

## International Qualifications Assessments

# Assessment of overseas social work qualifications for migration and/or AASW membership eligibility (employment) purposes

### IMPORTANT

Please read this document as it explains the assessment criteria and details the information which is required to accompany your application. This will save you time in the long run as incomplete applications cannot be processed, we will request the missing information and the application will only be assessed when all the required information is submitted.

Please ensure that you use the checklist on pages 10 and 11 to ensure that you have included all information required to complete your assessment.

## Assessment for migration purposes

This application form can be used by social workers who would like to apply for an assessment of their international social work qualification/s for migration skills assessment purposes.

This form also includes a section for a skilled employment 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 see Section Four for further information.

Applicants with doctorate degree level qualifications may also submit information regarding their doctorate degree which is relevant to social work.

Please note that while the Australian Association of Social Workers completes the assessment the determination of points under skilled migration points test remains at the discretion of delegated officers of the Department of Home Affairs.

## Assessment to determine eligibility for membership of the AASW

This application can also be used by social workers who would like to apply for an assessment of their international social work qualification/s to demonstrate eligibility for AASW membership. The assessment is also important when seeking employment, as the majority of employers require social work job applicants to evidence eligibility for AASW membership as a basic selection requirement for social work positions.

**NB. There is no extra cost to request both assessments.**

### How the qualifications are assessed

The AASW assessment process is comparative. Assessments are undertaken on an individual basis, by comparing the learning outcomes of social work qualification/s obtained outside Australia with an Australian Association of Social Workers accredited social work qualification. The assessment is paper based; the AASW requires supporting documentation to be submitted with the application form. In some cases where there are deficits in the learning outcomes of the professional social work qualification and/or deficits in concurrent assessed supervised field work placement, relevant post qualifying social work experience and/or relevant post qualifying study can be used to compensate for these shortfalls if they evidence how the applicant meets the required learning outcomes.

It is desirable that the level of qualification be bachelor degree or higher in Australian terms. However the AASW recognises that social work and social work education has evolved and been shaped by relevant local, historical, economic and sociological factors, while there are identifiable core commonalities across the globe, there are some notable differences regarding how social work and social work education are

operationalised. The AASW is committed to maintaining the professional standards in Australian social work but also recognises the value of internationally qualified social workers to Australia's multicultural society. Thus it is now possible for the AASW to assess international professional social work qualifications which are lower than bachelor degree level in combination with evidence as to how paid post qualifying social work experience, an assessed year or further relevant studies further meet the AASW learning outcomes.

## Assessment fee

[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.**

## Assessment criteria

### Criterion One

The qualification must be a specific qualification in social work. (Related qualifications such as Social Care, Sociology or Psychology for example will not be accepted unless they also include a professional qualification in social work).

#### How to evidence this:

- Certified copy of qualification papers (Diploma, Degree or Masters)
- Certified copy of academic transcript/s/Diploma supplement/s.

### Criterion Two

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

#### How to evidence this:

- Certified copy of qualification papers (Diploma, Degree or Masters)
- Certified copy of academic transcript/s/Diploma supplement/s
- If registration/licensing applies in the country of training or a country in which you currently work or have previously worked in please submit a certified copy of evidence of registration or registration number if there is a facility to verify registration online
- If registration facilities exist but the social worker is not registered please provide evidence that the qualification is eligible for registration
- If there is no registration facility but there is a professional social work body responsible for accrediting social work qualifications please provide evidence that the qualification is accredited

### Criterion Three

The learning outcomes of the professional social work qualification should be comparable to the learning outcomes required to be demonstrated by graduates of AASW accredited social work qualifications. These learning outcomes are listed below as are the indicators of meeting each learning outcome.

