

Assessment for Migration

Application guide and form

Secondary School Teacher

ANZSCO 241411

Contents

Part A – Assessment criteria

Part B – Guide

Part C – Application form

Effective: 1 July 2018

Part A – Assessment criteria

For the purposes of AITSL Assessment for Migration secondary school teachers teach students between the ages of 13 - 18 years in secondary schools.

Assessment criteria for Secondary School Teacher (ANZSCO 241411)

All applications will be assessed against two (2) criteria. Applications must meet BOTH criteria to obtain a successful outcome.

Criterion 1. Qualifications

Completion of a minimum of four years full-time (or part-time equivalent) higher education (university) level study that results in qualification/s. This must include a relevant initial teacher education qualification and can include other qualifications.

Initial teacher education qualification requirement

The study must include an initial teacher education qualification comparable to the educational level of an Australian Bachelor degree (Australian Qualifications Framework Level 7) or higher, which includes:

- i) at least one year full-time (or part-time equivalent) higher education (university) level study of Secondary School Teacher initial teacher education
- ii) completion of at least 45 days of supervised teaching practice with students across the 13 to 18 years aged range in a secondary school setting*.

** For information about suitable evidence of supervised teaching practice see Part B.*

Other higher education qualifications requirement

Other higher education qualification/s contributing to the four years of study must be comparable to the educational level of an Australian Advanced Diploma/Associate Degree (Australian Qualifications Framework Level 6) or higher.

Criterion 2. English language proficiency

Proficiency in English language demonstrated by ONE of the following:

Option 1

Completion of at least four full years of study (or part-time equivalent) in higher education (university) in Australia, Canada, the Republic of Ireland, New Zealand, the United Kingdom or the United States of America resulting in qualification/s comparable to the educational level of an Australian Bachelor degree (Australian Qualifications Framework Level 7) or higher. This study must include a recognised initial teacher education qualification.

Or

Option 2

An Academic version of the International English Language Testing System (IELTS) Test Report Form (TRF) that shows a score of at least 7.0 for both Reading and Writing; and a score of at least 8.0 for both Speaking and Listening. The IELTS test scores must appear on a single IELTS TRF and be the result of a test undertaken during the 24 month period prior to submitting an application.

NOTE: AITSL reserves the right to ask an applicant to undertake the Academic version of the IELTS test if there is uncertainty about their level of English language proficiency.

Part B - Guide

This application is for AITSL skills assessment for the nominated occupation of Secondary School Teacher (ANZSCO 241411).

AITSL recommends that applicants read this guide thoroughly to assist with preparation and submission of the application.

The AITSL skills assessment process

An AITSL skills assessment involves the following steps:

- 1. Getting ready**
- 2. Complete your application**
- 3. Submit your application**
- 4. Receive your assessment**
- 5. After your assessment**

1. Getting ready

Prior to commencing your application

- Visit the Department of Home Affairs www.homeaffairs.gov.au for information about visa requirements
- Review the AITSL Assessment for Migration Frequently Asked Questions page www.aitsl.edu.au/migrate-to-australia/frequently-asked-questions

Assessment fees

Payment of the assessment fee is required to commence an assessment. AITSL processes payment of the fee using the credit card authorisation, located in your application form. AITSL only accepts payment by Visa and MasterCard.

The AITSL Assessment for Migration fees at 1 July 2018 are:

- | | |
|---|---------|
| • Skills assessment | AUD830 |
| • Skilled employment statement (SES) | AUD224* |
| • Appeal of assessment outcome | AUD830 |
| • Additional copy of assessment outcome | AUD95 |

*A fee applies when a SES is requested more than six months after the issue of a positive assessment outcome or when an applicant wants a previous SES to be revised/updated to include recent employment.

Migration agent

An applicant can nominate an agent to submit an application on his or her behalf. Where an agent is nominated, all correspondence including the assessment outcome will be addressed to the agent.

Applicant responsibility

Applicants are responsible for the content of their application, whether completed by themselves or an agent. If false or misleading information is submitted, AITSL will decline to assess the application and any future applications submitted in the applicant's name. AITSL will also notify the Department of Home Affairs.

2. Complete your application

Applicants are required to provide a range of certified copies of original documents as part of their application. Use the application checklist in Part C to compile all application documents.

Document preparation

Colour copies

Applicants are required to submit colour copies with a minimum resolution of 300dpi.

Do not submit:

- Copies that are missing part of a document (header, footer, all pages)
- Copies of photographs
- Black and white copies
- Low resolution copies
- Copies of copies

Certified documents

All documents must be certified copies of original documents. Documents must be certified by one of the following authorised persons. The listed certifiers do not need to be located in Australia.

