

INFORMATION KIT – 1181

**Membership eligibility
assessment of overseas
qualified social workers
who are residents of
Australia**



Australian Association of Social Workers
Level 4, 33-35 Ainslie Place
Canberra City ACT 2601
[PO Box 4956, Kingston ACT 2604]
Tel: (02) 6232 3900 Fax: (02) 6230 4399

Information Kit 1181 is the relevant form for Australian permanent residents or citizens who wish to have their overseas social work qualifications assessed for eligibility for membership of AASW.

IMPORTANT

Please read the explanatory notes and application forms very carefully so that you know what information and documents you need to provide. This will save time in the long run.

The information on the application forms is collected by the Australian Association of Social Workers (AASW) for the purpose of assessing membership eligibility of overseas qualifications. All personal information will be handled confidentially. Details may be verified with or provided to other agencies where necessary or required by law.

This information booklet is designed to be read in its entirety. It has four main sections:

- Section I: How to apply for assessment
- Section II: Criteria used in the assessment
- Section III: Self assessment schedule
- Section IV: Glossary of terms and acronyms
- Section V: Application Form

PLEASE NOTE: Information is accurate at the time of printing but eligibility requirements, fees and waiting period may change.

- Assessments can only be conducted following the submission of a correctly completed application form, all required documents and fee. To avoid delays, please make sure that you have filled in all details, provided all necessary documentation, completed the check list on the last page of the application form and signed it. The assessment process can not begin until a complete application has been submitted to the AASW.
- When the AASW receives your application AASW will acknowledge receipt of your application and will issue a receipt for fees paid.
- **ASSESSMENTS CANNOT BE GIVEN BY PHONE OR EMAIL.**

SECTION I:

How to apply for assessment of your overseas social work qualification

Introduction

The Australian Association of Social Workers (AASW) has a commitment to the international social work community, and is a member of the International Federation of Social Workers (IFSW). It values the contribution that social workers educated overseas can make to Australia's increasingly multicultural society, and recognises the importance of assessment of overseas qualifications so that eligible social workers may seek employment in Australia as social workers and join the AASW.

Social work in Australia is not a registered profession. However, the AASW is the standard setting body for the profession of social work in Australia.

Graduation from an Australian AASW-accredited Bachelor or Master of Social Work degree confers eligibility for membership of the AASW. Many employers require proof of eligibility of AASW membership for employment as a social worker.

If you have overseas qualifications in social work and you wish to apply for jobs which require eligibility for membership of the AASW you will need to apply for an assessment of your qualifications to determine whether or not they do meet AASW membership eligibility requirements.

How the qualifications are assessed

The AASW assessment process is comparative. Assessment of all overseas-educated applicants seeking membership of the AASW is undertaken individually by the AASW on a basis of comparison with the educational requirements of Australian social workers, using written materials. The assessments are educationally based and in some cases post qualifying professional work experience may be considered. **Assessments are not competency-based.** The Five Essential Criteria used in the assessment are outlined in Section II below. These Criteria require that applicants have the equivalent of an Australian Bachelor or Master of Social Work of either four years full time or three years full time with significant post qualifying full time professional social work employment as detailed in Section III below or 2 year Master of Social Work following the completion of the relevant undergraduate degree.

Most people who have not met our membership eligibility requirements have been required to undertake further study in an AASW-accredited Australian Bachelor of Social Work (BSW) degree in order to meet our requirements. This could consist of: completion of specified single subjects; completion of a full year of study; or seeking advanced standing and completion of all university requirements for the BSW degree. AASW would indicate in the assessment notice which of these options is required. Some universities offer some subjects by distance education.

Please note that not all jobs in the social welfare field in Australia require eligibility for membership of the AASW, although many do. In addition, experience shows that many overseas-qualified social workers who may not meet the membership eligibility requirements of the AASW, may meet the membership eligibility requirements of other organisations like the Australian Institute of Welfare and Community Workers (AIWCW), www.aiwcw.org.au phone 03 9654 8287.

Assessment fee

The fee for the assessment of overseas qualifications in social work to determine the AASW membership eligibility is AUD \$850. This fee is not refundable.

The fee must:

- be paid in **Australian dollars**
- **must accompany your application form as a bank or personal cheque or money order made payable to the Australian Association of Social Workers, OR**
- **credit card details must be entered on the application form.**

Note: If your qualifications are assessed as giving eligibility for membership and you join the AASW, an annual membership fee is payable. You will be entitled to a reduced annual membership fee for the first year if you join the AASW within 12 months from the date of your successful assessment.

Should you use this kit?

