



Migration Skills Assessment Guidelines for Applicants

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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 technology sector.

Designated by the Minister for Department of Home Affairs (DOHA) in accordance with Regulation 2.26B (1) and (2) of the Migration Regulations 1994 (Commonwealth Regulations) (the Regulations) ACS determines at its sole discretion, the standards against which the skills of a person are assessed as being suitable for their nominated occupation and ACS is honoured to play such a pivotal role in the growth and enhancement of technology talent in Australia. The list of ICT skills occupations that ACS assesses can be found in the [List of Eligible Skilled Occupations](#).

The following guidelines are designed to assist applicants successfully navigate their skilled migration application. Please note that ACS provides details on the eligibility requirements in applying for a skills assessment under the Migration Skills Assessment program but do not provide specific information on migration or visa requirements. For any enquiries relating to visa and migration requirements, applicants should visit the [Department of Home Affairs](#).

1.2 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 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 are established. ACS also has in place processes for identifying and managing identity and document fraud as per the requirements set out by Department of Education, Skills and Employment.

Should there be any conclusive evidence of a misrepresentation or fraud by the applicant, even after the result letter has been issued by ACS to the applicant, the ACS reserves the right to repeal the result letter and officially report the matter to DOHA for further action. 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.

Please use the skills assessment email to contact the skills assessment team assessment@acs.org.au.

To learn more about how ACS intend to use and protect your personal information, please refer to the [ACS Privacy](#).

2. APPLICATION PROCESS

2.1 Can I Apply?

ACS accepts applicants that can demonstrate qualifications & experience 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. All applicants will need to provide evidence of their educational qualification and employment, along with evidence of their identity as part of the application.

2.2 What Assessment Pathway should I take?

The following application options are available for migration purposes:

1. **Temporary Graduate (TG)** – only applicable for Australian Bachelor degree holders or higher
2. **Post Australian Study (PAS)** – only applicable for Australian Bachelor degree holders or higher
3. **General Skills Assessment (Skills)**
4. **Recognition of Prior Learning (RPL)**

Pathway 1 - Temporary Graduate (TG)

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.

- 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 does not assess whether you meet the ASR requirement. This will be determined by the Department of Home Affairs (DOHA).

Pathway 2 - Post Australian Study (PAS)

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.

- 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 does 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.

Pathway 3 - General Skills Assessment

General skills assessment is suitable for applicants with tertiary ICT qualifications and ICT employment.

AQF comparable Qualification	ICT Content	ICT Content relevance to nominated ANZSCO	Relevant experience requirements
Bachelor Degree or higher	ICT Major	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.
		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.
	ICT Minor	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.
		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.
Diploma Advanced Diploma Associate Degree	ICT Major	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.
	ICT Major	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.

Pathway 4 – Recognition of Prior Learning (RPL)

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

- 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.
- If you have no recognised 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](#) [RPL instruction guide](#)

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 (3) years, and the other for a project within the last five (5) 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 section 1.2 above.

Please refer to the ACS Core Body of Knowledge for ICT Professionals [CBOK](#) documentation to help you with applying for an RPL.

PLEASE NOTE:

Suitability Criteria

- 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 for at least 20 hours per week consistently and remuneration reflects the level of skill required.
- 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
- Qualifications assessed as **Not Recognised** means
 - the qualification is assessed as comparable to less than [AQF](#) Diploma
 - the education institution is not recognised by Australian education standards or international equivalent associations.

2.3 Assessment Pathway Suitability Criteria

To assist with your application, please review the suitability criteria required for the 4 assessment pathways. The [Summary of Criteria](#) document contains a summarised version of the ACS suitability criteria.

2.4 Qualifications

An Applicant's qualification 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.

Vendor Certifications

Vendor Certifications are no longer assessed by the ACS. Only applicants applying for RPL are encouraged to upload evidence of any vendor certificates that have been completed to show currency of knowledge in their chosen ANZSCO occupation code.

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.

2.4.1 ICT Major Criteria

(a) Bachelor 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.

(c) Post Graduate qualification Level: A 2-year post graduate qualification (*such as 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 50% of the qualification is ICT. Qualifications are assessed to the equivalent of a 2-year AQF Level 8 and above award. *An Australian postgraduate degree with only 12 subjects requires at least 67% ICT content.*

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.