- Certified Practising Accountant
- Justice of the Peace
- Judge
- Chartered Accountant
- Notary Public
- Commissioner for Oaths
- Solicitor
- Magistrate
- Australian Embassy/High Commission staff
- Registered medical doctor
- School principal

The certifier must:

- clearly indicate on **each page** of each document that it is a *certified true copy of the original document*
- sign and date **each page** of each document
- provide their full name, occupation, address and phone number.

AITSL will **not** accept certified electronic/scanned documents, a certified copy of a copy or a copy with previous certification stamps. Original documents and copies of documents, submitted as part of an application, will **not** be returned to the applicant or agent.

Translation of documents

All documents in a language other than English must:

- be translated into English by an accredited translator (in any country) and
- include the name, authority and contact details of the translator, with the documents.

Applicants must provide certified copies of the original language documents and certified copies of the translated documents.

Please do not submit your application bound, stapled or in plastic sleeves.

Document content

Evidence of supervised teaching practice

Supervised teaching practice is the compulsory component of an initial teacher education (ITE) program during which time a student teacher is on a school placement and engaged in teaching and learning process with school students. This teaching practice is under the supervision of a qualified teacher and university education staff and is formally assessed.

An official statement from the university awarding the ITE qualification (not affiliated colleges, schools or training providers) is required as evidence of supervised teaching practice.

The document must:

- be on official university letterhead
- be signed and dated by a university representative
- state the duration of the supervised teaching practice completed
- state the age range of the students taught
- state the setting in which the practice was completed.

Recent graduates from Australian universities

Applicants who have completed qualifications at an Australian university in the six months prior to submitting an application are not required to provide a final award certificate (testamur). Recent graduates from an Australian university are required to submit:

- a final academic transcript for each year of study
- an official statement confirming completion of study by the university registrar.

For studies completed in Australia more than six months before submitting an application to AITSL, a final award certificate (testamur) must be submitted.

Qualifications from the People's Republic of China

Applicants with qualifications from the People's Republic of China are required to submit original bound booklets, issued by a Notary Public Office in China, for the following degree documents:

- certificate of graduation
- final academic transcript
- degree certificate.

Each booklet must include a notarial certificate providing evidence that the document is a true copy of the original. These documents remain on the applicant's assessment file and will not be returned.

Privacy policy

The information provided will be used only for the purpose of an assessment by AITSL. When necessary, AITSL may make enquiries in order to complete the assessment of an application. In certain circumstances, information and documents provided as part of this application may be provided to the Department of Home Affairs, who may use the information for their lawful purposes and in accordance with the Privacy Act 1988.

3. Submit your application

Submit complete applications only. All parts of Part C must be completed and certified copies of all required supporting documents enclosed. Applications must be submitted in hardcopy only. Electronic documents will not be accepted.

Please ensure you have signed your application form, including payment authorisation.

Retain a copy of your application form and supporting documents for your records.

Applications can be sent to our Post Office (PO) Box address or courier address.

Postal Office address	Courier address
AITSL Assessment for Migration PO Box 347 Curtin ACT 2605 AUSTRALIA	AITSL Assessment for Migration Suite 29, 2 Endeavour House Captain Cook Crescent Manuka ACT 2603 AUSTRALIA

4. Receive your assessment

Notification and contact

Upon receipt of an application and approval of payment, AITSL will send a notification email with a reference number with the prefix 'WAMS' to the applicant or their nominated agent. This email may take up to ten (10) working days from the date AITSL receives the application.

Applicants must contact AITSL by email to notify of any change to a postal or email address.

Assessment time

The standard assessment time is 10 weeks from the date of AITSL's initial notification email. Submission of an incorrect or incomplete application will delay the assessment outcome.

AITSL does not offer a fast track assessment service. If an outcome is required by a specific date it is the applicant's responsibility to submit an application as early as possible. All assessment applications are processed in the order in which they are received.

AITSL does not provide information on the progress or status of an assessment application.

Document request by AITSL

As part of the assessment process it may be necessary for AITSL to request additional documentation or information from the applicant or a third party.

Assessment outcome

The assessment outcome will be sent via Australia Post registered mail or registered international mail. Outcomes are not provided electronically or via telephone. Only one original assessment outcome is issued. A black and white copy of the copy of the original outcome is available on request for a fee.

Successful applicants will receive an AITSL Skills Assessment Certificate valid for two (2) years from the date of issue.

5. After your assessment

Contact the [Department of Home Affairs](#) for next steps in your migration process.

To work as a teacher in Australia you will need to gain registration with the teacher regulatory authority in the relevant state/territory. A complete list of teacher regulatory authorities is available on our website www.aitsl.edu.au/find-your-local-regulatory-authority.