Learning Outcomes	Indicators
<b>1. Demonstrated sense of identity as a professional social worker</b>	<ul style="list-style-type: none"> <li>a. Demonstrated understanding of the role and value of social work in the community</li> <li>b. The ability to act in accordance with social work knowledge, values and ethics within a human rights framework</li> <li>c. The ability to apply and transfer knowledge across different fields of social work practice</li> <li>d. The ability to work for change to address inequalities at all levels</li> <li>e. The ability to understand the context of social work practice at local, national and international levels</li> <li>f. The ability to operate effectively in interdisciplinary teams.</li> </ul>
<b>2. Sound understanding of and commitment to social work values and ethics to guide professional practice</b>	<ul style="list-style-type: none"> <li>a. Good knowledge of professional values and ethics</li> <li>b. The ability to think through, recognise and explain ethical issues, and act ethically</li> <li>c. The ability to think critically within a framework of commitment to ethical practice.</li> </ul>
<b>3. Ability to apply for social work knowledge and interventions to respond effectively in meeting the needs of individuals, groups and communities in diverse settings, client groups and geographic locations</b>	<ul style="list-style-type: none"> <li>a. A coherent and sound knowledge of the underlying theories, principles, concepts and practice in social work</li> <li>b. Knowledge of empowering and non-oppressive practice that is cognisant of the institutional context in which practice occurs</li> <li>c. Knowledge of recent developments in social work</li> <li>d. Understanding of frameworks and the purpose of professional supervision</li> <li>e. Knowledge of mental health content directly relevant to beginning social work practitioner</li> <li>f. Knowledge with regard to the needs of children, ability to promote their wellbeing, identify when their well being is compromised and use a range of social work methods to respond to needs</li> <li>g. Knowledge about social policy development, implementation and evaluation of social policy including policy theoretical frameworks</li> <li>h. Knowledge of and commitment to the standards documents of the relevant country association or registration body where such a body exists.</li> </ul>

Learning Outcomes	Indicators
<p><b>4. Ability to apply knowledge of human behaviour and society, as well as the social, cultural, political, legal, economic and global contexts of practice to respond effectively within a human rights and social justice framework</b></p>	<ul style="list-style-type: none"> <li>a. Knowledge of related disciplines including recent developments</li> <li>b. Demonstrated ability to apply this knowledge to practice</li> <li>c. Knowledge of an ability to critically analyse social, political, economic, historical, cultural and ecological systems as important considerations of governance</li> <li>d. The ability to apply knowledge of organisations, systems and processes and societal systems to identify and explain inequalities and to act to reduce social barriers, inequality and injustice</li> <li>e. The ability to utilise knowledge from a range or sources to inform practice</li> <li>f. Knowledge of disability, vulnerability and resilience and their social construction and the ability to analyse these factors to inform practice</li> <li>g. Knowledge of theories of trauma and its impact on functioning and an ability to utilise this knowledge in practice at the individual, family and community level.</li> </ul>
<p><b>5. Ability to review, critically analyse and synthesise knowledge and values and apply reflective thinking skills to inform professional judgement and practice</b></p>	<ul style="list-style-type: none"> <li>a. Knowledge of frameworks of critical analysis and reflective practice</li> <li>b. The ability to critically analyse the structure of society with particular attention to dimensions of power and disadvantage and the influence of class, gender, age, intellectual and physical ability, sexuality, race and ethnicity.</li> </ul>
<p><b>6. Ability to apply research knowledge and skills to understand, evaluate and use research to inform practice and to develop, execute and disseminate research informed by practice</b></p>	<ul style="list-style-type: none"> <li>a. The ability to undertake research to further inform and influence organisational goals and social policy</li> <li>b. The ability to undertake evidence informed practice in all interventions</li> <li>c. The ability to plan and execute project work and/or a piece of research and scholarship with some independence</li> <li>d. The ability to apply research knowledge and skills to undertake research congruent with social work values and ethics</li> <li>e. The ability to utilise research in practice to address the needs and aspirations of individuals, groups and communities in society in particular vulnerable populations</li> <li>f. The ability to explore complex and sensitive social issues and problems to achieve socially just outcomes.</li> </ul>

