



Australian Government
Department of Employment
and Workplace Relations

Skills Assessment Pilots

Pilot 2 - Skills Assessment Opportunities for Migrants

Operational Guidelines



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The document must be attributed as the Skills Assessment Pilots – Pilot 2 - Skills Assessment Opportunities for Migrants Assessments Operational Guidelines.

Version Control

| Version | Effective | Changes |
|---------|----------------|--|
| 1.0 | Original | |
| 2.0 | 1 July 2023 | Replaced 'AAQA' with 'AAPA' to reflect new departmental team branding Extended Initial Deed Period Extended reporting and invoicing timeframes NEW eligible occupation list NEW eligible visa list |
| 3.0 | 9 October 2023 | Update minimum Outcome Letter Requirements. NEW Outcome Letter sample templates. |

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Definition of Terms

| Term | Definition |
|---------------------------------------|--|
| AAPA | Assessing Authorities Policy and Assurance, a function within the Department of Employment and Workplace Relations. |
| Administration fee | 20 per cent of the contracted assessing authority's standard skills assessment fee for one application (excluding GST). |
| Applicant | A person who has submitted an application to a contracted assessing authority to have their skills and qualifications assessed. |
| Application | A request submitted by an applicant to a contracted assessing authority to have their skills and qualifications assessed. |
| Assessing Authority | An organisation approved to conduct skills assessments under regulation 2.26B of the <i>Migration Regulations 1994</i> . |
| Assessment ready | The applicant has provided all necessary information required by the contracted assessing authority to assess the application without further documentation or evidence being required. Some assessing authorities may refer to this as being "decision ready" or "document ready". |
| Business day | The business day as defined in the Deed. |
| Commencement date | The commencement date as defined in the Deed. |
| Contracted assessing authority | An assessing authority that has entered into a deed with the department for the purposes of the SAOM Pilot that meets and continues to meet the obligations of the deed. |
| Deed | The Deed for delivering the SAOM Pilot signed by the department and the Assessing Authority, including all Schedules and any attachments. |
| Department | The Australian Government Department of Employment and Workplace Relations |
| Fast-track | To assess an application and provide the applicant with an outcome letter within an average of 15 business days of the application becoming assessment ready or as defined in the Deed. |
| Fast-track fee | The amount of contracted assessing authority's published standard skills assessment fee (as at 30 April 2023), up to a maximum of \$1,250 (excluding GST) per application. |
| Guidelines | Skills Assessment Pilots - Pilot 2 - Skills Assessment Opportunities for Migrants Operational Guidelines. |
| Skills Assessment Pilots | Three separate Pilots to: <ul style="list-style-type: none"> fast-track active skills assessment applications for onshore migrants in priority occupations (<i>Faster Migrant Skills Assessment</i>) provide free and fast-tracked skills assessments for onshore migrants who were granted one of the visas listed at Attachment B on or after 1 January 2016 and who have skills and or qualifications in a priority |

| Term | Definition |
|---------------------------------------|---|
| | <p>occupation and have not had a formal skills assessment (<i>Skills Assessment Opportunities for Migrants</i>)</p> <ul style="list-style-type: none"> offer employability assessments to migrants who have previously received a suitable skills assessment outcome but are working below their skill level (<i>Employability Assessments</i>). |
| MSI System | The information technology system that a contracted assessing authority uses to report its skills assessment activities to AAPA for the purposes of Skills Assessment Pilots. |
| Skills Assessment Pilots team | The Skills Assessment Pilots team within the department. |
| Outcome letter | The contracted assessing authority's written decision to the applicant regarding the outcome of the skills assessment, which includes the information specified in these Guidelines (item 17). |
| Priority occupation | An occupation that is included on the Priority Occupation List for the SAOM Pilot. The Priority Occupation List for this Pilot is at Attachment A . |
| Priority skills assessment fee | The contracted Assessing Authority's published fee (as at 1 November 2021) to assess applications in a timeframe that is shorter than their standard processing timeframe. |
| Standard skills assessment fee | The contracted assessing authority's published fee (as at 30 April 2023) to assess applications in their standard processing timeframe. |
| Survey | A survey instrument issued by the department at six and 12 months after the outcome letter is issued to former SAOM Pilot applicants who received a suitable or a not suitable outcome. |

Overview

1. The Australian Government is committed to fast-tracking assessments of the skills and qualifications of skilled migrants who are in Australia and are ready to contribute to the Australian workforce in priority occupations, including those occupations facing a skills shortage or otherwise important in a skilled migration context.
2. Pilot 2 - Skills Assessment Opportunities for Migrants (SAOM) contracts assessing authorities to offer onshore migrants who have skills and/or qualifications in a priority occupation but have never undergone a skills assessment and who are on a visa subclass listed at Attachment B, with access to a government subsidised, fast-tracked skills assessment. The Pilot is being led by the AAPA function within the Department of Employment and Workplace Relations (the department).
3. The SAOM Pilot provides a payment to contracted assessing authorities to enable them to offer free and fast-tracked skills assessments for eligible applicants. Contracted assessing authorities also receive an administration payment to cover the cost of implementing the SAOM Pilot, which includes a requirement to report assessment activity to AAPA and refer not suitable applicants to relevant training. Reported activity helps the department evaluate the success of this Pilot and inform future policy development.

