



Australian Government
Department of Employment
and Workplace Relations

Instructions for Becoming a Skilled Migration Assessing Authority



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The document must be attributed as the Instructions for Approving Skilled Migration Assessing Authorities

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Section 1: Introduction

1.1 Overview

The skilled stream of Australia's [Migration Program](#)¹ is designed to attract migrants who can make a significant contribution to the Australian economy.

Skills assessments are mandatory for certain visa subclasses (and streams) to ensure prospective migrants have the skills, qualifications, and experience to meet Australian occupational standards. Skills assessments help maintain transparency, trust, safety, and quality by ensuring migrants are appropriately skilled.

Skills assessments are conducted by [relevant assessing authorities](#)² (**Assessing Authorities**), as outlined in regulation 2.26B of the [Migration Regulations 1994](#)³.

The Department of Employment and Workplace Relations (**the Department**) supports the Minister for Skills and Training (**the Minister**) by assessing eligible persons or bodies against the criteria set out in these instructions and making recommendations for consideration under sub-regulation 2.26B(1B).

The Minister is responsible for approving relevant Assessing Authorities to undertake skills assessments for an occupation. The Minister for Immigration then specifies a person or body as the relevant Assessing Authority through legislative instruments.

For assistance navigating these instructions or to provide feedback, contact the department by emailing AAPA@dewr.gov.au.

1.2 Purpose

The purpose of these instructions is to outline the process for:

- 1.2(a) applying to be appointed as the relevant Assessing Authority for an occupation(s)
- 1.2(b) transferring an occupation(s) between an incumbent Assessing Authority and a newly approved Assessing Authority, where:
 - i a new person or body is approved to be an Assessing Authority following lodgement of an application for consideration, or
 - ii an existing Assessing Authority approaches the department with a business case for the transfer of an occupation(s) to them; or
 - iii following a review of existing appointments, the Department has identified that an occupation(s) is more appropriately aligned to a different existing Assessing Authority.

Note: The incumbent Assessing Authority, and the potential new Assessing Authority will be invited to comment on the Department's findings, prior to any recommendation being made to the Minister for change.

¹ Skilled Migration Program - <https://immi.homeaffairs.gov.au/what-we-do/skilled-migration-program>

² Relevant Assessing Authorities - <https://immi.homeaffairs.gov.au/visas/working-in-australia/skills-assessment/assessing-authorities>

³ Migration Regulations 1994 - <https://www.legislation.gov.au/F1996B03551/latest/versions>

Section 2: Eligibility

2.1(a) To be eligible for approval as an Assessing Authority, the person or body must be described as one or more of the following:

Table 1: Eligible bodies

Type	Description
Government Body	An Australian Commonwealth, state or territory government organisation or body.
Peak Professional Body	A leading body nationally accepted as a legitimate 'voice' or representative of a profession or industry.
Registration or Licensing Body	The body that sets standards for, and regulates, entry into certain trades and professions.
Accreditation Authority	A body that formally accredits, approves, and recognises training.
Educational Provider	A vocational education and training provider regulated by the Australian Skills Quality Authority (ASQA), or a tertiary education institution regulated by the Tertiary Education Quality and Standards Agency (TEQSA).

Section 3: Applying for approval

To be considered for approval as an Assessing Authority, both new or existing persons or bodies must complete [Attachment A - Skilled Migration Assessing Authorities Application Form](#), and submit it along with supporting documentation to the Department via email to AAPA@dewr.gov.au.

Note: The above only applies when a new person or body or an existing Assessing Authority initiates the process. In situations where the Department or the Department of Home Affairs identifies a person or body as a potential Assessing Authority for a specific occupation(s), only persons or bodies who are not already an approved Assessing Authority will be required to submit an application.

