

## International Qualifications Assessments

### Assessment of Australian Association of Social Workers accredited social work qualifications for migration purposes

#### IMPORTANT

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

The information on the application forms is collected by the Australian Association of Social Workers (AASW) so a migration skills assessment can be conducted. All personal information will be handled confidentially. Details may be verified with or provided to other agencies where necessary or required by

This application form is for people who have graduated from an [Australian Association of Social Workers accredited Bachelor or Masters in Social Work](#) and who need to apply for a skills assessment for migration/ visa application purposes.

The Australian Association of Social Workers (AASW) has been specified by the Minister for Immigration and Border Protection in accordance with the Migration Regulations 1994 as the assessing authority for the occupation Social Worker 272511. Please refer to the Department of Home Affairs to review the occupational briefing for the occupation.

The AASW can only provide advice on applying for a skills assessment. All other questions relating to migration should be directed to the Department of Home Affairs.

#### How to apply for assessment of your social work qualifications for migration purposes

#### What does the AASW need to be able to determine if I am eligible for a migration skills assessment?

If you have completed an AASW accredited Bachelor of Social Work or Master of Social Work, you are eligible to apply for a skills assessment through the AASW. The AASW must be able to verify that you met all the higher education provider requirements and have or are eligible to graduate with a Bachelor of Social Work or a Master of Social Work. The AASW must also see evidence that all applicants for migration skills assessment purposes meet the AASW English language requirements.

#### Assessment fees

[Refer to Assessment Fees on the website.](#)

**GST stands for Goods and Services Tax, this is applicable to any goods and services transaction made within Australia. Fees are non refundable and must be paid in Australian dollars, credit card details must be entered/ written in the space provided on the application form OR a cheque/money order payable to the Australian Association of Social Workers must accompany your application form.**

## Optional additional assessments

### Skilled employment assessment

If you have completed post-qualifying social work experience you are able to submit evidence of this to the AASW to assess. This is to determine if the post-qualifying experience can be recognised as skilled employment for the purposes of being awarded extra points for migration/visa application purposes. Please note that this assessment is **optional**.

If you would like to submit evidence of post-qualifying work experience to the AASW for assessment, please email the IQA team for an application form.

### Checklist of required documents:

You must include the following information with this application: (failure to submit all required documentation may delay your assessment)

- Certified copy of qualification papers (*please also submit evidence of your undergraduate degree if you have completed a Master of Social Work (Qualifying) degree*) (ie. degree certificate);
- If the above is not yet available, please arrange a letter of completion from your institution verifying that you have completed and passed all course requirements and you are eligible to graduate with a social work qualification, please also include the date your degree is due to be conferred;
- Certified copy of academic transcript of educational courses completed, if available. This document should show the subjects, results/mark, the length of study and whether this study was conducted full time or part time (*please also submit evidence of your undergraduate qualification if you have completed a Master of Social Work (Qualifying) degree*);
- Evidence of meeting the English language requirements, please refer to the [AASW English Language Policy](#) for further information; Refer to Page 7 of this application form
- Certified copy of identity page of passport.
- If applicable evidence of change of name, certified copy of change of name document (ie. marriage certificate);
- If applicable, agent's authorisation form (an agent/proxy is a person authorised by you, to lodge an application and deal with the AASW on your behalf);
- Assessment fee, [please see the Assessment Fees on our website](#).

## Other Information

### Certified documents

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 a 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, certification must occur on the front of the document.

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.

## Translated documents

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 translation 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.

## Agents

It is not a requirement of the AASW for applicants to acquire the skills of a Migration Agent to complete this process, however this is at the applicant's discretion. The AASW usually deals directly with applicants seeking a migration skills assessment of their international qualifications. Having said this, if you want someone, such as a family member or migration agent to deal with the AASW on your behalf, you will need to include the [Australian Department of Home Affairs Form 956](#) or a letter signed by you, authorising the family member/agent (please name the person) to act as your proxy. The AASW will not discuss your application with other people (third parties) unless specifically authorised to do so.

## Need further information?

You may request a phone consultation. A fee applies. To request a phone consultation, please email [aaswiqa@asw.asn.au](mailto:aaswiqa@asw.asn.au)

*Application for an assessment of Australian Association of Social Workers accredited social work qualifications for migration purposes*

*in confidence (when completed)*

**1. Your personal details:**

Preferred title:  Mr  Mrs  Ms  Miss  Dr  Other

Your family name:

Given name/s:

Any other names you have used: (ie: before marriage etc)

Sex:  Male  Female

Date of Birth:

**Contact details for correspondence:**

Name:

Address:

Town/Suburb:

State:

Country:  Postcode:

Work phone:  Home phone:   
include area codes include area codes

Email:

**2. Your post secondary or higher education:**

**Qualification 1**

Please provide details regarding your AASW accredited social work degree.

What is the name of the qualification you have obtained?