Objectives

4. The SAOM Pilot funds contracted assessing authorities to prioritise and fast-track subsidised skills assessments for eligible migrants to accelerate their participation in the Australian workforce, and refer those applicants who receive a not suitable outcome to relevant training to improve their skills for their nominated occupation.

Purpose of the Guidelines

5. The purpose of the Guidelines is to provide a framework for the operation and administration of the SAOM Pilot. The Guidelines set out the eligibility requirements and process for contracted assessing authorities to deliver the SAOM Pilot.
6. The Guidelines are not an exclusive statement of the department's requirements for the SAOM Pilot and must be read in conjunction with:
 - the assessing authority's individual deed
 - any reference material issued by the department
 - the [Guidelines for Skilled Migration Assessing Authorities 2021](#).

Commencement and end dates

7. The SAOM Pilot commenced on 28 February 2022 and ends on 29 February 2024. An outcome letter under the SAOM Pilot must be issued for all assessment ready applications on or before 11:59pm AEST on 16 February 2024 for contracted assessing authorities to receive standard assessment and fast-track payments associated with this Pilot¹. Where the application does not become assessment ready, then only the administration fee is payable.

¹ Subject to an average of 15 business days being achieved.

Payments

8. Contracted assessing authorities under the SAOM Pilot may be paid the following fees to deliver free, fast-tracked skills assessments, report assessment activity to AAPA, provide the department with applicant contact details and refer applicants with a not suitable outcome to relevant training:
- Standard assessment fee** – the amount equal to the contracted assessing authority's published standard skills assessment fee (as at 30 April 2023) per application.
 - Fast-track fee** – the amount of the contracted assessing authority's published standard skills assessment fee (as at 30 April 2023, up to a maximum of \$1,250 (excluding GST) per application.
- The fast-track fee is paid in instances the skills assessment is completed within an average of 15 business days once the application becomes assessment ready, and the outcome letter is issued on or before 16 February 2024.
- Administration fee** – 20 per cent of the contracted assessing authority's standard skills assessment fee for one application (excluding GST).
9. The above payments of fees for eligible applications are made regardless of the outcome of the completed application.
10. The above payments can only be made for individual applicants on one occasion.

Roles and responsibilities

| Entity | Role and responsibilities |
|--|---|
| Contract Manager | <ul style="list-style-type: none">The person occupying the position of Contract Manager - Skills Assessment Pilots, in the Skills Assessment Pilots team and the contact in the department for any questions regarding the SAOM Pilot. |
| Department of Employment and Workplace Relations | <ul style="list-style-type: none">Entering deeds with assessing authorities on behalf of the Commonwealth of Australia.Monitoring contracted assessing authorities' performance of services under their deed and taking appropriate action to address any underperformance or failure to comply with deed requirements. |
| Department of Home Affairs | <ul style="list-style-type: none">Including information about the Skills Assessment Pilots on their website with a link to the Skills Assessment Pilots home page. |
| Project Delegate | <ul style="list-style-type: none">The person occupying the position of the Assistant Secretary – Skills and Training Group, and responsible for ensuring the overall efficient and effective administration of the Skills Assessment Pilots.Making decisions in relation to the administration of the SAOM Pilot and the interpretation of these Guidelines and other documents used in, or in relation to, the Pilot.Monitoring the success of the SAOM Pilot. |
| Project Manager | <ul style="list-style-type: none">The person occupying the position of Director - Skills Assessment Pilots, in the department, and responsible for the Skills Assessment Pilots team. |