3.1 Assessment process

- 3.1(a) The operations of each Assessing Authority must maintain Australia's professional standards and not create unreasonable barriers to migration for prospective migrants. A person or body must demonstrate its commitment to:
- i fulfilling the responsibilities of a relevant Assessing Authority,
 - ii sound business practices, and
 - iii the [Best Practice Principles and Standards](#)⁴

3.2 Timeframes and supporting evidence

- 3.2(a) The length of time to process an application, and the breadth of information needed to be considered, will vary from case to case. What constitutes appropriate evidence against each criterion may vary according to:
- i the occupation for which the person or body is seeking to be approved as an Assessing Authority,
 - ii the rationale for appointment, and
 - iii the entities' resources.
- 3.2(b) In some cases, the person or body will be able to provide all the required documentation to satisfy the relevant assessment criteria. In other cases, the person or body will need to go through a drafting process, with input from the Department, prior to making a recommendation to the Minister. The latter would only occur if:
- i a new occupation was added to a Skilled Migration Occupation List⁵ (SMOL), and a new person or body was deemed more appropriate to be appointed as the Assessing Authority above an existing Assessing Authority, or
 - ii an existing Assessing Authority was suddenly revoked or chose to cease operating as an Assessing Authority, an appropriate existing Assessing Authority was unable to be identified, and a new person or body was identified as a potential Assessing Authority for an occupation(s).

⁴ Best Practice Principles and Standards - <https://www.dewr.gov.au/assessing-authority-policy-and-assurance/resources/guiding-principles-and-standards-skilled-migration-assessing-authorities-guide>

⁵ Skilled Migration Occupation Lists (SMOLs) - <https://immi.homeaffairs.gov.au/visas/working-in-australia/skill-occupation-list>

3.3 Procedural fairness

3.3(a) Where there is an existing Assessing Authority appointed for an occupation(s), and

- i the Department is seeking to transfer their occupation to another existing Assessing Authority, or
- ii a person or body (new or existing Assessing Authority) is seeking to become the appointed Assessing Authority for an occupation(s),

the Department will write to the existing Assessing Authority and invite them to comment on the potential change. This response will be considered in conjunction with all other criteria.

3.3(b) Similarly, where the Department obtains adverse information about the person or body seeking appointment through engagement with relevant stakeholders or through various investigation channels, the body will be provided with an opportunity to comment on the information. Any response to adverse information will be considered prior to making a decision on the application.

Section 4: Assessment criteria

- 4.1(a) The assessment criteria help determine whether a person or body could fulfil its responsibilities as outlined in the [Guiding Principles and Standards for Skilled Migration Assessing Authorities](#)⁶ (the Guide), and would do so in a manner that:
- i supports the effective operation of the skilled migration program; and
 - ii provides an appropriate service to prospective migrants.
- 4.1(b) Using the information contained in the application form and supporting evidence, the Department will assess the application against the following assessment criteria:
- i **Criterion 1** – Eligible organisation
 - ii **Criterion 2** – Sound business practice
 - iii **Criterion 3** – Rationale
 - iv **Criterion 4** – Skills assessment delivery
- 4.1(c) The Department may also request additional supporting information from the person or body or other relevant bodies at any time during the assessment process, to help inform the assessment.

4.2 Satisfying the criteria

Not all persons or bodies are required to satisfy all criterion, Table 2 explains:

Table 2: Who is required to satisfy what criterion

Entity description	Criterion to be satisfied
New organisations	New persons or bodies who are seeking to become an Assessing Authority must satisfy all criteria.
Existing assessing authorities	<ol style="list-style-type: none">1 Existing Assessing Authorities seeking to add an occupation(s) to their scope are only required to address criterion 3 and 4 as they are already deemed to have met criterion 1 and 2.2 Existing Assessing Authorities that the Department or the Department of Home Affairs identifies as a potential Assessing Authority for a specific occupation(s) are considered to have met all criteria without needing to apply for approval.

⁶ The Guide - <https://www.dewr.gov.au/assessing-authority-policy-and-assurance/resources/guiding-principles-and-standards-skilled-migration-assessing-authorities-guide>

4.2(A) Criterion 1 – Eligible organisation

- 4.2(AA) To meet this criterion, the body must be described as one or more of the eligible organisation types, as detailed in [Table 1: Eligible bodies](#).