Learning Outcomes	Indicators
<b>7. Demonstration of effective communication and interpersonal skills</b>	a. Demonstrated practice skills in all methods of social work intervention and understanding of the theories/evidence of which they are based b. Demonstrated oral communication skills for all intervention methods and demonstrated written communication skills for case noting, report writing, research and policy c. Skills of advocacy, negotiation and mediation at micro and macro levels of practice d. The ability to present a clear and coherent exposition of knowledge and ideas to a variety of audiences in both oral and written form.
<b>8. Ability to work with diversity and demonstrate respect for cultural difference</b>	a. Cross-cultural practice refers to practice where there is a diversity of traditions and intergenerational issues; ideologies' beliefs and religions; and races and ethnicities. Cross-cultural practice encompasses the basic attitudes and values, knowledge and practice skills needed by an entry-level social worker in any practice setting to promote competence in cross cultural practice.
<b>9. Understanding of the importance of and commitment to ongoing professional development</b>	a. Understanding of the value and use of supervision to achieve highly skilled professional practice, accountability and further learning b. The ability to articulate how to integrate knowledge and practice to enable contribution to further knowledge development c. Demonstrated commitment to lifelong learning d. Ongoing engagement as an active participant in learning to advance knowledge of social work practice.

**How to evidence this:**

- Have your higher education provider complete the [IQA Course Information Form](#) regarding your social work qualifying studies (If your higher education provider is unable, or unwilling, to provide you with the necessary information please submit evidence of making an attempt to have this form completed. This may be in the form of a letter or email chain. We then ask that applicants complete Section 6 of this application form).

If the social worker's program of study does not substantially meet the AASW learning outcomes and/or if the social work program is lower than degree level (undergraduate certificate or undergraduate diploma level) then evidence must be submitted of one of the following three options or a combination of these:

1. Evidence of post qualifying social work experience
2. Evidence of the completion of an assessed year.

**How to evidence this:**

The social worker must prepare a statement linking their post qualifying work experience or assessed year to the AASW learning outcomes which relate to their work, this should be a minimum of 2000 words up to a maximum of 3000 words. Applicants must reference examples from practice. Applicants are requested to explain a case scenario from their recent practice. For the purposes of this statement recent work experience should be within the last 7 years. Applicants may draw on a scenario from their direct social work practice, research, social policy work or social work management, as is appropriate to their recent work experience. Applicants should explain their role in this scenario and link this to the AASW learning outcomes as listed

above. Applicants must provide evidence of regular professional supervision. This should be verified by a referee such as a line manager or supervisor. The applicant may also submit position descriptions and references to support their claims. Please insert this statement in Section 6 of the application form ensuring that this statement is signed by a referee. Referee's contact details must be provided in order for the AASW to be in a position to verify the details provided.

#### **And/or**

3. Evidence of further relevant studies.

#### **How to evidence this:**

The social worker must have their higher education provider complete the [IQA Course Information Form](#) regarding their further relevant studies thus evidencing how this further study enables them to further meet the learning outcomes for a qualified social worker.

### **Criterion Four**

An applicant must have completed at least 980 hours of field education in at least two field placements and with two contrasting practice foci at least one of which was in direct practice. Field education placements are required to cover a range of social work methods of intervention. Field education placements must be taken over two academic years in conjunction with the professional social work program of study.

#### **How to evidence this:**

- List field work details in section 2 of the application form
- Certified copy of academic transcript/diploma supplement
- Ensure higher education provider has completed the relevant section of the [IQA Course Information Form](#).

**Where the field education placement of the social work qualifying program is less than 500 hours a positive assessment cannot be provided. The applicant will be advised to complete a further fieldwork placement. Where the field education placement is less than 980 hours but greater than 500 hours the social worker may submit evidence of one of the following alternatives to address the deficit:**

1. At least one years' full time paid post qualifying social work experience or the part time equivalent.

#### **How to evidence this:**

The social worker must prepare a statement linking their post qualifying work experience or assessed year to the AASW learning outcomes which relate to their work, this should be a minimum of 2000 words up to a maximum of 3000 words. Applicants must reference examples from practice. Applicants are requested to explain a case scenario from their recent practice. For the purposes of this statement recent work experience should be within the last 7 years. Applicants may draw on a scenario from their direct social work practice, research, social policy work or social work management, as is appropriate to their recent work experience. Applicants should explain their role in this scenario and link this to the AASW learning outcomes as listed above. Applicants must provide evidence of regular professional supervision. This should be verified by a referee such as a line manager or supervisor. The applicant may also submit position descriptions and references to support their claims. Please insert this statement in Section 6 of the application form ensuring that this statement is signed by a referee. Referee's contact details must be provided in order for the AASW to be in a position to verify the details provided.

