

Application for skills assessment and/or migration points test advice



Valid from 1 July 2018

GENERAL INFORMATION

This form is to be used by applicants seeking a skills assessment and/or additional optional services under any of the following ANZSCO codes:

134214 Welfare Centre Manager
272613 Welfare Worker

411711 Community Worker
411716 Youth Worker

Please note:

- all fees are non-refundable. Read the relevant guidelines on **www.acwa.org.au** carefully.
- handwritten responses must be legible. Use capitals if necessary when providing your personal details.
- you may not need to complete every section of this form. Read the instructions in **red** carefully.
- you need to submit every page of this application even if a page does not apply to you.

To lodge an application, email this form and evidence of your claims to **assessments@acwa.org.au** using the subject line: Skills assessment application - *your nominated occupation* - *your name*. For example: Skills assessment application - Welfare Worker - John Smith.

You must submit a decision ready application. This means all required documentation must be submitted at the time of application. An incomplete application will be assigned a 'not suitable' outcome.

SECTION 1: APPLICATION DETAILS

This section must be completed by all applicants

Which ANZSCO code are you applying for assessment under? Select only one.

☐

134214 'Welfare Centre Manager'

☐

411711 'Community Worker'

☐

272613 'Welfare Worker'

☐

411716 'Youth Worker'

What is the purpose of your application? Select as many as applicable.

☐

Skills assessment

☐

Qualification comparability assessment (Migration points test advice based on qualification/s)

☐

Advice on Australian and overseas work experience (Migration points test advice based on work experience)

Is this application being submitted via an agent?

☐

Yes

☐

No

Please note: If an application is submitted via an agent all communication, including the final outcome, will be directed to the agent.

Email this form, along with supporting evidence to assessments@acwa.org.au

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SECTION 1 CONTINUED

This checklist includes supporting evidence for all possible applications. Some documents have specifications outlined in the guidelines that are not included here. It is unlikely that you will need to submit every document - it is your responsibility to read the guidelines before lodging an application.

Please tick the evidence you are submitting:

IDENTITY

- ☐ Certified copy of biography page of passport
- ☐ Certified copy of evidence of name change
- ☐ Signed authorisation form for migration agent

ENGLISH PROFICIENCY

- ☐ Copy of test outcome. For PTE only, you must also send your score to ACWA through the PTE secure portal.
- ☐ Evidence of eligible study
- ☐ Letter from employer

QUALIFICATIONS

- ☐ Certified copy of qualification (or letter of completion)
- ☐ Certified copy of transcript of results
- ☐ Certified copy of letter detailing fieldwork placements

INDUSTRY EXPERIENCE AND CURRENCY

- ☐ CV/Resume
- ☐ Position description
- ☐ Letter from employer
- ☐ Organisational structure
- ☐ Professional development activities

OTHER

- ☐ Certified copy of ACWA skills assessment certificate
- ☐ Evidence of professional registration/membership

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SECTION 2: PERSONAL DETAILS

This section must be completed by all applicants

Title: Mr/Mrs/Ms/Miss/Dr/Other

Gender

M

☐

F

☐

Date of birth (DD/MM/YY)

Given names

Family name

Previous name/s

Full name (as it appears in your passport)

Country of birth

Applicant address

Address line 1

Address line 2

State

Postcode

Country

Primary phone number (mobile)

Secondary phone number (if applicable)

Email address

Have you previously obtained a migration skills assessment from ACWA (formerly AIWCW)?

☐

Yes

☐

No

If yes please provide your file reference number

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SECTION 3: QUALIFICATIONS

Complete this section if you are seeking:

- Skills assessment
- Qualification comparability assessment only

All other applicants go to section 4

Full title of your most relevant qualification

Name of Institution

Campus location

Street address

Address line 1	
Address line 2	
State	Postcode
Country	

Date course commenced

Date course completed

Please provide an explanation if you completed the course earlier or later than the usual course completion period

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SECTION 3 CONTINUED

Full title of additional relevant qualification

Name of Institution

Campus location

Street address

Address line 1	
Address line 2	
State	Postcode
Country	

Date course commenced

Date course completed

Please provide an explanation if you completed the course earlier or later than the usual course completion period

If you have additional qualifications to be assessed, print copies of this page or use it as a template.

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SECTION 4: INDUSTRY EXPERIENCE

Complete this section if you are seeking:

- Skills assessment - all types excluding ACWA accredited course graduates
- Advice on Australian and overseas work experience

All other applicants go to section 5.