4.2(B) Criterion 2 - Sound business practice

- 4.2(BA) A person or body must demonstrate that it has sound business operational scaffolding to support its ability to carry out the functions of an Assessing Authority as outlined in [the Guide](#)⁷.

Financial Viability

- 4.2(BB) The person or body must be a legal entity and financially viable.**

- 4.2(BC) In accordance with Section 3 of [the Guide](#)⁷ a person or body must demonstrate that it has, or can reasonably expect to have, sufficient financial resources (including income from skills assessments) to carry out its responsibilities as an Assessing Authority. To assess this, persons or bodies are required to complete a Financial Viability Assessment via a Financial and Credentials Information Form. This form can be obtained by emailing: AAPA@dewr.gov.au

- 4.2(BD) A Financial Viability Assessment incorporates both a financial and credential assessment and will be conducted by financial experts withing the Department.

- i A financial assessment determines a person or body's financial standing based on their financial statements. This assessment identifies a person or body's financial capacity to undertake the proposed arrangements.
- ii A credential assessment verifies:
 - a person or body's contracting name and Australian Business Number (ABN),
 - the business background of the person or body and its relevant persons, and
 - a check of the Department's and any other available agency records for outstanding debts.

- 4.2(BE) If the person or body is one of the following, they are not required to complete a Financial Viability Assessment:

- i an Australian Commonwealth, State or Territory Government body.
- ii an agency that is regulated by the Australian Skills Quality Authority (ASQA) or Tertiary Education Quality and Standards Agency (TEQSA)
- iii an existing Assessing Authority applying to add an occupation(s) to their scope.

⁷ The Guide - <https://www.dewr.gov.au/assessing-authority-policy-and-assurance/resources/guiding-principles-and-standards-skilled-migration-assessing-authorities-guide>

Risk Management Plan

4.2(BF) The person or body must have an appropriate risk management plan.

4.2(BG) In accordance with Section 3 of [the Guide](#)⁸ the person or body must demonstrate that it has a risk management plan to effectively manage and protect its own interests and the interests of prospective migrants if risks to its operations arise or are identified. The risk management plan should include:

- i an indication of how the person or body will identify risk, perform, record, and monitor risk management activities in relation to the business of conducting skills assessments; and
- ii the person or body's approach to risk management training for officers processing skills assessment applications.

Privacy Policy

4.2(BH) The person or body must have a privacy policy regarding skilled migration applications that meets the requirements of the Privacy Act 1988⁹ and Australian Privacy Principles (APP)¹⁰.

4.2(BI) In accordance with Section 3 of the Guide the person or body's Privacy Policy must:

- i align with the Privacy Act and Australian Privacy Principles (APPs), covering aspects such as data collection, use, disclosure, organisational governance, data integrity, protection, and individual rights.
- ii include reference to the steps taken to protect personal information from misuse, interference and loss, unauthorised access, modification, or disclosure in accordance with APP 11.
- iii confirm that prospective migrants will be granted access to their own information as required by APP 12, and
- iv advise that in the event of unauthorised access, or disclosure, of information that would be likely to result in serious harm to any of the individuals to whom the information relates, the affected individual will be notified, as is required by Section 26WL of the Privacy Act 1988.

Fraud Management Plan

4.2(BJ) The person or body must have an appropriate fraud management plan for identifying and managing false and misleading information in skills assessment applications.

4.2(BK) In accordance with Section 2 and 3 of the Guide the person or body must make efforts to ensure that information contained within a skills assessment application, and

⁸ The Guide - <https://www.dewr.gov.au/assessing-authority-policy-and-assurance/resources/guiding-principles-and-standards-skilled-migration-assessing-authorities-guide>

⁹ Privacy Act 1988 - <https://www.legislation.gov.au/C2004A03712/latest/versions>

¹⁰ Australian Privacy Principles (APPs) - <https://www.oaic.gov.au/privacy/australian-privacy-principles>

relevant to the skills assessment criteria, is true and correct. The fraud management plan should include:

- i process for identifying, investigating, evaluating, and reporting false and misleading information, including identity fraud, in skills assessment applications; and
- ii an indication of how fraud awareness training for officers processing skills assessment applications will be approached.