Requested by applicant

Additional copies of the original outcome document are available on request for a fee.

New evidence

If you wish to submit new evidence obtained after the date of the assessment outcome such as a recent qualification or an Academic IELTS test result, a new assessment application will need to be submitted.

Appeal

A formal appeal can be requested if an applicant does not agree with the assessment outcome. The request must be made within sixty (60) days of the date the outcome was issued. The fee for an appeal is AUD830, and is payable in advance.

Part C – Application form

Section 1 of 8

Application checklist

This application checklist is provided to assist you with preparing and submitting a complete application. Complete and include the checklist with your application.

1. **Application form**

- Application form, including signed declaration (required)

2. **Proof of identity**

- Passport identity page – must be current and valid at time of application (required)
- Evidence of name change. E.g. birth certificate, marriage certificate, or deed poll (if applicable)

3. **Qualifications**

i. **Initial Teacher Education (ITE) qualification (page 11)**

- Final award certificate (testamur) for ITE qualification from awarding university (required)
- Final academic transcript for each year of the ITE qualification from awarding university (required)
- Evidence of supervised teaching practice: an official, signed and dated document from the awarding university (required)

ii. **Other higher education qualifications (page 12)**

- Final award certificate (testamur) for all other qualifications from each awarding university (required)
- Final academic transcript for each year of other qualifications from each awarding university (required)

2. **English language proficiency (page 13)**

- Academic International English Language Testing System (IELTS) Test Report Form (TRF) (if applicable)

Applicant details

Personal details

Title (Miss, Mrs, Mr, Ms, Dr):

Gender: Female Male Unspecified

First name:

Family name:

Official name on passport:

Previous family name(s):

Date of birth (dd/mm/yyyy): / /

Country of birth:

Postal address:

Email address:

Previous AITSL Assessment number (if applicable):

Teacher registration (Australia):

Agent authorisation and contact details (if applicable)

Title (Miss, Mrs, Mr, Ms, Dr):

Full name:

Company name:

Postal address:

Email address:

Applicant's original signature (not agent):

Date (dd/mm/yyyy): / /

Part C – Application form Section 3 of 8

Initial Teacher Education (ITE) qualification

Complete details of your teaching qualification.

AITSL does not assess short courses (less than one year full-time study), professional development programs or incomplete qualifications.

Title of award:

Year completed:

Year awarded:

Awarding institution:

Country of institution:

Duration of supervised teaching practice:

Standard full-time duration of qualification (years):

Reason if completed in less time than normal time:

Start date: Finish date: Duration of study (years):

Study type (select one): Full-time Part-time

Part C – Application form Section 4 of 8

Other higher education qualifications

List all other higher education qualifications. AITSL does not assess short courses (less than one year full-time study), professional development programs or incomplete qualifications.

Qualification 1

Title of award:

Year completed:

Year awarded:

Awarding institution:

Country of institution:

Standard full-time duration of qualification (years):

Reason if completed in less time than normal time:

Start date: Finish date: Duration of study (years):

Study type (select one): Full-time Part-time

Qualification 2

Title of award:

Year completed: Year awarded:

Awarding institution:

Country of institution:

Standard duration of qualification (years):

Reason if completed in less time than normal time:

Start date: Finish date: Duration of study (years):

Study type (select one): Full-time Part-time

Copy this page to include additional higher education qualifications.

English language proficiency

All applicants must meet the English language proficiency criterion by meeting one of the following options. The criterion is informed by the nationally consistent registration requirements which represent the standard of English required for teaching in Australian schools.

Please select one of the following options:

Option 1

Completion of at least four full years of study (or part-time equivalent) in higher education (university) in Australia, Canada, the Republic of Ireland, New Zealand, the United Kingdom or the United States of America resulting in qualification/s comparable to the educational level of an Australian Bachelor degree (Australian Qualifications Framework Level 7) or higher. This study must include a relevant initial teacher education qualification.

Or

Option 2

An Academic version of the International English Language Testing System (IELTS) Test Report Form (TRF) that shows a score of at least 7.0 for both Reading and Writing; and a score of at least 8.0 for both Speaking and Listening. The IELTS test scores must appear on a single IELTS TRF and be the result of a test undertaken during the 24 month period prior to submitting an application.

NOTE: AITSL reserves the right to ask an applicant to undertake the Academic version of the IELTS test if there is uncertainty about their level of English language proficiency.