Use this form if you are:

- an Australian citizen, or
- a permanent resident of Australia, or

- a citizen of New Zealand permanently or temporarily resident in Australia, or
- a temporary resident of Australia (e.g. an temporary working visa or working holiday visa holder) with a visa which gives you permission to work in Australia, and you are an overseas trained social worker seeking an assessment to practice your occupation in Australia.

Do not use this kit if you ...

- are seeking an occupational assessment for the purpose of migration to Australia, or
- are seeking to change your migration status to Australian resident, or do not have a visa which allows you to work in Australia.

If you are in any of the above categories you would need to use Kit 1182.

Completing the application form

You will need to provide all the information asked for and all documents and necessary fees before your application can be finalised. Incomplete applications cannot be processed and may be returned to you.

1. Answer all questions in English, unless otherwise requested.
2. If you have more than two qualifications, please provide details of these in the same format as required on the form but provide this information on a separate piece of paper and sign and date it.
3. If you need more space than that provided to outline each field work placement undertaken as a required component of your course, please provide a separate piece of paper or use the space provided under Section 19 - Additional information.
4. Please do not insert documents in separate plastic covers. Please use paper clips, not staples.
5. Please send all required documents and your assessment fee to the AASW at one of the addresses below. We do not accept faxed or emailed applications.

Street address for courier deliveries:

AASW National Office
Level 4
33-35 Ainslie Place
Canberra City ACT 2601
AUSTRALIA

Postal Address:

AASW National Office
PO Box 4956
Kingston ACT 2604
AUSTRALIA

Documents you should include

Required documents

To support your application, you must provide certified* copies of all documents listed below. You should try to obtain the required documents from the relevant institution or authority. It is unusual for an educational institution or authority not to have records. If you cannot obtain the required documents you should contact the AASW.

1. Degree, diploma or certificate awarded by a tertiary institution.
2. Academic transcripts / mark sheets of completed tertiary educational courses. These list subjects studied each year and marks obtained and are usually provided by the tertiary institution.
3. Course outlines. These provide information on the course content.

4. If your tertiary qualification was granted in a country where there are accredited social work courses, you must provide evidence that your qualification(s) was from an accredited social work course – *you can provide either a written statement from such an authority or a website link showing that your qualification is an accredited social work course.*
 5. Evidence of registration or license to practice from the country in which qualification was obtained and/or the last country of practice, if applicable.
 6. Relevant professional work experience. Include: name of workplace; position; starting and finishing dates; summary of key responsibilities; full time/part time, casual/permanent/contract. This may be submitted as Resume, CV or other document.
 7. Written references of professional work experience. Original or certified document from employer(s) substantiating your relevant professional work experience. References must be on the organizational letterhead and signed by supervisor or employer. Include dates of employment, name of position, whether it was full time or part time (if part time – state the number of hours worked per week), and summary of key responsibilities.
 8. Evidence of change of name where applicable – for example marriage certificate or Deed Poll, etc.
 9. Document translation. Written translation of all documents not in English must be provided by a qualified English translator** . A certified copy must be attached to each document that has been translated. Evidence of translator's qualification or accreditation must be provided.
 10. Agent's authorisation, where applicable. Where an applicant wants a Third Party (e.g migration agent, family member) to represent him/her in all dealings with the AASW in regard to the application, a signed letter giving authorization to the nominated person must be provided.
1. 11. Evidence of English language competency. Please refer to the **English Language Requirements** to determine what evidence you should provide.

Notes on the documents to be attached with the application form:

- *The Course Outlines and Work History do not have to be translated by an official translator nor be certified as true copies from the originals.*
- *In some instances a Statutory Declaration may be accepted in place of some of the required documents.*
- *If you decide to apply for assessment and you have more than one university level qualification you wish to be considered, we will need the documents as outlined on the application form for each of these qualifications.*
- *Sometimes applicants may be requested to provide additional information.*
- *If you are required to substantiate post qualifying full time social work employment to compensate for deficits under Criterion 4 or 5, then you will need to ensure that suitable documentation is provided.*
- **Note: If forged, altered or falsified documents are submitted, no assessment report will be issued and no refund will be provided.**

*** Certified Copies**

Certified copy is the copy of a document authorised or stamped as being a true copy of the original, by a person or agency recognised by the law of the person's home country. In Australia, this means a copy which is authorised as a true copy by a person before whom a Statutory Declaration may be made. Such authorised persons include the following: magistrate, Justice of the Peace, Commissioner for Declarations, Commissioner for affidavits, solicitor, registered medical practitioner, bank manager, postal manager, an Australian Public Service Officer with 5 years or more service.