| Entity | Role and responsibilities |
|---|---|
| Skills Assessment Pilots team | <ul style="list-style-type: none"> • Maintaining communication between contracted assessing authorities and the department. • Providing support, and access to reference material, to contracted assessing authorities to help them deliver the SAOM Pilot. • Providing contracted assessing authorities access to the MSI System to enable reporting of skills assessment activities to AAPA. • Making payments to contracted assessing authorities in accordance with the terms of the deed. • Emailing contracted assessing authorities to request applicant contact details to allow the department to invite former applicants to complete a short survey. • Amending the Guidelines as needed and providing updated versions to contracted assessing authorities. • Monitoring compliance with the Guidelines and the terms of the deed. |
| Contracted assessing authorities | <ul style="list-style-type: none"> • Fast-tracking skills assessments of eligible assessment ready applications. • Referring applicants who receive a not suitable skills assessment outcome to suitable training to upskill and improve their employability in their priority occupation. • Reporting details of skills assessment activity to AAPA. • Seeking applicants' consent to send the applicant's contact details to the department to be used to invite them to participate in a survey. • Providing the contact details of their Reporting Officer, and Contract Officer contact to the Contract Manager via AAPA@dewr.gov.au by 7 March 2022. It is important that you provide these details so that the Reporting Officer can get access to the MSI System • Providing applicant email addresses to the department for the purpose of issuing a survey instrument to applicants who received a 'suitable' or a 'not suitable' outcome and did not advise the assessing authority that they do not agree for their email address to be used for this purpose. • Issuing invoices to the Skills Assessment Pilots team for completed skills assessments under the SAOM Pilot. • Ensuring applications not eligible for the SAOM Pilot are completed in accordance with the contracted assessing authority's usual systems and procedures and do not receive a delayed outcome as a consequence of the SAOM Pilot. |
| Contracted assessing authority - Reporting officer | <ul style="list-style-type: none"> • The contracted assessing authority's nominated contact person for all reporting related matters. |
| Contracted assessing authority - Contract officer | <ul style="list-style-type: none"> • The contracted assessing authority's nominated contact person for all deed related matters. |

Eligible applicant

11. An eligible applicant, for the purposes of the SAOM Pilot, is a person:
 - a) who is applying for a skills assessment for a priority occupation after 12:01am on 28 February 2022, and
 - b) who has not previously undergone a migrant skills assessment for the priority occupation with an assessing authority, and
 - a) who is residing in Australia at the time they submit their skills assessment application, and
 - c) who has been in Australia on a visa that is listed at **Attachment B** that was granted on or after 1 January 2016².
12. Contracted assessing authorities may like to use the Eligibility Checklist at **Attachment C** to send to potential applicants to help determine whether applicants are eligible for this Pilot.
13. Applications eligible for a standard skills assessment but not eligible for the SAOM Pilot should be completed in accordance with the contracted assessing authority's usual systems and procedures, and must not receive a delayed outcome as a consequence of the SAOM Pilot.

Assessment process

14. **Engaging applicants**
 - a) The department is responsible for promoting the SAOM Pilot and keeping contracted assessing authorities informed of the promotional activities.
 - b) The department also provides contracted assessing authorities with a range of materials they can also use to support engagement with the Pilot to any other groups with reach to potential applicants. Materials include:
 - a template letter to send to previous skills assessment applicants to promote the Pilot for any eligible partners, children or parents (**Attachment D**)
 - fact sheets
 - frequently asked questions
 - website graphics and social media content.
15. **Application received**
 - a) Where an eligible application is not assessment ready upon submission, the contracted assessing authority must contact the applicant and provide advice about which documents are required to enable the application to become assessment ready. Contracted assessing authorities need to support the applicant to get the application assessment ready as soon as possible after receiving the application.
 - b) Contracted assessing authorities must comply with the *Privacy Act 1988*, its privacy obligations under the Deed, and the Minimum Privacy Standards set out at items 38 to 40 Minimum Privacy Standards of these Guidelines in handling applicants' personal and sensitive information.
16. **Assessment ready**

² Use the Department of Home Affairs' Visa Entitlement Verification Online System (VEVO) to check a person's visa conditions, including whether the person is a primary or secondary entrant.

- a) Where the contracted assessing authority has received the required documentation and deems the application to be assessment ready, the contracted assessing authority must complete the skills assessment and issue an outcome letter to the applicant within an average of 15 business days.
- b) Any contracted assessing authority that requires additional assessments, practical assessments, or exams (e.g., an applicant must attend an assessment centre or provide a portfolio of evidence for licensing and registration purposes) only records the application as being assessment ready after these additional requirements have been met. (Note: this is only relevant to those contracted assessing authorities that have this provision included in their deed for a small number of occupations).

17. Assessment period

- a) The skills assessment period commences the first business day following the date the application is deemed assessment ready and ends when the applicant has been issued an outcome letter.
- b) Skills assessments must be completed within an average of 15 business days of becoming assessment ready.

18. Assessment quality

- a) Contracted assessing authorities should maintain their usual quality and standards when assessing the skills and qualifications of applicants.
- b) Contracted assessing authorities should also comply with the [Guidelines for Skilled Migration Assessing Authorities 2021](#).