#### **OR**

Where there is a shortfall in field education hours in the social work qualifying program and the social worker has completed a fieldwork placement in a relevant formal academic course then they may provide evidence relating to this relevant qualification and its field education experience. This may be considered in meeting the shortfall of field work hours if it includes relevant methods of practice. The fieldwork will be compared to the learning outcomes and primarily learning outcome three which requires an 'Ability to apply for social work knowledge and interventions to respond effectively in meeting the needs of individuals, groups and



communities in diverse settings, client groups and geographic locations' in determining if the methods of practice and fields of practice of this fieldwork are relevant to social work.

#### How to evidence this:

- List field work details in Section 2 of the application form
- Certified copy of academic transcript/diploma supplement
- Ensure higher education provider has completed the relevant section of the [IQA Course Information Form](#) including details regarding fieldwork.

### Criterion Five

High-level English language skills are essential to the practice of social work in Australia. All applicants applying to have their qualification assessed to determine AASW membership eligibility must provide evidence with their application that they have sufficient English language skills to work as a social worker in an English language environment.

#### How to evidence this:

Submit evidence of one of the following:

1. 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. Test results must be obtained within three years prior to submitting for an AASW qualification assessment. This may be waived where applicants have met the educational requirements for English language. See Exemption below

The AASW may grant an exemption from the requirements where the applicant provides evidence that they:

2. 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 America.

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, include name of school/s, years studied and country in which studied.

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

Please see the [English language requirements document](#) for further details.

## Optional additional assessments

### Skilled employment assessment

Evidence of post qualifying social work employment can be submitted for 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.

### **This is an optional additional service.**

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.

### **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.

### **Doctorate degree assessment**

The Department of Home Affairs may award five additional points to those holding a doctorate degree level qualification. Applicants holding a doctorate degree relevant to social work may apply to have this degree assessed by the AASW.

### **How to evidence this:**

Details regarding a doctorate degree should be included in Section 2 (inserting additional pages if required) and a certified copy of the doctorate degree and transcript should also be included. A course information form is **not** required for a doctorate degree.

There is an additional fee for the doctorate degree assessment. [Refer to Assessment Fees on the website.](#)



## Other Information

Some attachments are required to be original or \*certified copies of documents. Some documents may be required to be \*\*translated by a qualified translator

### \*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 in the country where the document is being certified. 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 page must be certified separately on the page with the text not on the back of the page and the following must be clearly stated:

- the words 'certified true copy of the original'
- the signature of the certifying officer; and
- certification must occur on the front of the page of the document
- 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 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 prior to completing this form?

### Please contact the IQA team:

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

## Application for skills assessment

Please identify for which purpose you are seeking this assessment. Please tick only one box:

- Assessment of overseas Social Work qualifications **FOR MIGRATION PURPOSES** (This will provide you with an assessment notice to include with your migration application to the Department of Home Affairs)
- Assessment of overseas Social Work qualifications for AASW membership eligibility **FOR EMPLOYMENT PURPOSES** (This will provide you with an assessment notice to provide prospective employers in Australia)
- BOTH** an assessment for migration purposes AND employment purposes (This will provide you with both of the above assessment notices) *NB. There is no extra cost to request both*

### Instructions on completing this form

This form can be completed electronically but must be signed and submitted in hardcopy with all necessary attachments.

- Please attach additional sheets where necessary to supply the required information
- Some attachments are required to be original or \*certified copies of documents. Some documents maybe required to be \*\*translated by a qualified translator
- Please complete the check list
- Please ensure that your higher education provider completes the necessary sections of the course information form.

