

# Skills / occupations assessments

A Skill Assessment involves providing a written opinion on the comparability of your post secondary qualifications, such as university or polytechnic qualifications, to the Australian qualifications required for an occupation identified on the SOL.

In conducting this assessment the authorities will take into account a range of factors including:

- the education system of the country concerned
- the awarding institution
- the level, structure, length and content of the program of study undertaken.
- Your experience
- Possible licence requirements
- Your tasks and duties in your usual occupation

The Skill Assessment will reflect the views of the relevant Australian assessment authority based on the information and documentation you provide and research undertaken by Authority staff. As the Skill Assessment is an opinion, the assessment authority is under no obligation to accept or be bound by statements, opinions or proclamations made by third parties.

It should be noted that Skill Assessments are not an assessment of:

- your suitability for employment
- the quality of your work
- the appropriateness of your work experience
- the likely success or failure of you obtaining Australian residency status.
- And you are not required to work in the occupation in Australia for which you have been approved by the relevant authority.

At the completion of the Skill Assessment process you will be provided with a written statement by assessment authority on the comparability of your post secondary qualifications and/or experience to the Australian qualifications required for your nominated occupation.

Prior to undertaking the assessment applicants should review their work experience and put together a collection of evidence that will help to prove that they possess particular skills. For example, an applicant may have a written statement from their current employer stating that he or she has skills in a particular aspect of work. Some of the different forms of evidence that may be included in the assessment process are:

- relevant course certificates
- references from employers or clients
- pay slips or other written records proving employment
- samples or photographs of work products
- videos showing actual use of machinery or workplace activity
- testimonials from employers, supervisors and others about the quality of your work or study skills
- evidence of training undertaken in Australia or overseas, including training undertaken with the Australian Defence Forces
- newsletter articles explaining your work function or how the department in which your work operates.
- Copies of all qualifications, diplomas, degrees etc
- Organizational charts

## **Format of employment references**

A common requirement for applicants for migration to Australia is the presentation of employment references which support statements from the applicant regarding employment history and skills obtained.

Many of the employment references provided by applicants are not acceptable for migration purposes because they are illegible, unintelligible, not signed by an authorised person or impossible to verify.

It is therefore essential that any employment reference you present in support of your application has the following characteristics: (for all positions held / all employment for the last 5 years or more if relevant)

- the reference must be on the official letterhead of the company or government department;
- the letterhead should indicate clearly the full address of the company and any telephone, telex or fax numbers;
- the name and position of the person authorised to sign the employment reference should be typed or stamped below that person's signature – a reference with illegible signature will not be accepted;
- the contact telephone number of the person writing the reference should be indicated on the letter;
- the letter should indicate the exact period of employment (including whether permanent, or temporary, full- or part time), positions held, the FIVE MAIN DUTIES UNDERTAKEN and salary earned - positions should not be described by generic titles (eg research officer, public servant) but according to the nature of the duties undertaken (eg research chemist, accounts clerk);

a payslip from your current employment should also be included