2.4.2 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.

2.4.3 Insufficient ICT Content: All qualifications with ICT content less than the requirement for a Minor are assessed as Non-ICT qualifications.

2.4.4 Closely related ICT content Criteria: In all educational qualifications, at least 65% of the ICT content must be closely related with sufficient core content to the nominated occupation (ANZSCO) to meet the suitability criteria.

Statement of Academic Record or transcript need to show the names of all the subjects studied and marks or grades received. Please note that ACS cannot accept result slips or web results as suitable evidence. Please include a Legend or Key explaining the grading system to help clarify information if required.

If an Applicant has a **Qualification Completed but Graduation Certificate or Testamur has not yet been awarded**, please provide an official document that clearly states the date you met all the course requirements and became eligible to be awarded the qualification.

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 includes the amount (%) and nature of ICT content relevant to your nominated ANZSCO.

PLEASE NOTE

Region Specific Requirements as follows:

- **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);** please provide the graduation Diploma and the certificate of award according to the regulations concerning academic degrees in the PRC if applicable.
- **Pakistan;** please provide the award certificate and full academic transcript with HEC (Higher Education Commission Pakistan) attestation
- **Philippines;** please supply evidence of passing the Professional Regulation Commission's Licensure Examinations if available.
- **Seoul Accord;** Seoul Accord is a multilateral agreement between countries that allows certain University level Bachelor and Master degrees to be recognized by the Seoul Accord signatories. ACS has been a signatory of the Seoul Accord since its inception in 2008. Qualifications recognised under the Seoul Accord may be considered to have met the ICT major criteria for migration skills assessment purposes.

An Applicant's work experience must be at a professional ICT level and relevant to the nominated occupation to be assessed as suitable for migration skills assessment. For Skills Assessment, employment is determined as follows:

- Consistently working and remunerated for a **minimum of 20 hours per week**
- Role to be performed at the level and depth of complexity for the nominated occupation
- Salary should reflect level of skill
- Employment completed after the age of 18 years old

Please note 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.

2.5.1 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.

2.5.2 Teaching Experience; ICT Teaching must be in a recognised qualification at the level of an AQF Diploma or higher and at a recognised institution.

2.5.3 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 refer to the ANZSCO Code Information document for detailed descriptions of employment duties. Please note references with duties copied directly from ANZSCO description document will not be accepted.

2.6 Employment Reference

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 employment in Australia must be recorded separately in the application. This includes secondment to Australia within overseas employment.

Outside Australia Employment:

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

ACS can only assess work experience that has the required information provided in the employment reference. To ensure each employment episode is suitable for assessment, please ensure all the required information is provided for each employer.

Any applications where these requirements are **not** met, the employment episode will not be assessed.

All **Employment References** must be on a company letterhead and signed and dated by an authorised person from the organisation (digital signatures are acceptable [preferred] and must be verifiable) and all references must contain the following specific information from the employer.

- ☐ **Start and Finish Dates of Employment** – these should be specific dates in a DD/MM/YYYY format. If your role is ‘current’ the employer reference should state, the start date and the finish date to state “CURRENT”.
- ☐ **Position title** – i.e.: “Software Engineer”
- ☐ **Description of Duties Performed** – Required to determine the relevance of the experience to the nominated occupation and should be unique for each employment episode.
- ☐ **Hours worked** - Full time or Part time and actual hours worked per week
- ☐ **Country where Employment was undertaken**
- ☐ **Contact details of signatory** i.e. phone number and official email address (no personal email addresses)

NOTE: If you had multiple roles with the same employer, please provide a breakdown of each role and the periods each role /designation /title that was held must be clearly listed in DD/MM/YYYY format and the separate duties performed in each role as well as the location each role was performed must be mentioned.

Employment 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. References with duties copied directly from ANZSCO description document or from another reference will not be accepted. Experience can only be considered up until the submission date of your application. If dates or duties are unclear or open to interpretation, the work episode will be assessed as not suitable.

Please do not send employment contracts, offer letters, appointment letters or position descriptions as they are not assessable and unnecessary documents or supporting evidence will delay the processing of your application.

