

# Migration Skills Assessment – Supporting Documentation Guide

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Thank you for your interest in IML National's Migration Skills Assessment services. We accept online lodgements through our website for

- Migration Skills Assessments and
- Qualifications Assessments for Temporary Graduate (subclass 485) Visas
- Migration Skills Assessments – reviews
- Migration Skills Assessments – appeals
- Migration Skills Assessments – extensions

The documentation required is:

## 1. Identity Documents:

- Passport
- Birth Certificate
- At least one other official photo bearing document
- If there are variations of your name or you have had a name change, ensure you attach documentation verifying the change i.e. marriage certificate, statutory declaration, deed poll documentation.

## 2. Organisation charts covering the past 10 years showing both upward and downward reporting relationships which **MUST** include:

- The Chief Executive Officer/Managing Director
- Your own position
- All other positions reporting to the Chief Executive Officer or Managing Director
- All positions reporting to you
- All positions reporting to your direct subordinates.



### **3. Detailed position descriptions**

covering the past 10 years showing management responsibilities and accountabilities.

### **4. Brief position descriptions**

of all subordinate managers who currently report to you, or who previously reported to you, over the past 10 years.

### **5. Statements of Employment**

from current and previous employers.

### **6. Academic certificates/testamurs and transcripts**

covering all post-secondary qualifications.

### **7. Other evidence of your employment**

may include contracts of employment, letters of appointment and/or promotion, bank statements showing the payment of salary, employment - linked insurance records, tax records, payslips, company reports and any other relevant documents.

#### **Iran Employment Experience**

Applicants who have worked or are currently working in Iran are required to provide a Notice of Establishment as a mandatory document. This document shall be provided for each employment position listed in your application and accompanied by an English translation.

### **8. In the case of an owner/manager:**

provide details of revenue and staffing levels for each year from the date of incorporation of your organisation. Documents should also include register of directors, shareholders, certificate of incorporation and any other relevant evidence.

### **9. A resume/curriculum vitae**

is helpful but does not replace evidence from employers relating to experience.

Please note, all applicants are required to provide supporting documentation relating to their career to date, including current employment. A review of the entire career history will be made, with an emphasis on the past five (5) years.



# Explanatory Notes

## Completing the online form

### Employment

Start with your current position. Please attach a cover letter explaining any breaks in employment if applicable. At least eight and up to 10 years (of past ten years) work history is required to show the progression of your career. Note: our assessment is based upon a review of an entire career history, but with an emphasis on the past three (5) years. If you have had more than one position in the organisation, list each position separately.

### Referees

The first referee should be your manager, either in your current position or previous position. If you are the most senior person in your organisation, a business associate would be appropriate. Please ensure that your referees are not related to you.

## Scanning your documents

Documents must be a clear, high quality (300dpi or higher) colour scan taken from the original document and do not need to be certified by a justice of the peace or notary public. File types that we accept are: jpeg, bmp, gif, png, pdf, tif.

Please scan your documents into separate files as follows:

- Identity documents
- Employment documents – Position 1 (Organisation Chart, Positions Descriptions and Statement of Employment)
- Employment documents – Position 2 (Organisation Chart, Positions Descriptions and Statement of Employment)
- Employment documents – as above, continue for each position
- Qualification documents
- Other documents (contracts of employment, letters of appointment and/or promotion, bank statements showing the payment of salary, employment-linked insurance records, tax records, payslips, company reports and any other relevant documents)



## Translating your documents

Any documents not in English must be translated by a NAATI accredited translator. Copies of documents in the original language must also be included.

## Degree verification

If you obtained your academic qualifications from any of the following countries, please note our specific verification requirements. Please consider the additional time the verification process might take before lodging your application with IML.

Any direct correspondence to IML should be sent to

Via email: [migration@managersandleaders.com.au](mailto:migration@managersandleaders.com.au)

Via mail: Migration Skills Assessment

Institute of Managers and Leaders

GPO Box 2229

Brisbane QLD 4000, Australia

### 1. People's Republic of China (PRC)

All applicants with a degree from an institution in China require their degree award and transcripts verified through an official authorised Chinese qualification verification service, accompanied by an official English translation. If you have a diploma qualification that contributed to your bachelor's degree, you must also provide the relevant verified and translated award and transcripts.

For verification of higher education degrees (i.e. Bachelor, Master and Doctoral degree certificates), please contact China Academic Degrees and Graduate Education Development Center (CDGDC).

For non-accredited degrees, VETASSESS can provide this service.

All verification reports must be sent directly to IML from the verification body and must include a copy of the documents that have been verified.

