 6. 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. Vendor certifications need to be confirmed by the ACS by accessing the transcript directly from the vendor. If you hold other vendor certifications they may be assessed on a case by case basis.

### 6.1 Microsoft Certifications

The following list outlines Microsoft Certifications accepted by the ACS. Certifications must be valid at the time of submission. Certifications listed under Legacy or no longer reported 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 (MCSE)** - All certifications

**Microsoft Certified Solutions Developer (MCSD)** - All certifications

**Microsoft Expert level** certifications will also be considered for assessment.

*Microsoft Certified Professional (MCP), Microsoft Technology Associate (MTA), Microsoft Office (MOS), Microsoft Certified Educator (MCE) & Microsoft Certified Solutions Associate (MCSA) certifications are not accepted by the ACS.*

### 6.2 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](http://www.cisco.com/go/certifications/login).

#### Cisco Professional:

- Cisco Certified Network Professional (CCNP) - All tracks
- Cisco Certified Design Professional (CCDP)

#### 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.*

## 7. EMPLOYMENT

Work experience must be at a professional ICT level and relevant to the nominated occupation to be assessed as suitable for migration skills assessment.

#### Skilled Employment:

Only employment that is at least 20 hours per week and remunerated can be considered for skills assessment purposes. The employment to be assessed must be performed at the level of depth and complexity for the nominated occupation. The salary level should also reflect the level of skill required.

Please note that unpaid/partially paid leave or volunteer services will not be considered as paid employment at the required skill level of a nominated occupation for skills assessment purposes.

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.

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

### **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.

### **Research Work**

Research work that is entirely directed to a thesis for satisfying requirements for a qualification cannot be accepted as employment experience. Please provide a statement from your supervisor that identifies research work you have done other than that which is a direct input to your thesis.

**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.

## **7.1 Employment References**

### **Each employment reference must contain:**

- Start and Finish Dates of Employment – these should be specific dates in a DD/MM/YYYY format
- Position title
- Description of Duties Performed – Required to determine the relevance of the experience to the nominated occupation
- Breakdown of any earlier roles and list of duties the applicant may have performed for the same employer – if applicable
- Hours worked - Full time or Part time and actual hours worked per week
- Country where Employment was undertaken
- Company Letterhead and signed by an authorised person for the organisation (digital signatures are acceptable and must be verifiable)

### **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.
- 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 and will be reported as “Concurrent Employment”
- Work experience carried out prior to the applicant being 18 years of age will not be considered for skilled employment and will be reported as ‘Not professional level ICT experience’
- Generic references that do not state specific details of duties will be assessed as **“Not Suitable due to insufficient information”**
- References with duties copy and pasted directly from ANZSCO will not be accepted

Each episode of employment must be supported by an employment reference letter. All references must contain specific information from the employer regarding the duties you performed, and the skills applied on the job.

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.

## 7.2 How to submit employment experience

Applicants are required to breakdown episodes of employment to show “Australia” and “Outside of Australia” employment when preparing their online applications:

### Australia Employment:

- Each period of Australian employment must be recorded separately in the online application.

### Outside Australia Employment:

- Each period of outside Australia employment must be recorded separately in the online application if you have worked for different employers or outside Australia employment is broken up with Australia employment episodes
- If you have worked in multiple countries (excluding Australia) for the same employer and in the same or closely related occupation this should be recorded as a single period of outside Australia employment in the online application.

## 7.3 Payment Evidence

ACS requires sufficient evidence of paid employment to verify your employment and that your pay is commensurate with the skill level for your position.

Payment Evidence **must** include at least two of the following to cover the relevant period of employment:

- Official government tax records or documents that may include payment summaries, group certificates or notices of assessment (citing company and applicant name)
- Payslips citing names of the applicant and employer
- Employment linked insurance/superannuation documents citing the name of the applicant and employer
- Bank statements showing salary payments from employer (citing applicants name and name of employer).

**Please note:** Failure to provide acceptable evidence of paid employment may result in an unsuitable assessment. Cash payments will not be accepted as sufficient evidence of paid employment.

## 7.4 Statutory Declarations and Affidavits

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

Statutory Declarations and Affidavits will only be accepted in situations where an applicant is unable to obtain an employment reference as per Section 7.1.

An explanation will be required as to why an employment reference letter cannot be obtained.

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 in a managerial or supervisory role 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 their working relationship with you, the details of the duties you performed and with relevant dates of the employment.