WORK EXPERIENCE 1

Organisation name

Organisation address

State	Postcode
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Country

Position title

Average number of hours per week

Date commenced position (DD/MM/YY)

Date ended position (DD/MM/YY) **or** currently employed

Detailed description of duties (maximum 200 words)

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SECTION 4 CONTINUED

WORK EXPERIENCE 2

Organisation name

Organisation address

State	Postcode
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Country

Position title

Average number of hours per week

Date commenced position (DD/MM/YY)

Date ended position (DD/MM/YY) **or** currently employed

Detailed description of duties (maximum 200 words)

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SECTION 4 CONTINUED

WORK EXPERIENCE 3

Organisation name

Organisation address

State	Postcode
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Country

Position title

Average number of hours per week

Date commenced position (DD/MM/YY)

Date ended position (DD/MM/YY) **or** currently employed

Detailed description of duties (maximum 200 words)

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SECTION 4 CONTINUED

WORK EXPERIENCE 4

Organisation name

Organisation address

State	Postcode
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Country

Position title

Average number of hours per week

Date commenced position (DD/MM/YY)

Date ended position (DD/MM/YY) **or** currently employed

Detailed description of duties (maximum 200 words)

If you have additional qualifications to be assessed, print copies of this page or use it as a template.

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SECTION 5: PROFESSIONAL DEVELOPMENT

Complete this section if you are demonstrating industry currency through professional development.

All other applicants go to section 6

PROFESSIONAL DEVELOPMENT ACTIVITY 1

Title of activity

Name of provider

Country of provider

Provider's phone number

Provider's email address or, if unknown, their website

Date activity commenced

Date activity ended

Total number of hours attended

PROFESSIONAL DEVELOPMENT ACTIVITY 2

Title of activity

Name of provider

Country of provider

Provider's phone number

Provider's email address or, if unknown, their website

Date activity commenced

Date activity ended

Total number of hours attended

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SECTION 5 CONTINUED

PROFESSIONAL DEVELOPMENT ACTIVITY 3

Title of activity

Name of provider

Country of provider

Provider's phone number

Provider's email address or, if unknown, their website

Date activity commenced

Date activity ended

Total number of hours attended

PROFESSIONAL DEVELOPMENT ACTIVITY 4

Title of activity

Name of provider

Country of provider

Provider's phone number

Provider's email address or, if unknown, their website

Date activity commenced

Date activity ended

Total number of hours attended

If you have additional relevant professional development, print copies of this page or use this as a template.

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SECTION 6: PAYMENT AND DECLARATION

Below is the fee schedule for ACWA's migration assessment services. All fees are non-refundable.

The total amount applicable to your application will be determined by the stated purpose (section 1, question 2) and any qualifications being assessed. The total amount will be charged to your credit card.

FEE SCHEDULE

- \$700 Skills assessment - Australian qualifications only
- \$800 Skills assessment - applications that include at least one overseas qualification
- \$150 Qualification comparability assessment
- \$150 Advice on Australian and overseas work experience

This section must be completed by all applicants

Please select the relevant payment option

☐

Visa

☐

Mastercard

Card number (____ / ____ / ____ / ____)

Expiry (__ / __)

Name on card

SECTION 6: DECLARATION

The applicant must read and accept this declaration. An agent is not permitted to accept this declaration on the applicant's behalf.

I declare that:

- (a) The information I have supplied on this form and any attachments to this form are complete, correct and up-to-date.
- (b) I undertake to inform ACWA of any changes to my circumstances (e.g. address or phone number) which may occur while my application is being considered.
- (c) I authorise ACWA to make any enquiries necessary to assist in the assessment and to use any information supplied in this application for that purpose.
- (d) I have read and understood the information provided that is relevant to this application.

☐

Please tick this box to signify that you accept this declaration.

Name

Date (DD/MM/YY)

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You have now reached the end of the skills assessment form.

In addition to being the assessing authority for a number of community services occupations, ACWA is also a professional association that exists to advance the community work profession in Australia. You can learn more about our work via our website. As a courtesy, if you receive a 'suitable' skills assessment outcome we will also assess your details against our membership eligibility criteria. If found eligible, we will provide you with 12 months free membership. This is entirely separate from our assessing authority role. It is, however, a useful addition as proof of eligibility for ACWA membership is required by a number of employers - including state government departments and non-government organisations.

☐

Tick this box if you **do not** want us to additionally assess you for membership purposes.
This is at no additional cost.

Email this form, along with supporting evidence to assessments@acwa.org.au