

## Application for assessment of post qualifying social work experience

(after having a positive migration skills assessment completed by the AASW)

### IMPORTANT

This application is for social workers who would like to apply for a skilled employment assessment after previously having had a successful migration skills assessment. The skilled employment assessment is an optional additional assessment for those with at least one year of post qualifying social work experience in Australia or at least three years of post qualifying social work experience overseas.

Please note that while the AASW completes the assessment the determination of points remains at the discretion of delegated officers of the Department of Home Affairs.

### 1. Applicant details:

Preferred title:  Mr  Mrs  Ms  Miss  Dr Other

Full name:  Date of Birth

Address:

Town/Suburb:

State:  Postcode:

Work phone:  Home phone:   
(include area codes) (include area codes)

Mobile phone:  Email:

AASW Migration Skills Assessment reference number:

### 2. Registration licensure (if applicable):

Are you or have you ever been a registered or licensed social worker?  Yes  No

Please list details regarding registration/licensing:

Authority	Country	Start date	Expiry date	Registration/ license number

If registration facilities exist but you are not currently registered please provide a reason for not currently holding registration

If you are not currently registered but your qualification does enable registration please provide evidence of this (such as a web link to a list of qualifications eligible for registration)

If there is a professional social work body responsible for accrediting social work qualifications in your country of training please provide details for the accrediting body (web link is sufficient)

### 3. Skilled employment assessment:

**Are you submitting evidence of skilled employment for the purposes of awarding of extra points under the points test for migration purposes?**

*Please note that this is an additional service and requires the payment of a fee in addition to the qualification assessment fee.*

Yes    OR     No

Please refer to the [Department of Home Affairs](#) for further information, if you are unsure if you require a skilled employment assessment.

To be eligible for a Skilled Employment Assessment an applicant must have evidence of one of the following:

- a minimum of 3 years post qualifying social work experience in the last 10 years, if employment was outside Australia
- a minimum of 1 year post qualifying social work experience in the last 10 years, if employment was in Australia

If the above minimum durations have been completed, a skilled employment assessment may be applied for.

Applicants must complete the following table.

**The AASW must be able to confirm the following for each position held as follows:**

- the position title within the organisation
- duration of employment (start and end dates)
- nature of employment (full time/part time and the number of hours completed per week)
- qualification required to undertake this position

**The required form of this evidence is:**

1. Provide a certified copy of employment reference held with each position including information as listed above. Employment references must be on the organisational letterhead and signed by Supervisor/ Team Leader or Employer.
2. Provide a separate certified copy of job description on letterhead detailing the key roles and responsibilities/tasks completed in this position for each position held. Please provide a separate job description for each position.

3. Other documents to be submitted: employment contract  
payslips  
tax documents

All documentation must be a certified copy. An exception can be considered for the current period of employment as it is understood you may not wish to share your migration plans with your current employer at this stage of the migration process. Where this is the case, documents listed in point 2 and 3 are requested to be submitted.

Please note, the AASW must be able to verify all of the required information through evidence supplied. If the AASW cannot verify all of the above the skilled employment assessment will not be completed.

All applicants with post qualifying social work experience must complete the following table:

Job Title Employer Employer's contact details	Dates of employment DD/MM/YYYY	Hours of work per week (Full time/part time)	Total duration of employment (ie: 1 year)	Brief description of key roles and responsibilities	Evidence provided

Please attach additional sheets if required.

#### 4. 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**

## 5. 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. Please refer to the [Assessment Fees on our website](#).

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:

## 6. 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 VIC 3050

### Courier Address

Australian Association of Social Workers  
IQA Program  
Level 7  
14-20 Blackwood Street  
NORTH MELBOURNE VIC 3051

You will receive email notification acknowledging the receipt of your application.