### Application form checklist

- Completed signed application form
- Certified copy of qualification papers (award received e.g., Diploma, Degree, Masters paper). *If your qualification is higher than Bachelor degree level please include additional documents for your undergraduate studies*
- Certified copy of academic transcript/diploma supplement of all qualifications to be included in the assessment. This document should show the subjects, results/mark, the length of study and whether this study was conducted full time or part time. *If your qualification is higher than Bachelor degree level please include additional documents for your undergraduate studies*
- Completed [IQA Course Information Form](#) for all qualifications to be included in the assessment. If your higher education provider cannot complete this for you please complete section 6 of the application form
- Evidence of registration as a social worker/license to practice or where not currently registered/licensed provide evidence of eligibility to register where such facilities exist (e.g. certified copy of certificate of registration or license card or registration number if there is a facility to verify registration online or evidence that qualification enables the social worker to apply for registration/licensing)

- Evidence that qualification is accredited where such facilities exist (relevant section of course information form or web link to accreditation body)
- Evidence of meeting the English language requirements
- Assessment fee, please see below for further information
- Certified copy of photo identification (e.g. certified copy of identification page of passport)
- Curriculum Vitae

**Where applicable the following must also be provided:**

- If documents are issued in a language other than English, the AASW would require certified copies of official translations to be supplied in addition to certified copies of the original language document;
- If applicable, certified copy of change of name document (e.g. 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);

**If the social workers qualifying program of study does not substantially meet the AASW learning outcomes and/or if the social work program is lower than degree level the social worker must either**

- Complete section 6 of the application form ensuring it is verified and signed by a referee, including referee contact details

**AND/OR**

- Complete a further the [IQA Course Information Form](#) form regarding further formal academic studies which further meet the AASW learning outcomes.

**If the fieldwork/assessed supervised practice component of the social worker qualifying program is less than 980 hours but greater than 500 hours the social worker may submit evidence of one of the following alternatives:**

- Complete Section 6 of the application form ensuring it is verified and signed by a referee, including referee contact details

**AND/OR**

- Complete an additional the [IQA Course Information Form](#) form regarding other relevant formal academic studies which included a fieldwork placement in a relevant formal academic course

**Optional additional assessments:**

- Evidence of post qualifying social work employment for the purposes of awarding extra points for migration/visa applications
- Certified copy of doctorate degree and transcript if requiring assessment of doctorate degree

**Please provide all of the required information. Failure to do so will result in your application being placed on hold until we receive further documentation. Please note an additional fee may be charged for this.**

## 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: (see checklist regarding authorising an agent)

Address:

Town/Suburb:

State:

Country:  Postcode:

Work phone:  Home phone:

Email:

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

Yes

No

## 2. Your post secondary or higher education:

What is your highest level of educational award?

**If your social work qualification is lower than degree level you must complete section 6 of the application form**

Please provide details regarding of all your post secondary/higher education courses which you have completed. If you have more than two qualifications please attach a separate sheet providing all the additional details. A completed [IQA Course Information Form](#) must be included for each of the qualifications to be assessed

### Qualification 1

What is the name of the qualification that you have obtained, in English?

What is the name of the qualification in your own language? (if applicable)

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?   Weeks 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 describe:

If part time, how many hours per week :

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

### Field education work placements

Field education work placements are concurrent with and are a required part of the social work training. Each placement undertaken 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:

If you have more than two placements during your studies, please attach additional sheets to supply the required information.

If the fieldwork/assessed supervised practice component of your social work qualifying program is less than 980 hours but greater than 500 hours please submit one of the following:

- Complete Professional Statement as detailed in Section 6 ensuring it is verified and signed by a referee, including referee contact details
- Complete an additional [IQA Course Information Form](#) regarding other relevant formal academic studies which included a fieldwork placement in a relevant formal academic course

## Qualification 2

What is the name of the qualification that you have obtained, in English?