19. Outcome letters

- a) The contracted assessing authority provides the applicant with an outcome letter advising whether the outcome of the skills assessment is suitable or not suitable.
- b) Outcome Letters should have the following:

| Suitable Outcome Letters | Unsuitable Outcome Letters |
|---|---|
| <ul style="list-style-type: none"> The outcome letter should be easy to read and be immediately clear on what occupation the participant was successfully assessed in. For example, by making the letters feel like a certificate. The outcome letter must advise applicants that the decision can be used for employment purposes, such as for supporting a job application. Assessing authorities should not make a statement in the outcome letter about whether the outcome can be used for migration purposes. The outcome letter must state if the skills assessment included an English language proficiency test. If English proficiency was not part of the assessment, this should not be stated in the letter. | <ul style="list-style-type: none"> Where an applicant is found to be 'not suitable', the outcome letter must refer the applicant to relevant training to upskill and improve their skills in their priority occupation. In addition to training that the assessing authority is already aware of, a list of possible training options is at Attachment E. The outcome letter should explain what they were unsuitable for and why. Assessing authorities should include contact details if the participant had any questions, or if they wish to seek a review or appeal. |

| | |
|--|--|
| <ul style="list-style-type: none"> • Assessing authorities should not put the participant's passport details on the letter, as this is for employment purposes. • Avoid using acronyms or words with negative connotations. For example – use “comparable”, not “minimum”. • The outcome letter should link to or add information around the assessing authority's assessment process, to give employers confidence that the process undertaken was robust. | |
|--|--|

Sample templates that assessing authorities may use **as a guide only** are at **Attachment F** (Suitable Outcome Letter Sample) and **Attachment G** (Unsuitable Outcome Letter Sample).

- c) All outcome letters must be issued to applicants on or before 11:59 pm AEST 16 February 2024 in order to invoice the department for the standard skills assessment, fast-track and administration fees.
- d) Where an outcome letter is not issued to an applicant by 16 February 2024, the application reverts to being subject to the standard skills assessment processes and timeframes of the contracted assessing authority. The assessing authority must not charge the applicant any fees to process the application under these circumstances.
- e) Where an applicant receives a 'not suitable' outcome, any subsequent applications, review and appeal requests with respect to a skills assessment, are subject to the standard processing times, fees and procedures of the contracted assessing authority.

Surveys

20. The department conducts surveys biannually following the commencement of the SAOM Pilot, the department surveys former applicants to help evaluate the success of the Pilots and help inform future policy development.
21. Every six months throughout the Pilot, the Skills Assessment Pilots team emails contracted assessing authorities to request the contact details of former SAOM Pilot eligible applicants who received a suitable or not suitable outcome in the past six months. These contact details are used to invite these applicants to complete a short survey about their employment arrangements at two six monthly intervals.
22. The information obtained through the surveys is used by the department to evaluate the success of the SAOM Pilot and help inform any future policy development. The analysis is shared with contracted assessing authorities.

Reporting requirements

23. Where there has not been any change to the application's status from the previous week, the application record is not updated in the MSI System.
24. Contracted assessing authorities must ensure the Contract Manager has the current contact details of its Reporting Officer. The Contract Manager can be emailed at AAPA@dewr.gov.au. It is

important that the details of the Reporting Officer are provided as soon as possible after July 2023 so that the department can approve the Reporting Officer's access to the MSI System.

25. The Skills Assessment Pilots team provides contracted assessing authorities with access to a secure, user friendly MSI System to enable weekly reporting of active skills assessment activities to AAPA.
26. Contracted assessing authorities must update the status of each active application in the MSI system by 11:59 pm AEDT/AEST each Friday throughout the duration of the SAOM Pilot, but not longer than one week after the end of this SAOM Pilot on 16 February 2024. Where there has not been any change to the status of an application from the previous week, the application is not updated in the MSI System. Reporting is specific to the Application Reference Number includes:
 - Assessing Authority Applicant ID (the assessing authority's internal unique identifier for the applicant)
 - Application Reference Number – (the assessing authority's internal unique identifier for the application). This is the key link between the MSI System and assessing authority records.
 - applicant's gender
 - applicant's residential post code
 - applicant's current occupation, if any
 - applicant's country of passport (also referred to as country of citizenship or country of origin)
 - whether the applicant is a resident in Australia
 - date application was first submitted to the assessing authority
 - whether the applicant has had a previous skills assessment for this occupation, and if so the date of that assessment
 - occupation being assessed
 - applicant visa class / number
 - date the visa was granted
 - date application became assessment ready
 - whether the applicant needed help submitting their application, (and if so, what type of assistance was provided)
 - whether the applicant agreed for their email address to be shared with the department for follow-up survey purposes
 - application status comments (e.g., action taken to progress any application that is not assessment ready)
 - if withdrawn, the date of and reason for the withdrawal
 - date of outcome letter
 - skills assessment outcome (suitable or not suitable)
 - if not suitable, what training the migrant was referred to
27. In the week after 16 February 2024, contracted assessing authorities must update the MSI System with the reason any eligible applications were not completed or never became assessment ready before 16 February 2024.
28. Weekly reporting must be accurate and current and be provided in the format required by the department.
29. Information reported through the MSI System is used to verify invoices, as well as to help the department evaluate the success of the Pilot and inform any future policy development.

