**CHECKLIST – VETASSESS & VETASSESS TRA**

Here's a checklist for the details/documents that has to be collected, informed or confirmed availability before start processing:

|  |  |  |
| --- | --- | --- |
| **Document list collected from Clients** | **Yes** | **No** |
| Resume  *(Include all employment roles with proper working duration)* |  |  |
| ANZSCO Confirmation  *(Duties matching at least 75% with the work profile. If yes attachment of copy of confirmation by the client via email)* |  |  |
| Passport  *(If yes attachment need Clear copy of the first and last pages)* |  |  |
| Education  *(Attach Degree award certificate)* |  |  |
| Shared the Eligibility Report  *(If yes attachment of copy of the email)* |  |  |

|  |  |  |
| --- | --- | --- |
| **Information properly communicated to the Clients** | **Yes** | **No** |
| Enough Experience  *(The deeming of employment is there, so the applicant must have enough experience based on the Group they belong to and the experience calculated after the degree award as per the certificate)* |  |  |
| Organisation Chart  *(on company letterhead highlighting applicant’s position)* |  |  |
| Requirement of Reference Letters  *(Duties matching at least 75% with the ANZSCO code, received on company*  *letterhead with a seal and signed by a superior or HR. Reference letters are required to claim points.)* |  |  |
| Tax or PF Statement availability  *(For the entire duration, with the company name and applicant name)* |  |  |
| Bank Account Statement  *(For salary deposit for the entire duration, with the company name and applicant name)* |  |  |
| Payslips  *(For the entire duration of employment, with the company name and applicant name)* |  |  |
| Other Employment Documents  (Offer letter, Appointment letter, Relieving letter, Hike letters etc..) |  |  |
| License, Registration documents, Membership Certificate (if applicable) |  |  |
| **For VETASSESS TRA –** *Required to provide a video demonstration of their chosen occupation, and there may be a requirement for a direct demonstration at specified centers* |  |  |
| Language Requirement for EOI  *(Minimum required 65 individuals for PTE or 7 individuals for IELTS)* |  |  |
| Visa information  *(If work experience is abroad, proper Visa document, Work contract, Residence ID and other related documents are required)* |  |  |
| Police Verification  *(Acknowledgment of no criminal background)* |  |  |
| Medical Clearance  *(Including but not limited to, tests for HIV, Hepatitis B, chest X-ray, and TB)* |  |  |
| Acknowledgement on the awareness of the risk  *(If yes attachment of copy of the email. If the experience is below 5-year, the confirmation is required)* |  |  |

Ensure all documents are available or can be obtained, and any risks associated with the profile have to be acknowledged via email. Share this acknowledgment email with the documentation team to start processing

**If the options are not applicable mention – NA**

**Feedback by Business Analyst:**

**Name:**