2.7 Payment Evidence

ACS requires sufficient evidence to verify your paid employment and that your pay is commensurate with the skill level for your position. Payment Evidence **must** include at least **two different types** of documentary evidence and both sources of evidence need to confirm payment at commencement and end (or most recent if still employed) for each employment episode being claimed in the application.

Cash payments will not be accepted as sufficient evidence of paid employment.

When providing two type of payment evidence, at least one type of evidence (from the list below) **must** be from a source other than the employer. Acceptable payment evidence includes;

- Official government tax records or documents that may include payment summaries, group certificates (citing company and applicant name). Tax documents completed by the applicant are not accepted.
- Payslips citing names of the applicant and employer,
- Employment linked insurance/superannuation/provident fund documents citing the name of the applicant and employer,
- Bank statements citing names of the applicant showing salary payments from employer.

Please note, in some cases obtaining payment evidence older than 10 years before the date of submission may be difficult therefore ACS will take this into consideration when assessing the overall merits of an application.

2.8 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 2.6. The applicant will be required to provide an explanation from their employer as to why an employment reference letter cannot be provided. All Statutory Declarations confirming employment episodes must include all the **requirements listed in Section 2.6**.

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.

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 (preferably email and phone number) 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** be accompanied with the applicant's Service Certificate in addition to the **payment evidence** as per **section 2.7 above**. 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.

Statutory Declarations or Affidavits will be assessed as **NOT** suitable where:

- 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 authorised witness (such as Notary Public) does not state that the referee's signature is witnessed
- Signature of authorised witness only states **Attested Copy**.
- The declaration is **NOT** witnessed on the same day,
- The statutory declaration or affidavit has been altered since the declaration was witnessed.
- Duties copy and pasted directly from ANZSCO or other references will not be accepted

2.9 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
- Formal statements from your clients on the clients' letter head with details of the work performed and dates. These statements should cover the entirety of the experience claimed and also mention minimum number of hours worked per week.
- 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.

Freelance experience is when you are a contractor or sole trader. In this circumstance applicants will need to provide formal statements from clients on official company letter head with details and dates of the work performed. These statements should cover the entirety of the experience claimed and include hours worked per week.

The statements should be on the company letterhead of the business that employed your services. In addition, payment evidence showing regular income from self-employment, such as client invoices together with corresponding bank statements and/ or official taxation records.

Please Note: work experience can only be assessed according to the information provided in the employment reference. The above list (section 2.6 to 2.9) 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.

Region Specific Business or Employer Checks: ACS reserves the right to check on company registration and existence in the respective countries' business registers. For example;

- (a) **Australia:** Company is listed in Australian Business Register
- (b) **India:** Employing company being registered with Ministry of Corporate Affairs, Govt of India.
- (c) **Pakistan:** Employing company being registered with the Securities and Exchange Commission of Pakistan (SECP) and/or registered with the Federal Board of Revenue (FBR) of Pakistan.

Similar checks can be performed for all countries.

3. SKILLS MIGRATION APPLICATION

Prior to applying for your Assessment Pathway, it is necessary to understand the details of your personal visa requirements as set by the Department of Home Affairs (DOHA). You may like to enlist the services of a registered [Migration Agent \(MARA\)](#) to assist you with your visa application before submitting an ACS application.

If you are making an application directly, please ensure that you have selected the correct **Assessment Pathway**, understood the **essential criteria** and have all the required **original** documents ready. Once you have completed these steps, you are now ready to submit your application via the ACS [Online Application Form](#). Please note that your Assessment application is based on the documentation you upload, so please ensure you add all the required documents as outlined in this guideline.

If you have any queries prior to submitting your application, please email assessment@acs.org.au and a member of the Skilled Migration team will be able to assist. Due to security reasons we are unable to provide face to face skills assessment enquiries at ACS offices.

3.1 Fees and Payment

The 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.

All skills assessment fees include a total of 8 assessment episodes per application. An assessment episode can be either a qualification or employment episode. 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.

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 if formal assessment has commenced.