Information Governance Framework

4.2(BL) The person or body must have an appropriate information management framework.

4.2(BM) In accordance with Section 3 of [the Guide](#)¹¹, the person or body's information management policies and procedures must ensure the accurate recording and protection of information. This includes information related to skills assessment applications, assessment results and the basis on which the skills assessment result was decided.

4.2(BN) The information management policies and procedures should include:

- i accurate recording and protection of information related to skills assessment applications and assessment results.
- ii policies and procedures to cover information management related to skills assessment, including data collection, storage, access controls and confidentiality measures.

4.2(C) Criterion 3 - Rationale

4.2(CA) A person or body must demonstrate their rationale for being considered for approval and why they are best placed to be the Assessing Authority for a specific occupation(s).

4.2(CB) Where there is already an approved Assessing Authority it is particularly important to understand the rationale behind seeking to have the existing Assessing Authority revoked. The person or body must therefore demonstrate efforts it has made in engaging with and supporting the existing Assessing Authority as a key stakeholder (this includes any work done in collaboration with the existing Assessing Authority to support their skills assessment delivery), and the results of these efforts.

4.2(CC) The person or body seeking approval, must advise the Department if the existing Assessing Authority is supportive of the transferring of the occupation(s) to them. The Department will verify this information with the existing Assessing Authority and consider any objections they may have.

¹¹ The Guide - <https://www.dewr.gov.au/assessing-authority-policy-and-assurance/resources/guiding-principles-and-standards-skilled-migration-assessing-authorities-guide>

4.2(D) Criterion 4 – Skills assessment delivery

- 4.2(DA) This criterion seeks to satisfy the Department that the person or body is best placed to be the Assessing Authority for an occupation(s). It considers the reputation of the person or body amongst industry stakeholders, and if it has the capacity to comply with all sections of [the Guide](#)¹¹, including operating in line with the established [Best Practice Principles and Standards](#)¹².

Industry support

- 4.2(DB) The person or body must demonstrate support from industry for appointment as the Assessing Authority.
- 4.2(DC) The person or body must satisfy the Department that they have the support of industry (peak bodies, employers, unions) as the most suitable body to be approved as the Assessing Authority.
- 4.2(DD) Endorsement from industry of their proposed occupational assessment standards and methodology to assess prospective migrants against these standards is essential.

Capacity to comply with the Guide

- 4.2(DE) The person or body must demonstrate its capacity to deliver skills assessment in-line with the Guide.
- 4.2(DF) The person or body must satisfy the Department that it is able to adhere to all sections of [the Guide](#)¹³ in delivering a skills assessment service. This must be demonstrated through a capacity statement, and through the attachment of relevant supporting documentation such as proposed application requirements, assessment fees, occupational assessment standards, assessment methodology, review, appeal, and complaints handling procedures, third-party sub-contracting arrangements, and internal quality assurance processes.

¹² Best Practice Principles and Standards - The Guide - <https://www.dewr.gov.au/assessing-authority-policy-and-assurance/resources/guiding-principles-and-standards-skilled-migration-assessing-authorities-guide>

¹³ The Guide - <https://www.dewr.gov.au/assessing-authority-policy-and-assurance/resources/guiding-principles-and-standards-skilled-migration-assessing-authorities-guide>

Section 5: Appointment process

In consultation with relevant stakeholders, the Department considers all applications for approval as an Assessing Authority and forwards recommendations to the Minister for consideration.

Demonstrating that all the criteria for approval as an Assessing Authority has been met, is not a guarantee for approval and subsequent appointment.

5.1 Approval by the Minister

- 5.1(a) The Minister will consider the Department's recommendation and make the final determination. Applicants will be notified by the Department of the Minister's decision.
- 5.1(b) Notwithstanding historical precedent, only one Assessing Authority per occupation will be approved, except in extraordinary circumstances and at ministerial discretion.
- 5.1(c) Decisions to approve an Assessing Authority cannot be appealed. The Minister's decision is final and binding.