Each copy of the document must be certified separately and must clearly show:

- the words 'certified true copy of the original';
- the signature of the certifying officer, and
- the name and address or provider/registration number (where appropriate) of the certifying officer legibly printed below the signature. It must be possible, from the details provided, for the AASW to contact the certifying officer if necessary.

Please send the certified copy NOT a photocopy of a certified copy. PLEASE, DO NOT SEND THE ORIGINALS OF THE DOCUMENTS.

**** Translation of documents not in English**

All documents not in English must be translated by a qualified translator. If translation occurs in Australia, these must be obtained from translators accredited with National Accreditation Authority for Translators and Interpreters (NAATI). If Translations occurs overseas, these must be obtained from a qualified translator (Private or Commercial Translators or the Awarding Institution). Overseas translations must be done on the organisation's letterhead and include an official stamp, the translator's name, signature and contact telephone number (all in block letters) legibly printed below the signature. The AASW reserves the right to contact the translator if required to verify the translated documents.

When submitting foreign language documents you must provide certified copies of all foreign language documents and certified copies of the English translation.

Evidence of English language

Applicants are required to provide evidence that meets one of the following options:

1. Completed their primary and secondary education in English (education must have been completed in the English language) in Australia, Canada, New Zealand, Republic of Ireland, United Kingdom or the United States of America.

(Suitable evidence – school certificates from primary and secondary school, or birth certificate and secondary school results)

2. Completed the equivalent of three years or more full time study at the level of Bachelor Degree or higher in Australia, Canada, New Zealand, Republic of Ireland, United Kingdom or the United States of America.

(Suitable evidence – academic transcripts showing length of course and that course was conducted in English)

3. Has completed at least three years employment as a qualified social worker using English as the primary means of communication in Australia, Canada, New Zealand, Republic of Ireland, United Kingdom or the United States of America.

(Suitable evidence – employment referees)

4. Obtained a score of 7 or more in each component (listening, reading, writing and speaking) of the Academic IELTS. More detailed information on the IELTS requirements can be found below.

(Suitable evidence – certified copy of your IELTS test report form)

IELTS requirements

All applicants providing evidence under this criterion must comply with the following standards:

1. The overall band score of the Academic IELTS must be at least 7.0.
2. Each component (listening, reading, writing and speaking) of the Academic IELTS must score at least 7.0.
3. The results from each component must be obtained in one sitting. The pass results in a module from a previous attempt cannot be carried forward to a subsequent sitting, which when combined, would give an overall pass in the examination.

(Suitable evidence – certified copy of your IELTS test report form)

The AASW may accept a test report older than two years under the following conditions:

- a) Where there is evidence of active employment in a professional capacity in Australia, Canada, New Zealand, Republic of Ireland, United Kingdom or the United States of America

(Suitable evidence – employment referees indicating length of employment)

or

- b) Where there is evidence of study in a bachelor degree level or higher in Australia, Canada, New Zealand, Republic of Ireland, United Kingdom or the United States of America.

(Suitable evidence – university transcripts)

Under no circumstances should applicants submit an IELTS test report that does not comply with one of the above conditions.

- IELTS is available at testing centres in over 120 countries. The AASW advises applicants to contact IELTS for further information in relation to the IELTS test and test centre locations. www.ielts.org

The AASW reserves the right to interview any applicant or require further English language testing if there are concerns in relation to the applicant's capacity to communicate at an effective level of English.

Agents

AASW normally deals directly with applicants seeking a membership eligibility assessment of their overseas qualifications. The AASW will not discuss your application with other people (third parties) unless specifically authorised to do so. If you want someone such as a family member or other agent to deal with AASW on your behalf, you will need to attach a letter signed by you authorising this person (by name) to act as your agent.

Length of assessment time

The assessments are normally undertaken in chronological order of receipt of complete applications and assessment completion times may vary. Please allow at least eight weeks for completion of assessment. Incomplete documentation may extend the assessment time.

Priority assessments

If you believe you have reasonable grounds for assessment with priority (e.g. a prospective employer requires assessment to meet a staffing shortage), please provide substantiating evidence and your application may be considered on a priority basis.

After you receive an assessment of your social work qualifications

A positive assessment of your social work qualifications will establish that your social work qualifications meet the membership eligibility requirements of the AASW. However, a positive assessment does not confer membership of the AASW. If you wish to take up membership of the AASW, you will need to apply and pay an annual membership fee. Further information will be given about this if your assessment is positive. Please note that membership eligibility alone is of value when seeking employment. However, neither membership eligibility nor membership will guarantee employment as a social worker or admission to an educational course in Australia. If your qualifications are not assessed as meeting AASW membership eligibility requirements, you will be provided with advice about the relevant university courses you may need to complete in Australia in order to meet requirements.

