

1. Application Fee

Application Fees – Full Skills Assessment For both qualifications and employment - Australian or Overseas		
Application method	Applicant is a resident of Australia for tax purposes* (fee includes GST)	Applicant is NOT a resident of Australia for tax purposes*(fee excludes GST)
Online application	AUD \$	USD \$
**Priority Processing Fee (available for online applications only)	AUD \$	USD \$

2. Photograph

One recent passport-sized colour photograph is required. The photograph must be no more than six months old and of good quality (self-taken photographs are not acceptable).

3. Proof of identity

- Passport bio page
- Birth certificate

Acceptable secondary documents may include, but are not limited to:

- National ID
- Driver's Licence
- Social security card
- Marriage certificate
- Student identity card
- Australian visa

4. Change of name

If applicable, evidence of name change must be provided to address any naming inconsistencies in the documents submitted. This is to support your identity.

5. Qualification evidence

Qualification evidence includes your qualification award certificate accompanied by the academic transcripts.

As part of determining your eligibility for **Priority Processing**, VETASSESS will need to determine if your qualifications are comparable to the Australian Qualifications Framework

as outlined in the Australian Government's published Country Education Profiles (CEPs). If your qualification(s) require in-house assessment, your application will not be eligible for **Priority Processing**.

Award Certificate:

The award certificate is the official document confirming the completion of an award course of study. If you have not yet received your qualification award certificate, a provisional award certificate issued by the awarding body or an official statement of completion issued by the Registrar's department of the awarding institution will be accepted.

Academic Transcript:

Provide your complete academic transcript. Transcripts are the official records from the institution outlining the courses / units of study as well as the final grades achieved as part of your academic qualification.

If your transcripts do not provide sufficient information regarding the units of study undertaken, please provide additional evidence, such as a course syllabus, to clarify this. You can also detail major projects and other significant features of your studies in your CV.

6. Employment evidence

It is important that you provide the required employment evidence for each employment position listed in your formal skills assessment application.

As part of determining your eligibility for **Priority Processing**, VETASSESS will need to determine if your employment claims can be verified within 10 business days. Therefore, please ensure that you have all the required evidence listed below at the time of applying for **Priority Processing**.

Statement of Service:

Statement of Service template

A Statement of Service is a written statement by your employer confirming your employment on official letterhead. Official letterheads should include the organisation's full address details, telephone, email and website addresses. The content of the letter must be signed by your direct supervisor or the manager of the human resources department.

The Statement of Service must include the following:

- a) Issue date for the Statement of Service
- b) The company letterhead
- c) Your full name
- d) The working hours per week
- e) Your official position title(s) held at the organisation
- f) The exact start and end date (dd/mm/yyyy) of your employment in each position held
- g) List of your main duties for each position held
- h) The salary earned

i) Full name, position title, official contact details and signature of the person writing the statement of service – references from colleagues at the same level or below will not be accepted. Please note that your referee may be contacted for further information.

Payment evidence:

Payment evidence can include one of the following types:

- At least two payslips (ideally your first and last payslip);
- Taxation Records that show payment summaries and which have the company name and your name;
- Bank Statements showing at least two salary payments, your name and the employer's name; OR
- Employment-linked insurance / superannuation records (bearing company and your name).

Other Supplementary Employment Evidence:

In addition to the above, other supplementary employment evidence may include:

- Licence or Registration documents and details of the requirements for obtaining the licence or registration
- Evidence of professional development completed during applicant's employment.
- Prizes / Certificates or other forms of commendation
- Evidence of land valuation certificates, sales and purchase receipts and J forms if you are self-employed in India and nominating one of the farming occupations
- Notice of establishment for employment in your country

7. Supplying a Statutory Declaration or Affidavit

If there is information that you cannot supply in official documents, you can provide a Statutory Declaration. For example, you may not have official documents that describe the tasks performed in a period of employment.

It is important to note that assessments cannot be conducted based on the contents of a statutory declaration or affidavit alone. We will require a range of official employment documentation as evidence to support any claims made in a statutory declaration. These may be official taxation documents, signed contract documents, appointment letters and official job descriptions.

A statutory declaration cannot be accepted as evidence of employment dates, position title(s) or as payment evidence - this information should be provided in the form of official documentation.

The statutory declaration (or equivalent legal document) must be properly executed by the appropriate legal professional(s) in the country of origin. You may need to seek appropriate legal advice as to how this is carried out in the country of your current residence.

8. Resume / curriculum vitae

If applying for a formal skills assessment, you must include your CV. A resume / CV allows you to outline both your academic studies (describing the major focus of your studies, including providing details of any major projects undertaken as part of course requirements) as well as describing your employment / career history in your own words.