



## Skills Assessment Guidelines for Applicants

Australian Computer Society

### Contents

1. ACS ASSESSMENT PROCESS.....	2
2. APPLICATION PROCESS .....	2
3. MIGRATION AGENTS .....	2
4. SUITABILITY CRITERIA.....	3
5. SKILL LEVEL REQUIREMENT MET DATE .....	5
6. APPLICATION TYPES .....	6
7. MAKING AN ONLINE APPLICATION .....	7
Preparing Documents to Upload into the Online Application Form: .....	7
Required Documents .....	7
Application Status .....	7
Certified Documents .....	8
Translation of Documents.....	8
8. QUALIFICATIONS .....	9
9. VENDOR CERTIFICATIONS .....	10
Microsoft Certifications.....	10
Cisco Certifications.....	10
10. EMPLOYMENT .....	11
Employment References.....	11
11. STATUTORY DECLARATIONS AND AFFIDAVITS .....	14
12. SELF EMPLOYED APPLICANTS.....	15
13. APPLICATION INFORMATION .....	15
14. REVIEW & APPEAL APPLICATION .....	17
15. FALSE INFORMATION & PLAGIARISM .....	18
16. ACS PRIVACY POLICY .....	18
17. ACS ASSESSMENT AUTHORITY .....	18
18. ACS CONTACT INFORMATION .....	19
19. USEFUL LINKS & RESOURCES.....	19

---

## 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 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.
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 Home Affairs](#) 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](mailto:assessment@acs.org.au) with a certified copy of your passport.

[Back to Contents](#)

## 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 subclass 485 [Medium and Long-term Strategic Skills List \(MLTSSL\)](#) are applicable to a Temporary Graduate – 485 skills assessment.
- You will be required 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:** 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 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:** 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 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.

#### **Qualification comparable to AQF 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.

#### **Qualification comparable to AQF 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.

#### **Qualification comparable to AQF Diploma and Vendor Certification**

- If your AQF qualification 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 AQF qualification 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 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.

#### **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.*

## 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.

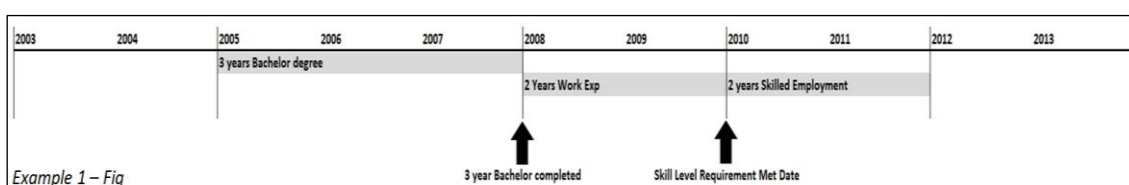
All relevant work experience completed **after** the **Skill Level Requirement Met Date** will be considered **Skilled Employment** and eligible for points under the skilled migration points test.

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.

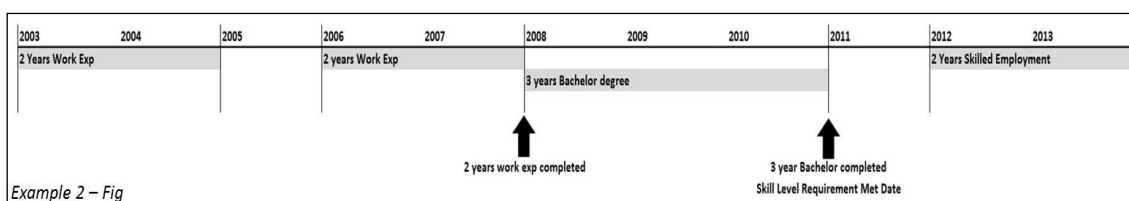
### Example 1 – Employment completed **AFTER** the qualification:

- You complete a relevant Bachelor degree with a major in ICT on **31 Jan 2008** and you have **4 years** of relevant work experience from **1 Feb 2008 until 31 Jan 2012**.
- 2 years** of work experience will be used to satisfy the suitability criteria and your **Skill Level Requirement Met Date** will be **31 Jan 2010**.
- All suitable work experience completed **AFTER 31 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 **31 Jan 2003 until 31 Jan 2005**
- You complete another **2 years** of relevant work experience from **31 Jan 2006 until 31 Jan 2008**
- You complete a **3 year** relevant Bachelor degree on **31 Jan 2011**
- You complete a final **2 years** of relevant work experience from **31 Jan 2012 until 31 Jan 2014**
- The **“Skill Level Requirement Met Date”** will be **31 Jan 2011** because this is the date **BOTH** the relevant work experience **AND** the relevant qualification are completed
- Only relevant work experience completed **after 31 Jan 2011** is considered **“Skilled Employment”** and eligible for migration points test
- All work experience completed **before 31 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 Home Affairs.

## 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 Home Affairs](#) 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 Home Affairs](#) 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 the Department of Home Affairs.

Please refer to the [CBOOK](#) 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.

[Back to Contents](#)

## 7. MAKING AN ONLINE APPLICATION

Your ICT Skills Assessment will be based only on 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 Home Affairs](#).