30. Failure to provide satisfactory weekly reporting may result in payments being delayed and or having the deed eventually terminated if compliance issues cannot be rectified to the department's satisfaction.
 31. Should contracted assessing authorities identify an error in the information report, they must email the Contract Manager (AAPA@dewr.gov.au) as soon as possible, to explain the reason for the error and enable the error to be corrected.
 32. In exceptional circumstances, a contracted assessing authority may request the department at AAPA@dewr.gov.au to revert an application record in the MSI System from being assessment ready to not being assessment ready, for instance, when an applicant inadvertently provides the wrong documentation.
-

Invoicing

33. Contracted assessing authorities must invoice the department in accordance with the terms of the deed.
 34. Invoices can only be provided to the department after the applicant has been issued with an outcome letter and the MSI System has been updated with all necessary application activity details.
 35. Invoices must clearly identify the Application ID (eg: AP_01234) for each application being invoiced. This can form an attachment to the invoice.
 36. You should send a copy of your invoices and any attachments to AAPA@dewr.gov.au to ensure prompt payment.
 37. The department verifies invoices against the information reported in the MSI System before paying the fees claimed in the invoice.
-

Minimum privacy standards

38. In accordance with the *Privacy Act 1988* (Privacy Act) and the Deed, contracted assessing authorities must comply with the [Australian Privacy Principles](#) (APPs). As part of complying with these requirements, contracted assessing authorities must incorporate into their existing standard privacy notices to applicants, or otherwise ensure applicants are notified about, the following collection, use and disclosure purposes:

Purpose 1 – advise applicants that their personal information (i.e. contact details) will be collected and disclosed to the department for the purposes of issuing to the applicant a survey instrument six and 12 months after the contracted assessing authority has issued the outcome letter. The survey will collect information about participant employment outcomes to inform future skills assessment policy development and will be held by the department in a de-identified format.

Purpose 2 – advise applicants that their personal information (including sensitive information) may be disclosed by the contracted assessing authority to the department solely for the purpose of conducting an audit of the contracted assessing authority.
39. For both purposes, the contracted assessing authority must seek [express consent](#) from applicants at the commencement of the application process. In seeking express consent, the contracted assessing authorities must:

- i. provide the applicant the opportunity to separately consent to the collection and disclosure of their information for each purpose;
 - ii. ensure that applicants are reasonably identified and given the opportunity to provide express consent – e.g. by requiring applicants to sign the privacy notice or tick boxes to indicate consent for each purpose.
 - iii. advise applicants that there will be no consequence for not consenting to Purpose 1 – i.e. a failure to consent will not affect their application in any way – but that their application will not be able to proceed if they do not provide express consent for Purpose 2 – i.e. their application will not be able to be accepted or processed.
 40. In implementing these requirements, contracted assessing authorities should refer to guidance material published by the Office of the Australian Information Commissioner (OAIC) in the [APP Guidelines](#).
-

Quality assurance

41. The Skills Assessment Pilots team uses the skills assessment activity reported via the MSI System to ensure the SAOM Pilot is meeting its intended objective, which is to provide free, faster skills assessment outcomes for eligible migrants to accelerate their participation in the Australian workforce in priority occupations.
42. The Skills Assessment Pilots team monitors compliance with the contract and relevant Guidelines and raises any concerns with contracted assessing authorities in a timely manner.

Complaints handling

43. Applicants may lodge a complaint, query, or provide feedback on any aspect of the SAOM Pilot. Contracted assessing authorities must attempt to resolve complaints regardless of their source to the best of their ability.
44. If a complaint cannot be resolved by the contracted assessing authority, it must be escalated by referring the applicant to the Contract Manager who investigates further and escalates to the Project Manager and Project Delegate if a decision is required.
45. When a contracted assessing authority is requesting advice, providing feedback, or submitting a complaint they should email the Contract Manager at AAPA@dewr.gov.au.

Attachment A – Occupation List

Refer to www.dewr.gov.au/skills-assessment-pilots/resources/skills-assessment-opportunities-migrants-occupation-list

Attachment B – Eligible Visa Subclasses

Refer to www.dewr.gov.au/skills-assessment-pilots/resources/skills-assessment-opportunities-migrants-pilot-visa-list

Note to Assessing Authorities: Use the Department of Home Affairs' Visa Entitlement Verification Online System (VEVO) to check a person's visa conditions, including whether the person is a primary or secondary entrant.

