



**Australian Computer Society**

**PRE-ASSESSMENT SKILLS APPLICATION (PASA)**

**GUIDELINES FOR APPLICANTS**

**July 2011 v1.0**

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**PRE-ASSESSMENT SKILLS APPLICATION (PASA)**  
**GUIDELINES FOR APPLICANTS JULY 2011**

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## Contents

1. <b>INTRODUCTION</b> .....	3	6.5 GROUP E (Unsuitable) .....	15
1.1 New Points Test – July 1, 2011. ....	3	6.6 SUMMARY OF ASSESSMENT CRITERIA .....	16
2. <b>APPLICATION TYPES</b> .....	4	7. <b>ACADEMIC REQUIREMENTS</b> .....	19
2.1 ASSESSMENT CRITERIA .....	5	7.1 RECOGNITION AND ASSESSMENT .....	20
3. <b>MAKING AN APPLICATION</b> .....	6	7.2 RECOGNITION OF PRIOR LEARNING (RPL).....	21
3.1 CERTIFIED DOCUMENTS .....	7	7.3 RPL PROJECT REPORTS .....	22
3.2 TRANSLATION OF DOCUMENTS .....	8	8. <b>ASSESSMENT OF SKILLED EMPLOYMENT</b> .....	23
3.3 STATUTORY DECLARATIONS .....	8	8.1 SELF EMPLOYED APPLICANTS .....	24
3.4 DOCUMENT VALIDATION .....	9	9. <b>ASSESSMENT OUTCOMES</b> .....	24
3.5 APPLICATION STATUS .....	9	10. <b>REVIEW &amp; APPEAL</b> .....	24
3.6 APPLICATION PROCESSING TIME.....	9	10.1 REVIEW .....	25
3.7 PAYMENT OF APPLICATION FEE .....	10	10.2 APPEAL.....	26
3.8 ACS MEMBER DISCOUNT .....	10	10.3 REASSESSMENT .....	26
3.9 REFUNDS & WITHDRAWALS .....	10	10.4 RE-VALIDATION .....	27
4. <b>MIGRATION AGENTS</b> .....	11	10.5 THE COMMONWEALTH OMBUDSMAN.....	27
5. <b>RESULT LETTER</b> .....	11	10.6 ACS PRIVACY POLICY.....	27
5.1 REPLACEMENT RESULT LETTER.....	11	10.7 PERSONAL INFORMATION ACCESS.....	27
6. <b>QUALIFICATION REQUIREMENTS</b> .....	12	10.8 DATA MATCHING & FALSE INFORMATION.....	28
6.1 QUALIFICATION REQUIRMENTS FOR GROUP A (Suitable).....	12	10.9 PLAGIARISM.....	28
6.2 QUALIFICATION REQUIRMENTS FOR GROUP B (Suitable).....	13	11. <b>AUTHORITY</b> .....	29
6.3 QUALIFICATION REQUIRMENTS FOR GROUP C (Suitable).....	14	12. <b>PROFESSIONAL OCCUPATIONS</b> .....	29
6.4 GROUP D (Unsuitable) .....	15	13. <b>REFERENCES &amp; RESOURCES</b> .....	29

# 1. INTRODUCTION

[Back to Contents](#)

Welcome to the Pre-Assessment Skills Application Guidelines (PASA).

The purpose of the PASA Guidelines is to provide the information required to submit an ICT skills assessment for a general skilled migration or sponsored visa.

[The Australian Computer Society \(ACS\)](#) is the assessment authority authorized to assess ICT educational qualifications and ICT skilled employment in relation to the nominated occupation [ANZSCO code](#) selected by the applicant.

The ACS will issue a result letter to the applicant with a “Suitable” or “Unsuitable” designation at the completion of a skills assessment application.

Applicants need to consider the best nominated occupation [ANZSCO code](#) from the [Skilled Occupation List](#) that suits their individual ICT educational qualifications and ICT skilled employment. The skills assessment will be based on the ANZSCO code criteria.

For choosing an ANZSCO code, please refer to the [Skilled Occupation List](#) on the DIAC website.

Job descriptions are set out in the ANZSCO Code Descriptions in the [Australian Skills Recognition Information](#).

## SUMMARY

- The ACS is the relevant assessing authority to assess ICT qualifications and ICT employment experience.
- The ACS will provide the applicant with a skills assessment result letter.
- The applicant is required to choose a nominated occupation ANZSCO code best suited to their individual ICT educational qualifications and ICT skilled employment.

## 1.1 New Points Test – July 1, 2011.

Effective from the 1st of July 2011, a new points test will be used by the Department of Immigration and Citizenship (DIAC) for certain Skilled Migration Visas. Applicants are still required to provide DIAC with a valid and current skills assessment of their nominated occupation from the Skilled Occupation List (SOL).

As an authorised assessment authority, the ACS is able to provide applicants with ICT Skills Assessments for migration purposes. Applicants are required to submit an ICT skills assessment result letter to DIAC when applying for a General Skilled or Sponsored Migration Visa.

The ICT educational qualifications and ICT skilled employment can be gained in Australia or Overseas and must be in the applicant’s nominated occupation or a closely related occupation.

While the ACS is able to advise applicants regarding the relevance of the ICT content of their educational qualifications and skilled employment within their nominated occupation, the final decision in awarding points remains with DIAC.

## 2. APPLICATION TYPES

[Back to Contents](#)

There are **four (4)** skills application types

1. **Recent Graduates of an Australian University in Australia**
2. **Recent Graduates of an Australian University in Australia wanting ICT experience considered**
3. **Skills**
4. **RPL - (Recognition of Prior Learning)**

### 1 - Recent Graduates of an Australian University in Australia

This application is for skilled employment exemption under the Australian study requirement.