### 2. Europe

Please supply Diploma Supplements as part of your supporting documents. These are issued by educational institutions from European countries who are participating in the Bologna Process. A Diploma Supplement will be accepted in lieu of an award certificate and transcript if it includes all the necessary information.



### 3. Nigeria

A verified copy of the award certificate and full academic transcript must be sent in a sealed envelope from the awarding body directly to IML

### 4. Pakistan

An attested HEC (Higher Education Commission Pakistan) copy of the award certificate and full academic transcript must be provided. If the HEC sends you the attested document directly, you can scan and upload high quality colour copies of the HEC attested educational documents (front and back side) when applying with IML online. IML can only accept documents that carry a HEC stamp and signature.

### 5. Lebanon

Please supply evidence of approval by the Equivalence Committee of the Ministry of Education and Higher Education this evidence confirming equivalency to a qualification awarded by a Lebanese university.

## Employment Evidence

### Statement of employment

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

The statement of employment must include the following:

- The company letterhead
- Your full name
- The working hours per week
- Your official position title (s) held at the organisation
- The exact period of your employment in each position held
- Description of your main duties for each position held
- The salary earned
- Official contact details and signature of the person writing the statement of employment



## Organisation charts and position descriptions

Organisation charts and position descriptions must be an original company document on company letterhead which is verified and personally signed by the applicant's immediate superior at work or by the company's CEO. A company seal by itself is not sufficient. The position title and name of the person verifying the documents must be included and must be readable. The letterhead must include the company logo, business address, postal address, email and website address.

If applicants are unable to obtain official verification of documents from their place of employment IML will accept recreated documents. However, they **MUST** be submitted with a signed and witnessed statutory declaration stating that the information provided is true and correct. The reason for recreation must be genuine, for example, the company may have ceased operations or may have refused to supply an original organisation chart to the applicant.

For applicants who are able to sign the statutory declaration in Australia, refer to [www.ag.gov.au/statdec](http://www.ag.gov.au/statdec) for further details. If an applicant is outside Australia, the statutory declaration should be a legal document used in that country to make a legal declaration and signed by a person in that country with the legal authority to sign such a declaration.

If you are unable to provide documents which have been verified by the company then you will need to provide additional evidence to support your application such as contracts of employment, letters of appointment and/or promotion, bank statements showing the payment of salary, employment-linked insurance records, tax records, payslips.

All supporting documentation **MUST** match the information provided on the application form. This includes, but is not limited to, position titles, organisation names, and the number of subordinate managers directly reporting to you. Any discrepancies between the application form and the accompanying documents may lead to the application being declined.



## Appendix 1: Application for Migration Skills Assessment Checklist

- Identity Documents:
  - Passport
  - Birth Certificate
  - At least one other official photo bearing document
  - Other documentation to support a name change (i.e. marriage certificate, statutory declaration, deed poll documentation)
- Organisation charts covering the past 10 years
- Detailed position descriptions
- Brief position descriptions of all subordinate managers who currently report to you
- Statements of Employment
- Academic certificates/testamurs and transcripts
- Other evidence of your employment
  - Contracts of employment
  - Letters of appointment and/or promotion
  - Bank statements showing the payment of salary
  - Employment – lined insurance records
  - Tax records
  - Payslips
  - Company reports
- Resume/curriculum vitae

## Appendix 2: Qualifications Assessment for Temporary Graduate (subclass 485) Visa Checklist

- Identity Documents:
  - Passport
  - Birth Certificate
  - At least one other official photo bearing document
  - Other documentation to support a name change (i.e. marriage certificate, statutory declaration, deed poll documentation)
- Academic certificates/testamurs and transcripts



## Appendix 3: Migration Skills Assessment – Review Checklist

- Identity Documents:
  - Passport
  - Birth Certificate
  - At least one other official photo bearing document
  - Other documentation to support a name change (i.e. marriage certificate, statutory declaration, deed poll documentation)
- Any other evidence you would like to provide to support your review application

## Appendix 4: Migration Skills Assessment – Appeal Checklist

- Identity Documents:
  - Passport
  - Birth Certificate
  - At least one other official photo bearing document
  - Other documentation to support a name change (i.e. marriage certificate, statutory declaration, deed poll documentation)
- Any other evidence you would like to provide to support your appeal application

## Appendix 5: Migration Skills Assessment – Extension Checklist

- Identity Documents:
  - Passport
  - Birth Certificate
  - At least one other official photo bearing document
  - Other documentation to support a name change (i.e. marriage certificate, statutory declaration, deed poll documentation)