Reviews and appeals

Information about reviews and appeals is available on the AASW website at www.aasw.asn.au and is given at the time of assessment to those people whose qualifications are assessed as not fully meeting requirements (a fee applies for appeals).

Employment

The National Office of the AASW does not keep any specific information about either permanent or temporary employment. One of our national programs is the AASW Horizon Career Centre. The Centre coordinates all of our career related services including:

- Job advertising
- Career guidance, consultations, counselling and coaching
- Social work career presentations
- Social work career publications in Australia and overseas.

Please contact us at 1300 73 13 14 or via email info@horizonemployment.com.au regarding these services.

For further information about the AASW Horizon Career Centre please visit www.horizonemployment.com.au

Other information about employment can be found on www.seek.com.au, www.career.com.au or in the large capital city daily newspapers such as 'The Australian', 'The Melbourne Age' or 'The Sydney Morning Herald' all of which can be accessed via the internet and are available at Australian Embassies, High Commissions or Consulates. For further information consult the website of the Australian Department of Education, Employment and Workplace Relations (DEEWR) www.deewr.gov.au

Need further information?

Contact the Assessment Officer by email at: aaswiqa@aasw.asn.au

SECTION II:

The five essential assessment criteria

The five assessment criteria form the basis of the assessment process.

Note: All five criteria must be met by a completed academic qualification in social work. Assessments are not competency based. The academic qualification will be compared with the 4 year Bachelor of Social Work degree in Australia.

Criterion One

The qualification must be regarded as a professional social work qualification in the country of training, recognised by which ever official body is responsible for accreditation of social workers and/or social work courses where such a body exists. The qualification must enable eligibility for membership of the professional social work association of the country of training where such an association exists, and where eligibility is conferred by formal qualification. The qualification must enable registration/licensing where such conditions exist in the country of training

Criterion Two

The qualification must be a specific qualification in social work.

Criterion Three

The level of qualification must be Bachelor degree or higher in Australian terms. AASW will make this assessment, using multiple sources, with the major reference point being the Australian Education International-National Office of Overseas Skills Recognition's (AEI-NOOSR) Country Education Profiles (CEPs). If qualification is not covered by the AEI-NOOSR Country Education Profiles used by AASW, the AASW may need to refer you to NOOSR for an individual assessment of educational level, prior to the AASW's undertaking an assessment for professional recognition purposes.

Criterion Four

The curriculum must correspond sufficiently in all major areas to the AASW requirements for the BSW according to the AASW's *Australian Social Work Education and Accreditation Standards* (available on AASW's website: www.aasw.asn.au/becomeamember/becomingasw/eligible.htm).

Criterion Five

The length of the qualification should be four years, **BUT** where **ALL OTHER CRITERIA** (1-4 above) have been met **AND**

The qualification is three years full-time or longer **AND**

Required evidence can be provided of at least three years post-qualifying full time professional social work experience undertaken following completion of the professional Social Work Bachelor or Master **DEGREE** and within ten (10) years of the completion of that degree, **THEN** the experience may be considered as a way of compensating for the shortfall of one year in the academic program.

NOTE: Where deficits exist in both curriculum and length of the qualification, the full time post qualifying employment considered as compensating for the length of the qualification will be in addition to the full time post qualifying employment considered as compensating for the curriculum deficits in Criterion 4 above.

Summary of course and curriculum requirements

Academic structure

For overseas qualified social workers to be eligible for membership of the AASW, courses must satisfy the requirements of:

1. Four years full time or part time equivalent of Bachelor level study leading to a distinct qualification in social work.
OR
2. Two years full time or part time equivalent of Master level study leading to a distinct qualification in social work following the completion of the relevant undergraduate degree. (Post graduate qualifications of 1 year duration may be considered in certain circumstances).
OR
3. 3. Three years of Bachelor level study leading to a distinct qualification in social work with three years post qualifying full time social work employment.

Where curriculum deficits are identified according to curriculum content below, the prescribed period of post

qualifying full time social work employment will be required. Where these deficits occur in a three year bachelor level qualification as in 3 above, the employment considered as compensating for the length of the qualification will be in addition to the employment considered as compensating for the curriculum deficits.

Where a qualification is assessed as not meeting AASW requirements and a program of further study is recommended completion of that program will meet requirements.

Curriculum content

Knowledge for practice

This is usually found over at least two semesters of study and includes:

- i) The study of society, and how it is developed and organised (sociology, anthropology, social theory, history, economics and political science).
- ii) Knowledge of social welfare arrangements, their history and organisation and the role of the law on such arrangements (sociology, social theory, politics, law, history, or economics).
- iii) Knowledge of the individual (psychology, human development and behaviour, anthropology).