What is the name of the qualification in your own language? (if applicable)

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 describe:



If part time, how many hours per week :

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

**Field education work placements**

Field education work placements are concurrent with and are a required part of the social work training. Each placement undertaken 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.

**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:

**C.** 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:

If you have more than two placements during your studies, please attach additional sheets to supply the required information.

If the fieldwork/assessed supervised practice component of your social work qualifying program is less than 980 hours but greater than 500 hours please submit one of the following:

- Complete Professional Statement as detailed in Section 6 ensuring it is verified and signed by a referee, including referee contact details
- Complete an additional [IQA Course Information Form](#) regarding other relevant formal academic studies which included a fieldwork placement in a relevant formal academic course

### 3. 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)

#### 4. Skilled Employment Assessment (optional):

**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	Full time or part time	Hours of work per week	Total duration of employment (ie: 1 year)	Brief description of key roles and responsibilities	Evidence provided
---	--	---------------------------	------------------------------	---	--	----------------------


Please attach additional sheets if required.

## 5. 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**;
- 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

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

Please see the [English language requirements document](#) for further details.

## 6. Statement linking post qualifying social work experience or assessed year to the AASW learning outcomes as detailed under criterion three (pages 3-5)

### Who should complete this:

- This must be completed by all applicants who hold a social work qualification which is lower than degree level
- This should be completed by applicants who have been unable to have the course information form completed by their education provider (Please submit evidence of having attempted to have this form completed with your application)
- This may be completed by applicants whose social work qualification does not substantially meet the AASW learning outcomes
- This may be completed by applicants whose fieldwork/assessed supervised practise component of your social work qualifying program is less than 980 hours but greater than 500 hours.

### Instructions on completing this form:

- This should be a minimum of 2000 words up to a maximum of 3000 words
- Applicants should draw on recent social work experience, that is work experience within the last 7 years
- Applicants must draw on a scenario from their social work practice, this may include direct social work practice, research, social policy work or social work management, as is appropriate to their recent work experience
- Applicants must clearly outline the work they have carried out and explain which learning outcomes this work evidences. It is sufficient to list the number of the corresponding outcome and indicator, for example if your scenario includes evidence of your ability to work with diversity and demonstrate respect for culture *and* evidence the skills of advocacy, negotiation and mediation *and* evidences undertaking evidence informed practice *and* knowledge of empowering and non oppressive practice *and* knowledge with regard to the needs of children, ability to promote their wellbeing, identify when their well being is compromised and use a range of methods to respond to needs, then it is sufficient to list the learning outcome which you are evidencing in the following format 8. a), 7. c), 6. b), 3. b) and 3. f)
- Applicants may find it useful to structure their statement in terms of each step from referral, to planning the work, conducting the work, ending and how they reflected on their work through supervision or otherwise, and explain if they took any further action, such as identifying their own training/learning needs
- Applicants may also wish to include in their statements details of further relevant training, continuing professional development which further evidence meeting the AASW learning outcomes. This may assist in evidencing learning outcome 9.
- Applicants should outline the frequency of professional supervision
- This should be signed by a referee such as a line manager or supervisor, they should sign every page
- The applicant may also submit position descriptions and references to support their claims
- Referee's contact details must be provided in order for the AASW to be in a position to verify the details



**Section for the referee:**

Name

Employer

Position

Email:

Phone number

*\*Note to referee, please sign each page of this statement*

**Applicant's Statement:**

Referee signature

Date

[Large empty rectangular box for referee signature and date]

Referee signature

[Signature box]

Date

[Date box]

[Large empty rectangular box for referee signature and date]

Referee signature

[Empty rectangular box for referee signature]

Date

[Empty rectangular box for date]

[Large empty rectangular box for referee signature and date]

Referee signature

[Empty rectangular box for referee signature]

Date

[Empty rectangular box for date]

## 7. 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**

## 8. 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:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Bank cheque | <input type="checkbox"/> Master card |
| <input type="checkbox"/> Money order | <input type="checkbox"/> Visa card   |

Credit card number:  Expiry:

Amount in AUD\$:

Cardholders name:

Cardholder's signature:

## 9. 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.