5.2 Appointment as an Assessing Authority

- 5.2(a) If Ministerial approval is granted, the Minister for Immigration and Multicultural Affairs is notified in order to issue a legislative instrument specifying the body as the relevant Assessing Authority for an occupation (the appointment).
- 5.2(b) The Department of Home Affairs is responsible for drafting and issuing the legislative instrument. This process is subject to the cycle of legislative instrument changes.
- 5.2(c) Once an appointment has been specified in a legislative instrument, the approved Assessing Authority is listed on the websites of both the Department and the Department of Home Affairs, granting it the authority to conduct skills assessments.
- 5.2(d) A full list of approved Assessing Authorities can be found on the [Department of Employment and Workplace Relations](#)¹⁴ website.

5.3 Date of Effect

- 5.3(a) The date of effect, is the date after the legislative instrument specifying a body as an Assessing Authority, is registered on the Federal Register of Instruments. The Department will advise the person or body of the expected date of the effect set by the Department of Home Affairs. If the instrument comes into effect prior to the expected date of effect, the actual instrument date of effect applies.

¹⁴ DEWR - <https://www.dewr.gov.au/assessing-authority-policy-and-assurance>

Section 6: Transferring an occupation

Transferring an occupation from one approved Assessing Authority to another Assessing Authority (existing Assessing Authority or a newly approved person or body) occurs when the Minister approves a new Assessing Authority for an occupation(s) and as a consequence the incumbent Assessing Authority's approval is revoked.

Where an Assessing Authority's approval is revoked, the new Assessing Authority for an occupation will be specified in a legislative instrument. The new Assessing Authority cannot undertake skills assessments for that occupation until the relevant legislative instrument has been updated and commenced as stipulated by the date of commencement in the instrument.

6.1 Reasons for transfer

- 6.1(a) Transferring an occupation from one Assessing Authority to another can occur for one of three reasons:
- i a person or body (who is not an existing Assessing Authority) makes an application for approval as an Assessing Authority for an occupation(s) where there is an existing Assessing Authority,
 - ii an existing Assessing Authority approaches the Department with a business case for the transfer of an occupation(s) to them, or
 - iii the Department has conducted a review of existing appointments and identified that an occupation(s) is more appropriately aligned to a different existing Assessing Authority. The existing Assessing Authority and the proposed replacement Assessing Authority will be invited to comment on the Department's findings, prior to any recommendation being made to the Minister for change.

6.2 Managing the caseload transition

The following transition arrangement applies:

- 6.2(a) Prior to the expected date of effect, both the incumbent Assessing Authority, and the replacement Assessing Authority must publish information relating to the transfer on their websites for a period equal to the existing average processing time. The two organisations must work closely together to determine this date.
- 6.2(b) Prior to the expected date of effect, the incumbent Assessing Authority must take every reasonable effort to finalise all applications on hand to an outcome. The Assessing Authority should offer the following flexibility:
- i If the application has not yet been allocated for assessment, and the prospective migrant requests a withdrawal of their application so they can apply to the new Assessing Authority, this must be facilitated, including refunding the skills assessment fee (minus any administrative costs incurred prior to refund).

- ii If the application has been allocated for assessment, and the prospective migrant requests a withdrawal of their application so they can apply to the new Assessing Authority, this must be facilitated, but it is at the discretion of the revoked Assessing Authority what, if any, fees can be refunded.
- 6.2(c) On a case by case basis, and with written approval, the Department of Home Affairs will continue to accept skills assessments issued by the revoked Assessing Authority after the revocation has taken effect (i.e. the relevant instrument has been updated, published and date of commencement has begun), providing the skills assessment application was lodged prior to the revocation taking effect. The lodgement date **must** be included on the skills assessment outcome letter as evidence in this circumstance.
- 6.2(d) Where an applicant has received a 'not suitable' outcome of their skills assessment, and wishes to dispute the outcome, the internal review or external appeal should be managed by the revoked Assessing Authority, unless the Department directs the new Assessing Authority to handle any such cases.
 - i Alternatively, an applicant may choose to lodge a new skills assessment application with the new Assessing Authority.