However, where Knowledge for Practice is not covered in the Bachelor level study (e.g. not relevant undergraduate degree followed by a 2 year MSW), three years of post qualifying full time social work employment will compensate for this curriculum deficit.

Practice knowledge and skills

The content of education for social work practice must include the following subject areas and involve at least the equivalent of four semesters or two academic years of study.

- i) All methods of social work intervention – community work, casework, group work, social action, research, social policy analysis and development, and administration.
- ii) Practice skills, including interpersonal skills, communication skills, the skills of reflective and critical thinking and analysis, and of data collection and management.
- iii) The skills of making assessments and deciding on the most appropriate intervention with which to respond to whatever situation faces the worker.
- iv) Material on the recognition and thinking through of ethical issues with reference to the relevant country associations' code of ethics and/or the AASW's Code of Ethics.
- v) The contexts of social work practice at local, national and international levels.

Field education

- i) An applicant must have completed a minimum of 140 days (980 hours) of field education in at least two field placements in two different settings and focusing on 2 different client groups, with the exception of (ii) below. Fieldwork placements must be the academic requirements of the qualification, assessed and supervised by a professionally qualified social worker.
- ii) Where there is a shortfall in field education placement hours and where all other parts of the course meet AASW requirements as outlined above, post qualifying full time social work employment may be taken into account as follows
 - 180 hours deficit meets requirements with no additional employment.
 - A further 400 hours deficit meets requirements with up to 2 years employment on a sliding scale according to the formula $(X-180) \times 6/100 = Y$ where X is the fieldwork deficit in hours and Y is the employment in months.The threshold for the application of the Formula is 400 hours i.e. No work experience can be applied as a way of compensating for the practice hours deficit if the fieldwork placement hours are below 400 hours.
- iii) Where other curriculum deficits are compensated for by post qualifying full time social work employment, the employment experience required for each deficit is cumulative i.e. the same employment may not be considered for each deficit.
- iv) Field Education must cover a range of social work methods of intervention.
- v) Field education placements must be taken over two years in conjunction with the professional social work program of study.

SECTION III:

Self-assessment guide

IMPORTANT: This does not constitute a formal assessment – it is a guide for you to assess whether your qualifications and experience might meet AASW requirements. You are not required to submit this with your application. However, if you feel that it may assist with your assessment please include it with your application.

- While this is not required the AASW does encourage all potential applicants to complete this questionnaire as a first step in the application process.
- This questionnaire acts as a Guide to applicants to understand the AASW eligibility requirements and to identify whether their qualifications are likely to meet these requirements.
- This is not a formal assessment but it may assist applicants to determine whether to submit a formal application to AASW or not.

It is not a substitute for the assessment process, during which we assess your qualifications against our Five Essential Assessment Criteria. All Five Essential Criteria must be met.

There is a limit to how accurate the self- assessment process can be because:

- You may not have access to the means of determining whether or not your qualifications would be educationally comparable to a Bachelor degree in Australia (Question 3); and
- AASW ultimately makes a judgement as to whether or not we regard the curriculum content as sufficiently comparable to that required in an Australian BSW (Question 4).

Even if you answer ‘Yes’ to each of the following questions, it may be that AASW’s view, particularly on questions 3, 4 and 5 may be different from yours. There is provision for appeal.

Criterion 1

AASW requires that the qualification is a recognised professional qualification in the country in which it was undertaken.

Do you have a qualification:

- i) Regarded as a professional social work qualification in your country of training, recognised by whichever official body is responsible for accreditation of social work courses where such a body exists? AND
- ii) Which enables eligibility for membership of the professional social work association of the country of training where such an association exists? AND
- iii) Which enables registration/licensing where such conditions exist in your country of training?

Yes

No – to more than one of the above questions and your qualification may be unlikely to meet AASW requirements or additional information may be required.

Criterion 2

AASW requires a specific qualification in social work. Qualifications in related fields like sociology or psychology would not meet AASW requirements.

Is your qualification specifically a qualification IN social work?

Yes

No – Your qualification is unlikely to meet AASW requirements. Some qualifications in related areas for example, Bachelor of Arts with major in Sociology, may provide an excellent starting point for social work studies and you may be able to seek advanced standing in an AASW- approved Australian Bachelor of Social Work degree, completion of which will enable you to meet AASW requirements. For more information, please contact AASW.

Criterion 3

AASW requires a Bachelor degree specifically in social work, which would be comparable to the educational level of an Australian Bachelor degree.

AASW uses the National Office of Overseas Skills Recognition Country Education Profiles as a basis for determining educational comparability. Some overseas Bachelor degrees may not be regarded as educationally comparable to Australian degrees.