Attachment C – Eligibility Checklist

| Applicant details | |
|-----------------------|--|
| Full name: | |
| Contact number: | |
| Email address: | |
| Residential postcode: | |

| Eligibility Checklist | | Please tick either 'Yes' or 'No' | |
|-----------------------|---|----------------------------------|-----------------------------|
| Q1. | Are you currently residing in Australia? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Q2. | Is your nominated occupation listed on the Skills Assessment Pilots website? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Q3. | Have you undergone a skills assessment for your nominated occupation before? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Q4. | Have you been granted, and are currently on, one of the following visas? <ul style="list-style-type: none"> Adoption visa (subclass 102) Aged Dependent Relative visa (subclass 114) Aged Dependent Relative visa (subclass 838) Aged Parent visa (subclass 804) Carer visa (subclass 116) Carer visa (subclass 836) Child visa (subclass 101) Child visa (subclass 802) Contributory Aged Parent visa (subclass 864) Contributory Parent visa (subclass 143) Designated Parent (subclass 118) Designated Parent (subclass 859) Global Special Humanitarian (subclass 202) Humanitarian Stay (Temporary) visas (subclass 449) Interdependency (subclass 110) Interdependency (subclass 814) New Zealand Citizen Family Relationship (temporary) visa (subclass 461) Orphan Relative (subclass 117) Orphan Relative (subclass 837) Parent visa (subclass 103) Partner (Provisional and Migrant) visa (subclass 309) Partner visa (subclass 100) Partner visa (subclass 801) Partner visa (subclass 820) Prospective Marriage visa (subclass 300) Protection visa (subclass 866) Refugee visas (subclass 200) Refugee visas (subclass 201) Refugee visas (subclass 203) Refugee visas (subclass 204) Remaining Relative visa (subclass 115) Remaining Relative visa (subclass 835) Safe Haven Enterprise visa (subclass 790) Temporary Protection visa (subclass 785) Temporary visa for Ukraine and surrounding areas (subclass 786) Secondary Entrant - Employer Nomination Scheme (ENS) visa (subclass 186) Secondary Entrant - Regional Sponsored Migration Scheme (RSMS) visa (subclass 187) Secondary Entrant - Skilled Independent visa (subclass 189) – Points-tested stream | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| | | |
|---|--|--|
| | <ul style="list-style-type: none"> • Secondary Entrant - Skilled Nominated visa (subclass 190) • Secondary Entrant - Temporary Skill Shortage (TSS) visa (subclass 482) • Secondary Entrant - Skilled Regional (Provisional) visa (subclass 489) • Secondary Entrant - Skilled Work Regional (Provisional) visa (subclass 491) • Secondary Entrant - Skilled Employer Sponsored Regional (provisional) visa (subclass 494) | |
| Q5. | Was this visa granted on, or after, 1 January 2016? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| I confirm that I have not previously applied for a skills assessment for this occupation with this assessing authority or any other assessing authority. Confirmed <input type="checkbox"/> | | |
| Signed and Dated: | | |

Under the *Privacy Act 1988* I need to advise you that, if your skills assessment application is eligible for the Skills Assessment Pilots, <<assessing authority name>> would like to provide your contact details to the Department of Employment and Workplace Relations so that they can send you an optional survey in September 2023 and March 2024. The survey will only take a few minutes to complete and will ask you about your employment arrangements. Your answers will not affect your application and will only be held by the department in a de-identified format to enable it to inform future skills assessment policy.

Please let us know if you do not want your contact details to be used for this purpose.

Please complete and return this form to your Assessing Authority at <<Insert email address>>.

Attachment D – Template Letter to send to previous skills assessment applicants

A green banner with a pattern of white icons representing various skills and professions. A dark grey rectangle is overlaid on the left side, containing the text "Skills Assessment Pilots" in white.

Skills Assessment Pilots

<<Address Block>>

Dear <<previous skills assessment applicant>>

Opportunity for free and fast skills assessment for migrants – Available until 29 February 2024.

Do you know anyone on a family, partner, humanitarian, or refugee visa struggling to find work because their previous skills aren't recognised in Australia?

Or you might be a migrant on a skilled visa and your family in Australia on the same visa might be looking to improve their chances of getting a job.

The **Skills Assessment Pilots – Skills Assessment Opportunities for Migrants** is an Australian Government initiative that is available until 29 February 2024.

It offers [eligible onshore migrant participants](#) a **free** and **fast-tracked** skills assessment if they have prior skills, qualifications or experience in an [eligible occupation](#).

A suitable skills assessment outcome means that their skills are recognised in Australia. They can use this successful outcome letter when applying for jobs, which could give them an edge in a competitive job market.

A suitable skills assessment letter also gives future employers the confidence that they have the skills necessary for working in an Australian workplace.