3.2 Document Preparation Time

Once you have selected your chosen Assessment Pathway and confirmed you meet the essential selection criteria, you are now ready to prepare your **original** documents for your application. You can also download a copy of the [Application Checklist](#).

IDENTITY	<p><i>Please note</i> we require 3 forms of identity documents -</p> <ol style="list-style-type: none"> Passport – Applicant details page only, not full passport. Ensure that the name used in your application matches the name on your passport <u>and</u> Two (2) additional government issued identity documents from the country of birth or country of current residence, with at least one which bears the applicant's photograph Resume/Curriculum Vitae – upload in your personal documents section Evidence of change of name (if applicable)
EDUCATION	<ol style="list-style-type: none"> Degree or Award Certificate <ul style="list-style-type: none"> 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. Degree or Award Transcript <ul style="list-style-type: none"> 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 For research degrees please provide the abstract of the thesis or research project. The abstract should be endorsed by the primary supervisor where possible.
EMPLOYMENT	<ol style="list-style-type: none"> Employment Reference Evidence of Paid employment (tax returns, banks statements, pay slips on company letter head etc. (Refer to section 2.7))
OTHER	<ol style="list-style-type: none"> Migration agent authorisation form (if applicable) For a Recognition of Prior Learning (RPL) application, you will need to complete and submit the current ACS Recognition of Prior Learning (RPL) Form. ACS Professional Year Certification (if applicable).

The original documents may be in one of two formats, paper based or electronic. Instructions to upload each type of documents are mentioned in the table below:

	Paper based original documents	Electronic original documents
1	Attach high quality colour scans (at least 300dpi) of original documents. All documents should be scanned at the same resolution (dpi).	Attach Original files.
2	Ensure that the document is wholly scanned with all the edges clearly visible, so that the document does not look cropped.	If documents are digitally signed do not combine with any other document.
3	Consolidate all pages into one PDF document for each qualification and each employment entry	If the original PDF documents are password protected for reading, then attach a separate PDF document with a table containing file names and passwords.

3.3 Document Translation

If any of your original documents are not in English, you will need to have them translated. Both the original document and the translation must then be submitted for Assessment. For assistance with document translation, please refer to the Australian or Overseas options;

(a) Translating documents within Australia

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

(b) Translating documents outside Australia

Acceptable translations can be obtained from the Awarding Institution or your nearest Australian Diplomatic or Consular Mission (<https://www.passports.gov.au/getting-passport-how-it-works/documents-you-need/foreign-documents>) for a list of approved translation services in your country. 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.

3.4 Making an Online Application

Before you start your application, double check you have all the required documents using the attached [Application Checklist](#).

It is the responsibility of the applicant to ensure that the data entered in their online application form is a correct and true representation of the applicant's personal information, qualifications and employment. 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.

All information entered into the online application must be sentence case (please do not use all CAPITAL Letters)

ACS is not obligated to request further documents. Submissions with missing, incorrect or unnecessary documentation will delay the processing of your application and may result in an unsuitable outcome.

REMEMBER: The onus is on the applicant to follow the Guidelines and provide the required documentation. ACS reserves the right to request additional documentation to verify your application and failure to provide acceptable evidence may result in an unsuitable assessment. Note, in some cases ACS may reject the application as Not Suitable without seeking additional documentation.

3.5 Application Status

All applicants will receive a confirmation email to their nominated email address after successfully completing the online application. The confirmation email will contain your **ACS reference number** and **password** instructions which you can use to access your online portal and check the progress of your application via the [Application Status](#).

3.6 Application Processing Time

Applications are processed as soon as possible, and any delays are dependent on the quality of the documentation and information provided. Please refer to the ACS website for the updates on our standard processing times.

3.7 Priority Requests

A priority request option is **only** available for Australian visa holders with a **deadline of less than 12 weeks** from the date of application. To access priority requests, applicants must upload evidence (PDF) of the visa deadline and allow at least 2 weeks' notice from the deadline. Examples of documents to upload as evidence include:

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

4. ASSESSMENT PROCESS

ACS Migration Skills Assessment will review your personal identification documents and then 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.