Attachment A - Skilled Migration Assessing Authority Application Form

Instructions

The [*Guiding Principles and Standards for Skilled Migration Assessing Authorities*¹⁵](#) (**the Guide**) and the [*Instructions for Becoming a Skilled Migration Assessing Authorities*¹⁶](#) (**the Instructions**) should be read in conjunction with completing this form.

The Department of Employment and Workplace Relations (**the Department**) will assess your application against the criteria in the Instructions and may contact your organisation for further information during the application process.

Please complete the criteria below, marking the appropriate option and attaching the required supporting documents. Incomplete, inaccurate, or illegible information may delay assessment of your application.

If you require further information, please contact the Department at: AAPA@dewr.gov.au.

¹⁵ The Guide - <https://www.dewr.gov.au/assessing-authority-policy-and-assurance/resources/guiding-principles-and-standards-skilled-migration-assessing-authorities-guide>

¹⁶ Instructions for Becoming a Skilled Migration Assessing Authorities - <https://www.dewr.gov.au/assessing-authority-policy-and-assurance/resources/instructions-becoming-skilled-migration-assessing-authority>

Organisational details

Legal name: Click or tap here to enter text.

Trading name(s) Click or tap here to enter text.

Address: Click or tap here to enter text.

Australian Business Number (ABN): Click or tap here to enter text.

Contact Person Details

Contact person: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Telephone number: Click or tap here to enter text.

Are you an:

- ☐ Australian, State or Territory Government entity.
- ☐ Agency that is registered with the Australian Skills Quality Authority (ASQA).
- ☐ Agency that is registered with the Tertiary Education Quality and Standards Agency (TEQSA).

If not, please provide the details of your organisation's Chief Financial Officer below.

Chief Financial Officer: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Telephone number: Click or tap here to enter text.

Occupation Details

Name of occupation(s) you are applying to assess.

ANZSCO Code	Occupation	Existing Assessing Authority (if applicable)
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Criterion 1 – Eligible organisation

Please select all relevant eligible bodies that apply to you. If you are an existing Assessing Authority, go straight to Criterion 3

- ☐ Australian Commonwealth, State or Territory Government entity
- ☐ Peak Professional Body
- ☐ Registration or Licensing Body
- ☐ Accreditation Authority
- ☐ Educational Provider

NOTE: If you do not belong to any of the eligible bodies listed above, you will not be eligible to submit an application.

Criterion 2 – Sound business practice

2.1 Financial Viability

Please attach the Financial and Credentials Information Form (obtained by emailing AAPA@dewr.gov.au) and associated supporting documents if you are not one of the following organisations:

- an Australian Commonwealth, State or Territory Government entity
- an agency that is regulated by the Australian Skills Quality Authority (ASQA) or Tertiary Education Quality and Standards Agency (TEQSA)
- an existing Assessing Authority applying to add an occupation(s) to their scope

☐ Attached

☐ Not Applicable

2.2 Risk Management Plan

Please attach a copy of your Risk Management Plan.

☐ Attached

2.3 Privacy Policy

Please attach a copy your Privacy Policy.

☐ Attached

2.4 Fraud Management Plan

Please attach a copy of your Fraud Management Plan.

☐ Attached

2.5 Information Governance Framework

Please attach a copy of your Information Management Policies and Procedures.

☐ Attached

Criterion 3 - Rationale

Please attach a rationale outlining why you should be considered for appointment against the above listed occupation(s).

☐ Attached

If you are applying to assess an occupation(s) where there is an existing Assessing Authority appointed, please attach the following:

- 1 Rationale outlining you should replace the existing Assessing Authority, and

☐ Attached

- 2 Record of engagement with existing Assessing Authority, detailing any of your organisation's efforts to support their delivery of skills assessment services, and

☐ Attached

- 3 Evidence indicating either endorsement or lack of support from the current Assessing Authority regarding the transfer of the occupations(s) to your organisation.