Is your social work qualification regarded as at least comparable educationally to a Bachelor level qualification in Australia?

Yes

No – Your qualification would be unlikely to meet AASW requirements. People with non-graduate diplomas in social work and no other degrees or postgraduate social work degrees are recommended to seek advanced standing in an AASW-accredited Australian Bachelor of Social Work degree, completion of which will meet AASW requirements. For more information please contact AASW.

Uncertain – If the qualification is not covered by the NOOSR Country Education Profiles used by AASW, the AASW may need to refer you to NOOSR for an individual assessment of educational level, prior to the AASW's undertaking an assessment for professional recognition purposes.

Criterion 4

AASW requires that the curriculum corresponds sufficiently in all major areas to the AASW requirements for the BSW according to the AASW's Policy and Procedures for Establishing Eligibility of AASW (Part I and Part III).

Knowledge for Practice

List in which subjects (usually appearing on your academic transcript) you have studied the following knowledge for practice areas (this is usually found over at least two semesters):

i) The study of society, and how it is developed and organised (sociology, anthropology, social theory, history, economics and political science) _____

ii) Knowledge of social welfare arrangements, their history and organisation and the role of the law on such arrangements (sociology, social theory, politics, law, history, or economics) _____

iii) Knowledge of the individual (psychology, human development and behaviour, anthropology) _____

If you do not meet these requirements but you have three years full time post qualifying social work employment, then this may compensate for the lack of coverage in this area. (Please see the note **Substantiation of social work employment** below).

If you have not covered these areas in your qualification, do you have at least three years post qualifying full time social work experience?

Yes

No –You may not meet requirements.

Practice Knowledge

List in which subjects, (usually appearing on your academic transcript), you have studied the following practice knowledge and skills areas (usually undertaken over at least two academic years):

i) All methods of social work intervention – community work, casework, group work, social action, research, social policy analysis and development, and administration _____

ii) Practice skills, including interpersonal skills, communication skills, the skills of reflective and critical thinking and analysis, and of data collection and management _____

iii) The skills of making assessments and deciding on the most appropriate intervention with which to respond to whatever situation faces the worker _____

iv) Material on the recognition and thinking through of ethical issues with reference to the relevant country association's code of ethics and/or the AASW's Code of Ethics _____

v) The contexts of social work practice at local, national and international levels _____

Field Education

Indicate if you have completed a minimum of 140 days (980 hours) of field education in at least two field placements over the two years covering a range of social work methods, and taken in conjunction with the professional social work program.

Yes

No – You may not meet requirements.

Where there is a shortfall in field education placement hours and all other parts of the course meet AASW requirements, then substantial post qualifying social work employment may be considered.

Criterion 5

AASW requires that the length of the qualification should be four years. However, where ALL OTHER CRITERIA (1-4 above) have been fully met AND the qualification is three years full-time or longer AND required evidence can be provided of at least three years full time post qualifying social work employment within ten (10) years of graduation, THEN the employment may be considered as compensating for the difference of one year in the academic program.

Is your social work qualification equivalent to at least four-year Bachelor level study? OR at least three years bachelor level study and you have three years post qualifying full time social work employment?

Yes

No – You may not meet requirements.

NOTE: Evidence of additional professional post qualifying work experience maybe required if there is both curriculum differences (Criterion 4) AND a shortfall in the length of qualification (Criterion 5).

Substantiation of social work employment

In order to substantiate full time post qualifying social work employment you will need to provide the following documentation with your application.

1. Description of each social work position; period of employment; number of hours per week; position title; type of work.
2. Certified copies or originals of written evidence from employers supporting the claim of 3 years of full-time equivalent professional social work employment since successful completion of a Bachelor (or equivalent) qualification in social work.
 - Written references supporting your post qualifying professional social work history: References from supervisors and employers must be on the organisation letter head and should confirm the name of the workplace; the title of your work position; dates of employment; the type of work undertaken and whether full or part time and if part time the number of hours per week.