The ACS will review your qualification(s) to determine the [Australian Qualification Framework \(AQF\)](#) comparability. The course units of your qualification are assessed to determine whether the professional ICT content is considered an ICT professional unit or not. The outcome of the Assessment will note if your qualification is a **Major**, **Minor** or if the ICT content is **Insufficient**.

An ACS Assessor will review which ICT units are considered closely related to your nominated occupation and once your qualification(s) have been assessed as outlined above, the assessor will then determine the amount of relevant work experience required to meet the suitability criteria. You can review this framework in more detail as per [Summary of Criteria](#). Your employment episode(s) are then assessed to determine if they are considered closely related and at the appropriate skill level, to your nominated occupation.

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

4.1 Assessment Outcome

ACS will issue your Assessment outcome in a formal letter via email in PDF format. All Successful Assessment letters are **valid for 24 months** from the date of issue and can be submitted to the [Department of Home Affairs](#) as evidence of your Skills Assessment. Any Unsuccessful Assessments will note the reasons for the outcome and information regarding the Review/Appeal Process (see Section 6) in the letter.

4.2 Renewals and Re-application

If your initial Assessment expires, you will need to reapply using a New Application. Applicants can submit a new application through the [Online Application Portal](#) by logging into their Dashboard. Please note that when lodging a new application, any new documents must be renamed to differentiate from previously submitted documents (example: *FileName-UPDATED.pdf*)

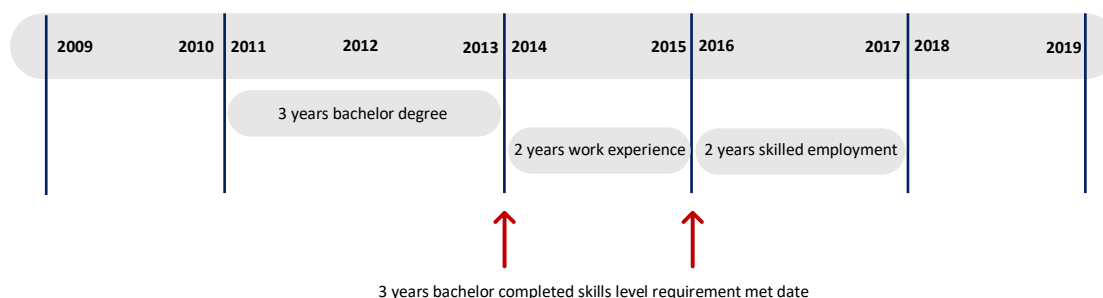
5. SKILL LEVEL REQUIREMENT MET DATE

All Successful Assessment letters will include a **Skill Level Requirement Met Date** which is 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**. Please note, the work experience required to meet the suitability criteria is **NOT** included as **Skilled Employment**.

The ACS assessment process will seek to find the earliest **Skill Level Requirement Met Date** possible for each assessment type. The **Skill Level Requirement Met Date** is dependent on the completion of **both** the relevant qualification and relevant work experience. If an applicant's work experience is completed **before** the completion date of their 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 review Example 1 and 2 for further information.

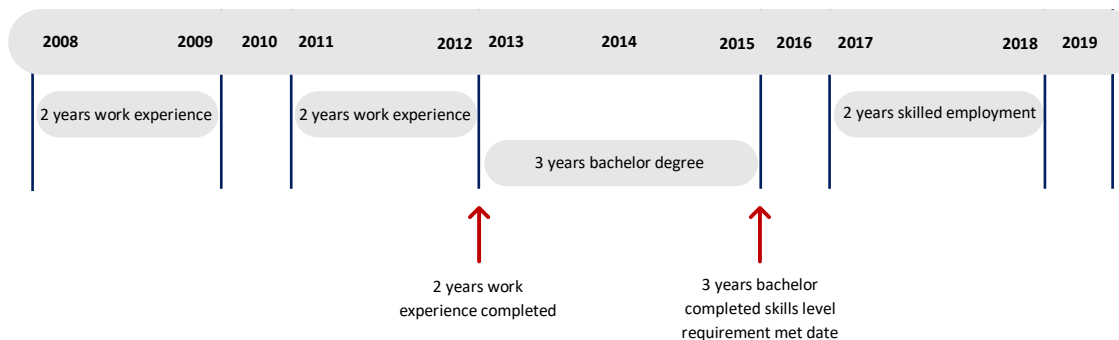
Example 1 – Employment completed **AFTER** the qualification:

- Applicant completes a relevant Bachelor degree with a major in ICT on **31 Jan 2014** and has **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 the applicants **Skill Level Requirement Met Date** will be **31 Jan 2016**.
- All suitable work experience completed **AFTER 31 Jan 2016** will be considered **Skilled Employment**.