Certifying officer details

Name:

Email:

Telephone number:

Additional details:

(professional registration number if applicable)

Occupation

- | | |
|--|---|
| <input type="checkbox"/> Certified Practising Accountant | <input type="checkbox"/> Solicitor |
| <input type="checkbox"/> Justice of the Peace | <input type="checkbox"/> Magistrate |
| <input type="checkbox"/> Judge | <input type="checkbox"/> Australian Embassy/High Commission staff |
| <input type="checkbox"/> Chartered Accountant | <input type="checkbox"/> Registered medical doctor |
| <input type="checkbox"/> Notary Public | <input type="checkbox"/> School principal |
| <input type="checkbox"/> Commissioner for Oaths | |

Copy this page and include with your application if you need to identify more than one certifier.

Payment authorisation

Payment Advice

- The skills assessment fee is AUD830
- Ensure all the information in the payment authorisation is correct, including cardholder's name and signature.
- Ensure sufficient credit is available to complete the transaction.
- Ensure that you have notified your bank you have authorised an overseas transaction.
- Assessment of an application will not commence until a successful payment is processed.

Credit card authorisation

Complete all sections.

Card type	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard (indicate one only)

Name on card		

Credit card number	/	/ /

Expiry date	/	(mm/yy)

<i>I authorise AITSL to deduct the skills assessment fee of AUD830</i>		

Cardholder's signature		

Current date	/	/ (dd/mm/yyyy)

Applicant declaration

I, (insert applicant’s name).....declare that:

	<i>Please check</i>
	<input checked="" type="checkbox"/>
1 I am lodging a complete application for assessment for the nominated occupation Secondary school teacher (ANZSCO 241411)	<input type="checkbox"/>
2 I have read and understood the assessment criteria	<input type="checkbox"/>
3 I have read and understood the advice on supporting documents and enclose correctly certified copies of required supporting documentation	<input type="checkbox"/>
4 I have read and understood AITSL’s Privacy policy	<input type="checkbox"/>
5 The information contained in this Application Form and supporting documents is true and correct	<input type="checkbox"/>
6 I understand that submission of an incorrect or incomplete application will result in a delay to the standard assessment time	<input type="checkbox"/>
7 I understand if additional information is requested and I fail to provide this by the specified date, my file will be closed and I will not be entitled to a refund	<input type="checkbox"/>
8 I understand information contained in this Application Form and supporting documents may be provided to the Department of Home Affairs	<input type="checkbox"/>
9 I understand providing false or misleading information is a serious offence under the Criminal Code	<input type="checkbox"/>
10 I understand if I submit false or misleading information AITSL will notify the Department of Home Affairs and will decline to assess my application and any further assessment applications submitted in my name	<input type="checkbox"/>
11 If I have disclosed anyone else’s personal information, I confirm that it is with their consent	<input type="checkbox"/>
12 I undertake to inform AITSL of any changes to my circumstances (e.g. name change, change of email or postal address) while my application is being considered	<input type="checkbox"/>
13 I authorise AITSL to make enquiries necessary to assist in the completion of my assessment application, including verifying qualifications with the awarding institution/s	<input type="checkbox"/>
14 I am the person named in this application and the supporting documents.	<input type="checkbox"/>

APPLICANT’S SIGNATURE (not agent):

Date: / / (dd/mm/yyyy)

Request for Skilled Employment Statement (Optional)

A skilled employment statement is an optional summary of your relevant skilled employment which you can use as part of the Points Test for skilled migration. If you gain a positive skills assessment you can receive a statement.

We can assess skilled employment that was:

- completed in any country
- closely related to your nominated school teacher occupation
- undertaken within the past 10 years
- undertaken after the completion of an initial teacher education qualification
- for at least four consecutive weeks and at least 20 hours per week
- undertaken within a registered school setting
- paid employment.

To be included in a skilled employment statement, your employment in Australia must total at least one year. For employment outside Australia it must total a minimum of three years.

A skilled employment statement requires an applicant to submit original employment statements on official letterhead of the employing authority, be signed and dated and include the following information:

- name of school
- name of employer
- address of employer
- dates of employment - start and finish dates (month/year)
- title of position/job
- hours of employment per week.

Skilled employment advice is based on original statements of employment only. Statements of employment remain an official AITSL record and will not be returned to the applicant. Certified copies of employment statements, pay slips or employment contracts are not acceptable. Be sure to include your original statements to your completed request form.

Complete this request form and include it, and your original employment statements, with your application for skills assessment if you wish to receive a skilled employment statement.

Yes, I wish to receive a Skilled Employment Statement if I receive a positive skills assessment.

Yes, I have included my original employment statement/s with this request.

Yes, I confirm that the content of the original employment statement/s is true and correct and refers to employment completed by the applicant.

Applicant name:

APPLICANT'S SIGNATURE:

Date: / / (dd/mm/yyyy)