SECTION IV:

GLOSSARY OF TERMS AND ACRONYMS

AASW	Australian Association of Social Workers, the professional association for social workers in Australia. The AASW is the gazetted relevant assessing authority for overseas social workers wishing to migrate to Australia. Website www.aasw.asn.au
AIWCW	Australian Institute of Welfare and Community Workers. Relevant assessing authority for overseas welfare workers wishing to migrate to Australia. Website www.aiwcw.org.au
DIAC	Australian Department of Immigration and Citizenship. Website www.immi.gov.au
IQC	International Qualifications Committee. The AASW Committee which oversees the assessment of overseas social work qualifications.
Information Kit 1181	The application package for assessment of overseas social work qualifications where the applicant is an Australian citizen, Australian permanent resident, Australian temporary resident with a visa which permits work in Australia (where the assessment will not be used to change residency status); and New Zealand citizen.
Information Kit 1182	The application package for assessment of overseas social workers, who are not Australian residents, or who need an assessment for the purposes of later lodging an application for permanent residency. If the qualifications are assessed as not meeting AASW requirements, they will be sent to the AIWCW for assessment against their requirements for welfare workers.
Australian Education International-National Office of Overseas Skills Recognition (AEI-NOOSR)	Part of the Australian Government Department of Education, Employment and Workplace Relations. Website is www.dest.gov.au/noosr

Contact addresses

AASW

Australian Association of Social Workers
Overseas Qualifications Assessment
Box 4956 KINGSTON ACT 2604
AUSTRALIA
Tel: 61 2 6232 3900
Fax: 61 2 6230 4399
Email: aaswiga@asw.asn.au
Website: www.aasw.asn.au

AIWCW

Australian Institute of Welfare and Community Workers
PO Box 42 FLINDERS LANE PO
MELBOURNE VIC 8009
AUSTRALIA
Tel: 61 3 9654 8287
Fax: 61 3 9654 1081
Email: info@aiwcw.org.au
Website: www.aiwcw.org.au

AEI-NOOSR

Australian Education International-National Office of Overseas Skills
Recognition NOOSR
GPO Box 1407
CANBERRA ACT 2601
AUSTRALIA
Website: www.dest.gov.au/noosr



Application for assessment of Social Work qualifications for migration and employment purposes

IMPORTANT: It is necessary to read the information relevant to Application form before completing this form.
Make sure you provide ALL documents required and sign the declaration at section 23.

Your personal details

Preferred title: Mr Mrs Miss Ms Dr Other

1. Your family name:

2. Given names:

3. Any other names you have used (i.e. before marriage, etc.):

Family names	Given names
<input type="text"/>	<input type="text"/>

4. Sex: Male Female

5. Date of birth:

6. Country of birth:

7. Country of permanent residence:

8. Address for correspondence:

Name (see checklist for explanatory notes – Agents*):

Address:

Town/Suburb State Postcode

9. Telephone numbers (including area code): Work Home

Email:

10. Do you intend to use the outcome of this assessment to migrate to Australia, or to apply for a visa to Australia?

- Yes Go to Question 13
 No Go to Question 11

11. Are you a permanent resident of Australia?

- Yes Go to Question 13
 No Go to Question 12

12. Do you have permission to work in Australia (i.e. current visa which permits work, or New Zealand citizenship?)

- Yes Go to Question 13
 No Please contact the AASW for advice – do not complete this form.

Your general school education

13. In which years did you start and finish primary and secondary school?

Primary	Start	<input type="text"/>	Finish	<input type="text"/>
Secondary	Start	<input type="text"/>	Finish	<input type="text"/>

14. Details of your education:

	Number of years	Name of qualification or certificate obtained	Country
Primary	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary	<input type="text"/>	<input type="text"/>	<input type="text"/>

Your post secondary or higher education

15. Give details of ALL post secondary or higher education courses which you have completed.

If you have more than two (2) qualifications attach a separate sheet giving the additional details.

Qualification 1

Is this qualification to be assessed? Yes No

What is the name of the qualification that you have obtained?

In English

In your own language

Name of institution

Full address of institution

What was the normal entry requirement for the course?

Normal length of full-time course Years OR Semesters

Normal length of semester or term Weeks OR Months

What was the length of time which you took to complete the course? Years OR Months

Date course commenced Date course completed

If this was different from the normal length, please provide reasons

Was the course full-time or part-time? Full-time Part-time > hours per week
 Other – please describe

Was a thesis or major research paper a requirement of the course? Yes No

If YES, what was the topic and approximately how many words?

Field work placements concurrent with and a required part of the above course of training. Each placement undertaken concurrently with your course should be described separately below (attach and sign separate sheets if necessary).

A. Name of agency	<input type="text"/>		
Period of placement	<input type="text"/>	To	<input type="text"/>
Total number of days	<input type="text"/>	Number of hours per day	<input type="text"/>

Give the names and qualifications of supervisors

Describe the kind of field work you did during this placement

B. Name of agency

Period of placement

To

Total number of days

Number of hours per day

Give the names and qualifications of supervisors

Describe the kind of field work you did during this placement

Qualification 2

Is this qualification to be assessed? Yes No

What is the name of the qualification that you have obtained?

In English

In your own language

Name of institution

Full address of institution

What was the normal entry requirement for the course?