### 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. A letter of completion will also be accepted for Australian qualifications only.
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](#).
6. Resume/Curriculum Vitae

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

If you have a Post Graduate degree, please provide documents for the undergraduate qualification (the 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.

## 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 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.

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



## 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 (*applies only to Australian post graduate qualifications*)
- 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.

### **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.

### **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.

### **Bologna agreement / Chinese PRC degree**

If providing a qualification from a country that is a signatory to the Bologna Agreement, please submit the Diploma Supplement.

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.

## **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. If you hold other vendor certifications they may be assessed on a case by case basis.

### **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** - 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](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

## 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/YYYY format if the reference only contains month and year, the start date used will be the last day of the month and the finish day of the month
- Description of Duties Performed – Required to determine the relevance of the experience to the nominated occupation
- Hours worked - Full time or Part time
- 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.
- 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"

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.

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.

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 due to insufficient information"**.

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 below.

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. References with duties copy and pasted directly from ANZSCO will not be accepted.

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 (*see over page*)

[Back to Contents](#)



## EXAMPLE EMPLOYMENT REFERENCE LETTER

Date reference letter DD/MM/YYYY

To whom it may concern

This letter is to confirm that Mr John Citizen was employed with Company name from DD/MM/YYYY until DD/MM/YYYY OR To date (Example A) in the position of Job Title. He was employed full time/part time (HH hrs/week) (Example C) in the following locations.

Programmer	DD/MM/YYYY until DD/MM/YYYY	Australia (Example D)
Programmer	DD/MM/YYYY until DD/MM/YYYY	England (Example D)
Senior Programmer	DD/MM/YYYY until DD/MM/YYYY	Australia (Example D)

Mr Citizen had the following duties: (Example B)

- List of detailed duties you performed in your role
- Provide as much detail as possible and if any technology was used please also describe how it was used in your role

Yours sincerely,

<Signed>  
<Authorised persons name>  
<Position in company>

CERTIFIED TRUE COPY  
ORIGINAL SIGHTED BY ME  
ON

Authorised witness to sign

Please note: This is an EXAMPLE ONLY.

References provided do not need to copy this format as long as the required information is provided.

- Start and Finish Dates of Employment** – these should be specific dates in a DD/MM/YY format. If your employment is “Current”, the employer reference should state the term “To Date” and MUST include the date the reference was written. (Example A)
- Description of Duties Performed (Example B)**
- Hours worked** – Full time or Part-time including hours/week (Example C)
- Country where Employment was undertaken (Example D)**
- Company Letterhead and signed by the author**
- Certification as a valid copy** |

## 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 and signed in the presence of an authorised witness.

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 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 doesn't state that the referee's signature is witnessed
- Signature of Notary Public only states **Attested Copy**.

### Other Types of Work Experience

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.

[Back to Contents](#)

### **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 the 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 Home Affairs 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](#).

**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.

[Back to Contents](#)

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 8-10 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 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.

### **Refunds & Withdrawals**

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

[Back to Contents](#)



## 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 login to your skills assessment dashboard

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

[Back to Contents](#)

## **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 login to your skills assessment dashboard.

***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 Home Affairs, 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 Home Affairs.

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 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.

[Back to Contents](#)

## 18. ACS CONTACT INFORMATION

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

[Back to Contents](#)

## SKILLS ASSESSMENT GUIDELINES FOR APPLICANTS

### Authors

Jarred Stein
--------------

### 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

<b>22 August 2017</b>	5.3	Updated PAS & TG suitability criteria with ACS Requirements for Australian Qualifications document link	Berny Martinez
<b>1 February 2018</b>	5.4	Update of assessment turnaround time	Berny Martinez
<b>2 August 2018</b>	5.5	Updates of wording and links. Revised employment reference example. Update of Cisco certifications. Update application processing time. Update ASR information.	Jarred Stein

#### Approvals

<b>Date approved</b>	<b>Version</b>	<b>Approved By</b>	<b>Date in force</b>	<b>Date of Next Review</b>
<b>1 August 2012</b>	1.0	Ruth Graham	20 August 2012	1 January 2013
<b>16 April 2013</b>	2.0	Andrew Johnson	22 April 2013	1 January 2014
<b>14 April 2014</b>	3.0	Andrew Johnson	15 January 2014	1 January 2015
<b>1 July 2015</b>	4.0	Berny Martinez	24 June 2015	1 January 2016
<b>20 March 2017</b>	5.0	Berny Martinez	27 March 2017	1 January 2018
<b>5 May 2017</b>	5.1	Berny Martinez	5 May 2017	1 January 2018
<b>2 August 2018</b>	5.5	Rupert Grayston	2 August 2018	2 January 2019

<b>Custodian Title &amp; E-mail:</b>	Director of Professional Standards and Assessment Services
<b>Responsible Business Group:</b>	Professional Standards and Assessment Services
<b>Distribution:</b>	General (no restriction on distribution)
<b>Content Security:</b>	Unclassified

[Back to Contents](#)