Example 2 – Employment **BEFORE** the qualification:

- Applicant completes **2 years** of relevant work experience from **31 Jan 2008 until 31 Jan 2010**
- Applicant completes another **2 years** of relevant work experience from **31 Jan 2011 until 31 Jan 2013**
- Applicant completes a **3-year** relevant Bachelor degree on **31 Jan 2016**
- Applicant completes 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"**
- All work experience completed **before 31 Jan 2016** is **NOT** considered skilled employment.



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. REVIEW & APPEAL APPLICATION

6.1 Review Application

A Review Application is available if you wish to change your nominated occupation (ANZSCO), include additional work experience or qualifications to update your results. This review process includes a review of the original skills assessment decision to ensure that no errors have been made in the skills assessment or administration of the application.

A Review application can only be submitted **within 60** days from the date you received your skills assessment result letter and any documents submitted as part of the review application will be assessed together with previously submitted documentation.

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*

Please include detailed reasons why you are submitting a review application. Please note: The review process involves the re-assessment of all your documentation by a Senior Skills Assessor who was not involved in the original assessment. The assessor will particularly focus on the comments and information you provide regarding your reasons for Review.

Review Details:

- A review fee is payable for all review assessments
- Please upload additional documentation to support your review application.
- When lodging a review application, please rename any new documents to differentiate from previously submitted documents. Example of name of new file **FileName-UPDATED.pdf**

To submit a Review application, please login to your skills assessment dashboard. After the 60-day period expires, a review cannot be lodged, and a new application is required to be submitted.

Applicants that are not satisfied with the outcome of the Review may apply for an Appeal.

6.2 Appeal Application

An Applicant can Appeal an Assessment Decision if they disagree with the result of their assessment outcome and/or they believe an error has been made in their skills assessment. The appeal process involves the re-assessment of the original application by a Senior Assessor who was not involved in the original assessment.

Appeal Details:

- An Appeal application can only be submitted within 60 days from the date you have received your skills assessment result letter. Please refer to the ACS website for the updates on our standard processing times
- 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, an appeal cannot be lodged, and a new application is required to be submitted. Please note, an Appeal Decision is final. Applicants are not eligible to apply for skills assessment against the same occupation with the same qualification and employment documentation once they have received an appeal outcome.

7. ACRONYMS

Acronyms and abbreviations

ACS	Australian Computer Society
ANZSCO	Australian and New Zealand Standard Classification of Occupations
AQF	Australian Qualifications Framework
CBOK	ACS Core Body of Knowledge
CEP	Country Education Profiles
DOHA	Department of Home Affairs
GPA	Grade Point Average values in CEP
ICT	Information and Communications Technology
PAS	Post Australian Study
RPL	Recognition of Prior Learning
TG	Temporary Graduate 485

8. 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.

[CRICOS](#) - the official Australian Government website that lists all Australian education providers that offer courses to people studying in Australia on student visas and the courses offered.

[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.

[Department of Education, Skills and Employment](#) - The Department of Education, Skills and Employment works to ensure Australians can experience the wellbeing and economic benefits that quality education, skills and employment provide.

[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.

[TEQSA](#) - Australia's independent national quality assurance and regulatory agency for higher education.

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)
December 2019	6.1	Update to section 7.3 and 7.4
December 2021	7.0	<ul style="list-style-type: none"> - Ethical standards are updated with more details (section 1.2) - Changes in payment evidence requirements. We now only require the evidence to cover the start and end of employment and not every year (section 2.7) - Three forms of ID (section 3.2) - Separate instructions for paper based original documents and electronic original documents (section 3.2). - Further details added to Review & Appeal process (section 6.0) - Acceptance of vendor certifications at AQF Diploma level is now ceased