Normal length of full-time course

Years OR Semesters

Normal length of semester or term

Weeks OR Months

What was the length of time which you took to complete the course?

Years OR Months

Date course commenced

Date course completed

If this was different from the normal length, please provide reasons

Was the course full-time or part-time? Full-time Part-time > hours per week
 Other – please describe

Was a thesis or major research paper a requirement of the course? Yes No

If YES, what was the topic and approximately how many words?

Field work placements concurrent with and a required part of the above course of training. Each placement undertaken concurrently with your course should be described separately below (attach and sign separate sheets if necessary).

A. Name of agency

Period of placement To

Total number of days Number of hours per day

Give the names and qualifications of supervisors

Describe the kind of field work you did during this placement

B. Name of agency

Period of placement To

Total number of days Number of hours per day

Give the names and qualifications of supervisors

Describe the kind of field work you did during this placement

If you have more than two qualifications you want assessed, please copy and attach additional sheets.

Registration licensure *(if applicable)*

16. What is the name and country of authority of first registration?

What was the date of first registration?

17. What is the name and country of authority of the most recent registration?

What is the date of current registration?

18. Have you ever been refused a licence or registration, or had a licence or registration withdrawn?

Yes If yes, give reason

No

19. Give the names of any professional bodies of which you are a member

Work history

20. Attach and sign separate sheets if necessary

Month/year you commenced position

Month/year you finished position

Name of organisation

Position title

Brief description of duties

Month/year you commenced position

Month/year you finished position

Name of organisation

Position title

Brief description of duties

21. Have you (please tick one or more as applicable and attach suitable evidence):

- Completed your primary and secondary education in English (education must have been completed in the English language) in Australia, Canada, New Zealand, Republic of Ireland, United Kingdom or the United States of America?
(Suitable evidence – school certificates from primary and secondary school, or birth certificate and secondary school results)
- Completed the equivalent of three years or more full time study at the level of Bachelor Degree or higher in Australia, Canada, New Zealand, Republic of Ireland, United Kingdom or the United States of America?
(Suitable evidence – academic transcripts showing length of course and that course was conducted in English)
- Completed at least three years employment as a qualified social worker using English as the primary means of communication in Australia, Canada, New Zealand, Republic of Ireland, United Kingdom or the United States of America?
(Suitable evidence – employment referees)
- Obtained a score of 7 or more in each component (listening, reading, writing and speaking) of the Academic IELTS?
(Suitable evidence – certified copy of your IELTS test report form)

Additional information

22.

Checklist

23. You must include with this application:

- A certified copy of your qualification papers (such as degree, diploma, certificate, etc.)
- A certified copy of the transcript of educational courses completed showing subjects, hours, and examination results
- Course outlines
- IELTS test results (if applicable) – please refer to the English language policy
- Evidence of change of name (if applicable) – certified copy (e.g. marriage certificate)
- Current registration or license to practice (if applicable) – certified copy
- Certified translation in English of any documents originally issued in a language other than English
- Work history
- Written references
- Assessment fee
- A copy of your self-assessment schedule (optional)
- Agent's authorisation (Agent is the person authorised by you to lodge an application and deal with AASW on behalf of you)

Applicant's declaration

24. You must read and sign this declaration.

I declare that:

- the information I have supplied on this form and any attachments is complete, correct and up-to-date;
- I undertake to inform the AASW of any changes to my circumstances (e.g. address) while my application is being considered;
- I authorise the AASW to make any enquiries necessary to assist in the assessment of my qualifications and to use any information supplied in this application for that purpose; and
- I have read and understood the information provided that is relevant to this application.

Signature Date

Payment of fee

Please refer to the payment schedule for a correct amount of the assessment fee:

- Non-Residents with overseas qualifications \$850
- Residents with overseas qualifications \$850
- Non-residents – Australian graduates with AASW accredited qualifications \$350
- Non-residents – Australian graduates with AASW accredited qualifications, AASW members \$250

25. I wish to pay by:

- Bank cheque Money order Mastercard Visa

Credit card number Expiry date

Amount \$AUD

Cardholder's name Cardholder's signature

How to lodge your application

26. Keep the explanatory notes for your own information and mail your application form, documents and assessment fee to:

Australian Association of Social Workers
Overseas Qualifications Assessment

Courier deliveries:
Level 4
33-35 Ainslie Place
CANBERRA CITY ACT 2601

Postal address:
PO Box 4956
KINGSTON ACT 2604
AUSTRALIA

Tel: 02 6232 3900
Fax: 02 6230 4399
Email: aaswiqa@asw.asn.au
Website: www.aasw.asn.au