☐ Attached

☐ Not supported

Criterion 4 – Skills assessment delivery

4.1 Industry support

Please provide evidence from industry that you are the most appropriate person or body to be the appointed assessing authority, and their endorsement of your proposed occupational assessment standards and methodology for assessing against the standards.

☐ Attached

4.2 Capacity to comply with the Guide

Please attach a capacity statement detailing your ability to adhere to the *Guiding Principles and Standards for Skilled Migration Assessing Authorities (the Guide)*, and any associated supporting documentation.

- 1 Capacity statement

☐ Attached

- 2 Capacity support documentation

☐ Attached

Privacy notice

The Department collects personal information sought in this application form and where relevant the associated Financial and Credentials Information Form so that it can determine the organisation's suitability to be an Assessing Authority under the Migration Regulations 1994. The Department may use this information provided to obtain further information about the organisation and/or any named individuals from the Department's own records and databases, publicly available records of the Australian Securities and Investment Commission, and/or a credit rating agency.

This information will be used by the Department to verify information provided and to identify any adverse information that has not been disclosed, or that may adversely affect the eligibility of the organisation as an Assessing Authority. The Department is obliged to protect any personal information about individuals in accordance with the provisions of the Privacy Act 1988. In the course of assessing financial viability, some personal information may be disclosed to the bodies described under the heading Declaration (below). In other instances, personal information can be disclosed without consent where authorised or required by law.

Confidentiality notice

The Department operates within a public accountability framework, which requires it to ensure the transparency of its activities. This requires the Department to minimise the amount of information that is subject to confidentiality requirements. The overriding principle applied by the Department is that information should not be protected as confidential unless there is good reason to do so. Organisations completing this application and where relevant the associated Financial and Credentials Information Form, are asked to identify in writing any information that they consider should be protected as confidential information when considering their application for approval as an Assessing Authority, including reasons for the request. The

Department may request further information from an organisation about its claim for confidentiality and will negotiate an appropriate timeframe with the organisation for it to respond to the request.

If the organisation does not identify any information as confidential, the Department will consider that the organisation has no information which should be protected as confidential in processing its application for approval as an Assessing Authority. The Department reserves the right, at its sole discretion, to accept or refuse a request to treat information as confidential. The Department will treat as confidential information which is provided in response to this application and is:

- provided by organisations which ultimately do not receive public money or do not receive the Department's support for their activity; and
- which is not otherwise in the public domain.

Exceptions to Confidentiality

The Department's obligation to keep an organisation's information confidential will not be breached if the information:

- *is disclosed by the Department to the responsible Minister*
- *is disclosed by the Department in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia; and*
- *is authorised or required by law to be disclosed.*

Organisations should note that there are provisions for access to records in the Freedom of Information Act 1982, the Auditor-General Act 1997, and the Ombudsman Act 1976. Parliament and the courts also have legal rights to access to a wide range of information.

Declaration

I understand that:

1. I am a person authorised to provide information on behalf of my entity; and
2. the information provided in this form and all attached documents is complete and correct, and giving false or misleading information to the Commonwealth is a serious offence under the Criminal Code Act 1995; and
3. the Department will have the right (but not be obliged) to act in reliance upon the contents of my response to the application, including its attachments; and
4. all communication with the Department is confidential and not to be disclosed without the Department's prior written consent; and
5. to the best of my knowledge, the Privacy Notice in this form has been drawn to the attention of all individuals whose personal details have been provided in the application and attached documents; and
6. where there is an existing Assessing Authority appointed to assess the occupation(s) applied for, the Department will advise the existing Assessing Authority of your application, share your rationale for seeking to be the Assessing Authority, and invite them to comment; and
7. the Department is authorised to undertake the necessary steps to assess the financial viability of the person or body by checking information contained within this application, or by obtaining additional information from you and/or:
 - i state and territory agencies
 - ii law enforcement agencies
 - iii credit reference agencies
 - iv courts or tribunals
 - v any other appropriate organisational person reasonably required as part of these checks.

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Signature:

Date: Click or tap here to enter text.