More information about priority occupations and how to apply can be found at [Australian Government Department of Employment and Workplace Relations website](#).

<<Insert organisation signature block>>

Attachment E – Training Options

Skilled Assessment Opportunities for Migrants – Referrals – subsidised training

Accurate as at 19 September 2023

| State or Territory | Occupation Specific Training | Employability and Other Support |
|-----------------------|---|--|
| AUSTRALIA WIDE | <p>AMES Australia – provides a range of settlement services for refugees and migrants, including, English language and literacy training, vocational education and training, and employment services. These services are primarily delivered through the following federal and state contracts:</p> <ul style="list-style-type: none">• Humanitarian Settlement Program (HSP)• Status Resolution Support Services (SRSS)• Adult Migrant English Program (AMEP)• Skills for Education and Employment (SEE) Program• Skills First• Workforce Australia <p>Education Entry Payment – provides an annual payment made to students on certain income support when they start their studies.</p> <p>Foundation Skills for Your Future – provides free training in reading, writing, maths, English language, and digital skills.</p> <p>Humanitarian Settlement Program – supports humanitarian entrants and other eligible visa build the skills and knowledge they need to become self-reliant and active members of the community. The program has a strong focus on helping clients to learn English, gain employment and access education and training.</p> <p>JobTrainer Australia – offers training places for free or low-fee hospitality courses.</p> | <p>Adult Migrant English Program – provides access to free English language tuition to help migrants find work and settle into life in Australia.</p> <p>Community Support Program – helps people in humanitarian need settle in Australia.</p> <p>Free Translating Service – allows holders of certain types of visas to get key personal documents translated for free.</p> <p>Your Career – provides a range of resources to increase a person’s competitive edge for the job market.</p> <p>Skills for Education and Employment Program – helps eligible job seekers learn the skills they need to get the job they want by improving their language, reading, writing and maths skills. The program provides up to 650 hours of training and is delivered across Australia, from metropolitan and regional areas, right through to remote communities.</p> <p>Settlement Engagement and Transition Support – provides clients with settlement-related information, advice, advocacy, and assistance to access mainstream and other relevant services.</p> |

| State or Territory | Occupation Specific Training | Employability and Other Support |
|--------------------|--|--|
| NSW | <p>Smart and Skilled – helps people get the skills they need to find a job and advance their careers, by providing an entitlement to government-subsidised training up to and including Certificate III and government funding for higher-level courses (Certificate IV and above) in targeted priority areas.</p> <p>Trade Pathways for Experienced Workers program – helps experienced but unqualified trade workers obtain certification, focusing on the construction industry. Training is delivered in a flexible way to attract and support female and mature workers, better accommodating work, and family commitments. Following a skills assessment, eligible participants may be eligible for fee-free gap training.</p> | <p>Refugee Employment Support Program – addresses the challenges that are experienced by refugees and asylum seekers in finding long term skilled employment opportunities.</p> |
| Queensland | <p>Skills Gateway – pays all or part of a person’s course fees in priority qualifications and other courses and can be found across a wide range of industry areas.</p> <p>QLD Government – Support for Migrants and Refugees – provides subsidised training to support refugees and migrants gain the skills and qualifications to find employment.</p> | |
| South Australia | <p>Skilled Migrants in South Australia – provides access to government subsidised training.</p> <p>Skilled Careers – provides subsidised training based on training level.</p> | <p>Finding Work – assists skilled migrants find work in their area of expertise through effective job search strategies. Includes advice on networking, application preparation, interview skills, job search tips, job search resources and career development.</p> |
| Tasmania | <p>Skills Tasmania – provides subsidised training in Tasmania.</p> | <p>Migrant Resource Centre Tasmania – supports and empowers migrants and refugees to settle and live in Tasmania.</p> |

