



## **Australian Association of Social Workers Information for Applicants**

Procedures for review of overseas qualifications assessments

**Requests for review must be lodged with AASW within 12 months of the date of the relevant assessment notice.**

### **INTRODUCTION**

In forming an opinion about an application for recognition of an overseas professional social work qualification by the Australian Association of Social Workers, the assessment officer considers “the evidence” (the information provided by the applicant) against the requirements set down in the *AASW Policy and Procedures for Establishing Eligibility for Membership of AASW*.

The assessment officer may also request further information from the applicant, government department, training body, educational institution and professional body of the overseas country involved. Relevant and previous precedents set by the AASW International Qualifications Committee (IQC) are also taken into consideration. In circumstances where the assessment officer is unable to form an opinion because of some unique or new feature arising in the factual situation of the application, the assessment officer prepares a briefing paper, with suggested outcome options, for consideration by at least two IQ committee members.

### **REVIEW PROCEDURES**

In seeking reconsideration the applicant must state what the disagreement is and

1. provide new and /or further evidence; and/or
2. argue that the evidence has been misinterpreted; and/or
3. point out an error in the manner in which the application has been processed.

There are two opportunities for review.

#### **The first is a Review by the International Qualifications Committee (IQC).**

In circumstances where the assessments officer does not consider that such grounds warrant a change in the initial assessment the applicant will be informed that the application will be forwarded to at least two IQC members. These committee members will not have been involved in the initial assessment.

Every effort is made to complete this review within 6 weeks of formal request for review and payment of fee. You would need to write within 12 months of the date of the relevant assessment notice, formally requesting a review and providing reasons for your request, and pay a fee of AUD \$150.00. This can be in the form of a cheque or money order in Australian dollars made out to the Australian Association of Social Workers. Payment can be also done by the Credit Card.

The Committee members would consider your written arguments and written evidence and the original assessment. You would be notified in writing of the outcome of this review.

**The second opportunity would be an Appeal Committee Review.**

The Appeal Committee Review will consist of two AASW members, drawn from the Board or the Executive, and a chairperson, who has experience relevant in the assessment of overseas social work qualifications, but who has not been involved in the previous assessment stages.

Every effort will be made to complete this appeal process within 8 weeks of receipt of formal request for this appeal and receipt of the fee payable of AUD \$500.00

The appeal committee will receive all documentation relevant to the initial assessment and all subsequent documentation provided or generated through the reconsideration stage. The applicant and IQC, through the assessment officer, may also provide further documentation to the appeal committee.

The appeal committee, able to inform itself in any manner it considers appropriate, may invite the assessment officer or IQ committee nominee and the applicant to provide further documentation and /or to speak to the committee in person, via conference telephone.

In forming its opinion the appeals committee may agree, disagree, vary or replace the initial assessment. It will give reason, in writing for the opinion.

**There is no further opportunity for review within AASW.**

**APPEAL FEES**

(All fees are in Australian Dollars and non-refundable)

Stage 1 Appeals \$150

Stage 2 Appeals \$500