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.'***

The declarant must provide their current contact details and at least one of the following as evidence of their working relationship with the applicant:

- Employment certificate/statement of service on official company letterhead
- Leaving certificate if no longer working at the same company

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

- Official government tax records or documents that may include payment summaries, group certificates or notices of assessment (citing company and applicant name)
- Payslips citing names of the applicant and employer
- Employment linked insurance/superannuation documents citing the name of the applicant and employer
- Bank statements showing salary payments from employer (citing applicants name and name of employer).

**Please note:** Failure to provide acceptable evidence of paid employment may result in an unsuitable assessment. Cash payments will not be accepted as sufficient evidence of paid employment.

Employment contracts, appointment letters or position descriptions will **NOT** be accepted as supporting evidence.

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 Home Affairs 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 does not state that the referee's signature is witnessed
- Signature of Notary Public only states **Attested Copy**.
- The declaration is **NOT** witnessed on the same day
- Duties copy and pasted directly from ANZSCO will not be accepted

## 7.5 Region Specific Requirements

- **Pakistan:**  
Applicants must provide evidence that the employer is registered with the Securities and Exchange Commission of Pakistan (SECP) and/or registered with the Federal Board of Revenue (FBR) of Pakistan.

## 7.6 Self Employed Applicants

Self-employment is when you own or run your own business or company as an individual or in partnership..

Self-employed applicants should submit a formal Self written 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 additional supporting documentation:

- business registration certificates covering the period of self-employment
- a statement on a letterhead from your accountant or legal representative certifying the name and nature of your business, your full name and role in the company and how long you have been continuously self-employed
- Statements from your clients with details of the work performed and dates. These statements should cover the entirety of the experience claimed.
- Payment evidence showing regular income from self-employment, such as client invoices together with corresponding bank statements and/ or official taxation records
- Supplementary evidence, such as contracts with clients or suppliers, client testimonials, evidence of projects completed.

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.

## 8. REVIEW & APPEAL APPLICATION

### 8.1 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.

#### 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

#### Please include detailed reasons why you are submitting a review application

**Important Note:** Documents submitted as part of the review application will be assessed together with previously submitted documentation.

#### 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 login to your skills assessment dashboard. After the 60-day period expires, a new application is required to be submitted

### 8.2 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.

An Appeal application can only be submitted within 60 days after you have received your skills assessment result letter. Only one appeal can be made per case and the appeal outcome is final. An appeal fee is payable and will be refunded if your appeal is successful. No additional documentation can be submitted as part of an appeal.

#### Please include detailed reasons why you believe the original outcome is incorrect.

To submit an Appeal, please login to your skills assessment dashboard. After the 60-day period expires, a new application is required to be submitted

## 9. ACS CONTACT INFORMATION

Please use the skills assessment email to contact the skills assessment team [assessment@acs.org.au](mailto:assessment@acs.org.au).

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

## 10. 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 Home Affairs](#) (DoHA) - 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 DoHA 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.

## SKILLS ASSESSMENT GUIDELINES FOR APPLICANTS

### Version History

Date	Document Version	Revision History (reason for change)
2 April 2012	1.0	20hr employment added
25 May 2012	1.1	Paperless process added
20 August 2012	1.2	Update of CISCO Vendor Certification
16 April 2013	2.0	Update of Microsoft Vendor Certifications and new format of wording
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
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.
23 April 2014	3.1	Wording update for sections 4/7/9 & 10. Inclusion of Employment Reference Example.
1 July 2014	3.2	Removal of Recognition Application, wording update for Statutory Declaration & Affidavit section 11. Update of wording and formatting for sections 6 & 10.
3 September 2014	3.3	Update of wording and index format for sections 1 – 11.
18 March 2015	3.4	Update of links & Useful Link & Resources section. Update of employer reference example
1 July 2015	4	Update of Vendor Certifications list. Update of wording for sections 10/11/12 & 13.
4 September 2015	4.1	Update of wording in sections 7, 10 & 11.
20 March 2017	5	Updated wording for Post Australian Study Skills Assessment in the ACS Suitability Criteria section on page 3.
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.
26 June 2017	5.2	Update of links and minor editing for new migration skills assessment website
22 August 2017	5.3	Updated PAS & TG suitability criteria with ACS Requirements for Australian Qualifications document link
1 February 2018	5.4	Update of assessment turnaround time
2 August 2018	5.5	Updates of wording and links. Revised employment reference example. Update of Cisco certifications. Update application processing time. Update ASR information.

Date	Document Version	Revision History (reason for change)
September 2019	6.0	Update ethical standards (section 1.4). Update document requirements and criteria (section 2.1). Update qualification (section 5) and Employment (section 7) requirements. Introduction of payment evidence requirements and Region Specific requirements. Update Statutory Declarations and Affidavits (section 7.4)