| | | |
|----------|--|--|
| Victoria | <p><u>Skills First</u> – provides subsidised training for eligible students.</p> <p><u>Asylum Seeker Vocational Education Training (ASVET)</u> – supports eligible people seeking asylum, and refugees, to gain access to Skills First Victoria VET courses. The ASVET initiative covers applicants who wish to complete VCE, Foundation Studies, and VET Certificate levels 1 to IV, Diplomas and Advanced Diplomas. Applicants undertaking VCE, or courses at Certificate levels 1 to IV, are eligible for a subsidised Skills First place, as well as a concessional tuition fee rate. Applicants undertaking diplomas are eligible for a government-subsidised place with tuition fees at the domestic student rate.</p> <p><u>Learn Local</u> – delivers pre-accredited training and other programs to support learners to return to study, improve their core skills (literacy, numeracy, English language, employability, digital skills), gain a qualification, broaden employment options, and learn new skills</p> | <p><u>Asylum Seeker Resource Centre - Employment Pathways</u> – offers employers skilled, prepared and committed workers who are keen to contribute their skills, resilience, and ingenuity to the Australian community.</p> <p><u>Skilled Professional Migrants Program</u> – a pre-employment course that includes vocational counselling and guest speakers from the corporate sector. Participants benefit from completing the program with others and practicing their business English. Provides an opportunity to make new friends and gain confidence.</p> |
| WA | <p><u>Jobs and Skills WA</u> – A range of training options and subsidised courses are available.</p> | |
| ACT | <p><u>Skilled Capital</u> – a training initiative that offers a comprehensive range of services and subsidies.</p> | <p><u>Migrant and Refugee Settlement Services</u> – offers programs for migrants of all ages assist with language, welfare, employment.</p> |
| NT | <p><u>NT Vocational Education and Training</u> – provides an NT Government-supported place for students and apprentices / trainees to undertake vocation education and training.</p> | <p><u>Multicultural Council of the Northern Territory</u> – helps with various queries including liaising with government organisations, filling out forms, employment advice, referrals to other service providers, and advice on grants.</p> |

Attachment F – Sample Suitable Outcome Letter Template

**NOTE: THIS IS A SAMPLE LETTER AND SHOULD ONLY BE USED
AS A GUIDE**

[ASSESSING AUTHORITY BRANDING, Reference number, etc]

[Applicant name]

[Applicant address (if available)]

[Applicant email address]

Skills Assessment Opportunities for Migrants Pilot Skills Assessment Outcome

This letter confirms that

Applicant Full Name

DOB: [dd/mm/year]

has been assessed by [Assessing Authority Name] under the Australian Government's *Skills Assessment Opportunities for Migrants Pilot* and has been found suitable for the following occupation:

| Occupation | Assessment outcome |
|---------------------|--------------------|
| OCCUPATION [ANZSCO] | SUITABLE |

[Applicant name] has demonstrated that they have a qualification that is equivalent/comparable to the relevant Australian qualification and/or have employment comparable to Australian industry standards for this occupation.

The [equivalent/comparable] Australian qualification is:

| Australian Qualifications Framework |
|---|
| [Certificate XXX/degree XXX/Diploma of XXX] |

The following advice is provided **for use for employment purposes**, such as supporting a job application. Note employers may undertake their own verifications and further documentation requests. This assessment includes an English language proficiency test.

The assessment process:

This advice is based on an assessment of the evidence presented to [Assessing Authority Name].

More information regarding this assessment can be found at [\[add link, or list out process\]](#).

Other information

[\[Assessing Authority to add any other information\]](#)

Yours sincerely

[\[Assessing Authority Representative Name, Signature, branding, seal, etc\]](#)

[\[DD/Month/Year\]](#)

**NOTE: THIS IS A SAMPLE LETTER AND SHOULD ONLY BE USED
AS A GUIDE**

[ASSESSING AUTHORITY BRANDING, Reference number, etc]

[Applicant name]

[Applicant address (if available)]

[Applicant email address]

Dear [Applicant name],

Skills Assessment Opportunities for Migrants Pilot Skills Assessment Outcome

This letter confirms that [Assessing Authority Name] has assessed your application under the Australian Government's *Skills Assessment Opportunities for Migrants Pilot* for the following occupation:

| Occupation | Assessment outcome |
|---------------------|--------------------|
| OCCUPATION [ANZSCO] | UNSUCCESSFUL |

Your assessment outcome was deemed unsuccessful for the following reasons:

Examples:

- your evidence did not demonstrate 3 years of full-time or equivalent part-time paid employment.*
or/and
- we have been to verify your training as nationally recognised or accredited and regulated by the appropriate governing body in the country of issue.*
or/and
- we did not determine your qualification to be comparable to the Australian Qualification Framework. Your transcript did not match XXXXX*
or/and
- the relevant Australian qualification for the occupation of **OCCUPATION [ANZSCO]** is Certificate **XXX**. We suggest you review the training content of the Australian Qualification Framework Certificate **XXX** on [\[Insert link to AQF\]](#)*

The assessment process:

This advice is based on an assessment of the evidence presented to [Assessing Authority Name].

More information regarding this assessment can be found at [\[add link or list the process\]](#).

Review/Appeals process:

If you disagree with the outcome of your skills assessment, you can request a review/appeal. The process is:

[\[Assessing Authority reviews/appeals process\]](#)

You can also contact us at:

Email: [\[Email\]](#)

Phone: [\[Phone\]](#)

Improve your skills:

[\[Note to AAs: See Attachment E – Training Options of the Pilot 2 Guideline\]](#)

Other information

[\[Assessing Authority to add any other information\]](#)

Yours sincerely

[\[Assessing Authority Representative Name, Signature, etc\]](#)

[\[DD/Month/Year\]](#)