Name of institution:

Address of institution:

What is the normal entry requirement for this course?

Normal length of full time course:   Years OR  Semesters

Normal length of semester/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:

Date conferred:

If length of time it took you to complete the course, was different to the normal length, please provide reasons:

Was this course completed full time or part time?  Full time OR  Part time

If other please described:

If part time, how many hours per week :

### Field education work placements

Field education work placements are concurrent with and are a required part of the social work training. Each placement undertake concurrently with your course should be described separately below, if you have completed more than two placements, please attach and sign separate sheets of paper providing the required information.

A. Name of agency:

Period of placement:  to

Total number of days of placement:  Number of hours per day:

Total hours completed over the duration of the placement:

List the names and qualifications of supervisors:

Describe your key roles and responsibilities during this placement and the client group/s you worked with:

B. Name of agency:

Period of placement:  to

Total number of days of placement:  Number of hours per day:

Total hours completed over the duration of the placement:

List the names and qualifications of supervisors:

Describe your key roles and responsibilities during this placement and the client group/s you worked with:

## Qualification 2

If you completed a Master of Social Work (Qualifying) and/or graduate entry Master of Social Work please provide details about your undergraduate degree. What is the name of the qualification you have obtained?

Name of institution:

Address of institution:

What is the normal entry requirement for this course?

Normal length of full time course:   Years OR  Semesters

Normal length of semester/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:

Date conferred:

If length of time it took you to complete the course, was different to the normal length, please provide reasons:

Was this course completed full time or part time?

Full time

OR

Part time

If other please described:

If part time, how many hours per week :

### 3. Evidence of English language:

Have you: (please tick one box as applicable and attach the relevant evidence)

- Obtained a minimum score of **7.0 or higher in EACH component** (listening, reading, writing and speaking), in one sitting of the **Academic IELTS** (International English Language Testing System) test. This may be waived where applicants have met the educational requirements for English language (see Exemptions below),
- OR; if eligible for an exemption**
- Completed all secondary education, that was taught and assessed in English, in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America **and** successfully completed (with a pass grade or higher) the equivalent of three years or more full-time tertiary study (at Bachelor Degree level or higher), that was taught and assessed in English, in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of

Applicants may demonstrate English language proficiency in the following ways:

- Submission of certified Academic IELTS test results, or

If eligible for the exemption above:

- Submission of certified copies of secondary results or a letter from your secondary school or the relevant department of education in the country of study which states that your secondary education was completed, taught and assessed in the English language, and submission of certified copies of tertiary results evidencing that they were successfully completed, taught and assessed in the English language.
- Where certified copies of secondary and/or tertiary results cannot be supplied, a Statutory Declaration certifying that the education was successfully completed, taught and assessed in the English language may also be acceptable, including name of school/s, years studied and country in which studied.

For more information about [statutory declarations](#), please read our [Frequently Asked Questions page](#).

### 4. Any additional comments or information relevant to your application:

## 5. Applicant's declaration:

All applicants are asked to answer the following question. Please note that applicants are only asked to declare CURRENT suspensions or ineligibilities, in recognition that it is only current matters which are relevant to the AASW. Please see the [Declaration of Overseas Professional Conduct Matters](#) policy for further information.

Are you currently suspended to hold, or ineligible to hold, or have conditions on a professional licence, registration or membership of a relevant professional body in another country?

Yes (*please provide specific details*)

No

If yes please attach one or both of the following to your application

1. Links to any publicly available official documentation regarding the decision, where a body makes such information available publicly on their website
2. Enclosure of certified copies of any correspondence from the professional body regarding the decision.

- I authorise the AASW to verify the information provided with any relevant overseas bodies
- I understand the AASW will undertake its own checks and verifications regarding what I have disclosed
- I confirm that I have responded to the "Declaration of overseas professional conduct matters" truthfully and fully, and I understand that if I fail to declare a matter this may result in the removal of my AASW membership eligibility in the future
- The information I have supplied on this form and any attachments are complete, correct, up-to-date and is true to the best of my knowledge;
- 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**



## 6. Payment of fee:

Please refer to the payment schedule for the correct assessment fee amount, all fees are listed and need to be paid in Australian Dollars.

I choose to pay by:

Bank cheque

Money order

Master card

Visa card

Credit card number:  Expiry:

Amount in AUD\$:

Cardholders name:

Cardholder's signature:

## 7. How to lodge your application:

Please keep a copy of the application form and all attachments for your own records. The application and attachments will be stored confidentially by the AASW and cannot be returned to the applicant. Please mail your application form, supporting documentation and assessment fee to:

Postal address:

**Australian Association of Social Workers, IQA program  
PO Box 2008  
Royal Melbourne Hospital Victoria 3050**

Courier address:

**AASW IQA program  
14-20 Blackwood Street  
North Melbourne Vic 3051**

We will provide notification via email of receipt of your application.