The course must be registered on [CRICOS](#) as being a total of at least 92 weeks duration and completed in no less than 16 calendar months. The course must have been undertaken while in Australia and have had all instruction conducted in English.

Any study used to meet the Australian study requirement must be closely related to the nominated occupation and undertaken on a visa that allows study in Australia.

### 2 - Recent Graduates of an Australian University in Australia wanting ICT experience considered

This application is the same as the Recent Graduate application with the option for the applicant to have skilled employment assessed with the application.

### 3 - Skills

This application is a general skills application for applicants with an ICT Diploma Degree or higher and ICT skilled employment.

#### 4 - RPL – (Recognition of Prior Learning)

This application is for applicants without an ICT educational qualification. It provides the opportunity to demonstrate that the applicant has acquired a level of knowledge equivalent to that of a formal tertiary ICT qualification.

There are **two (2)** categories applicable for RPL applications.

1. Applicants with a **non** ICT degree qualification.
  - Applicants require a minimum of **six (6) years** of full time professional ICT skilled employment in a field **closely related** to the nominated occupation [ANZSCO Code](#).
  - Provide proven knowledge of skilled employment through detailed documentation. ([See Assessment of Skilled employment](#)).
  - Complete the ACS Key Areas of Knowledge document - [Sections 2-4 of PASA \(RPL\)](#)
  - Complete **two (2)** project reports (contained within the ACS Key Areas of Knowledge document).
  
2. Applicants with no tertiary qualifications.
  - Applicants require a minimum of **six (6) years** of full time professional ICT skilled employment in a field **closely related** to the nominated occupation [ANZSCO Code](#).
  - Applicants also require an additional **two (2) years** of ICT skilled employment but in this instance is not required to be relevant to the ANZSCO code. (This equates to the equivalent of a Diploma study period being the minimum requirement).
  - Provide proven knowledge of skilled employment through detailed documentation. ([See Assessment of Skilled employment](#)).
  - Complete the ACS Key Areas of Knowledge document - [Sections 2-4 of PASA \(RPL\)](#)
  - Complete **two (2)** project reports (contained within the ACS [Key Areas of Knowledge](#) document).

## 2.1 ASSESSMENT CRITERIA

Suitable skills assessment applications fall into **three (3)** distinct groupings.

1. [Group A](#) - refers to application type “**Skills**” on the [application form](#). This application is for applicants with a Bachelor Degree or higher, with an ICT major and ICT skilled employment.
2. [Group B](#) - refers to application type “**Skills**” on the [application form](#). This application is for applicants with a Diploma or Bachelor Degree, with a minor in ICT and ICT skilled employment.
3. [Group C](#) - refers to application type “**Recent Graduate**” on the [application form](#). This application is for applicants applying for skilled employment exemption. Applicants need to have completed an Australian degree within **six (6) months** from the date of submission of their application.

### 3. MAKING AN APPLICATION

[Back to Content](#)

The applicant is required to complete all the information on the online Pre-Assessment Skills Assessment (PASA) application form found at - [ACS Online Application Form](#)

Please electronically attach certified copies of documents into the online application form for more efficient processing of your application.

After submitting the online application form, a confirmation Email with an application reference number and password will be sent to the applicants nominated email address.

Applicants must print the online application form and the confirmation Email. Sign the application form and mail the documents to the ACS. A physical copy of the application form and confirmation email is required by the ACS.

The ACS requires the following documents to start the application process.

***Please do not send original documents as the ACS is unable to return documents.***

***Please translate all documents that are not in English [Acceptable Translators](#).***

1. Copy of the Application Form signed by the applicant
2. Copy of the Email Confirmation
3. [Certified copy](#) of birth certificate or passport
4. [Certified copy](#) of academic qualification certificates
  - Title of award
  - Name of awarding institution
  - The year it was conferred
  - Grade achieved
5. [Certified copy](#) of academic transcripts
6. Certified copies of detailed [employment references](#)
7. [Payment of the application fee](#)
8. [2 project reports](#) if applying for [Recognition of Prior Learning](#)

The assessment process will begin on the date that a completed application form is received by the ACS.

It is important to provide all the above mentioned information with the application. Only information provided with the application will be considered during the assessment.

When assessing the application, the ACS compares the education and employment experience against an equivalent occupation in Australia. This requires detailed and precise information on the ICT education and ICT employment experience of the applicant.

General or unclear statements by employers or training institutions will not be sufficient evidence of education or employment experience.

Please provide documents that are legible and with fonts no smaller than a standard 10 point font.

Please provide all documents in A4 (Width 21cm - Height 29.7cm) single page format without binding or covers.

## 3.1 CERTIFIED DOCUMENTS

[Back to Content](#)

All copied documents submitted with an application must be certified copies.

A document is certified when a copy of the original document has been sighted and stamped by appropriate authorized person.

To be a certified document the copy needs to clearly show on every page of the copied document the following information.

- The words “Certified True Copy of the Original”
- The original signature of the certifying person
- The name, date & provider or registration number or designation (eg: Police Officer) of the certifying person legibly printed with the signature.

### **Certification is required for:**

- Identification documents such as Passport & Birth Certificate
- Educational & Training Certificates
- Professional Memberships
- Certificates

### **Certification can be authorized within Australia by:**

- a registered migration agent
- a justice of the peace or a bail justice
- an Australian lawyer
- a member of the police force
- a sheriff or a deputy sheriff
- a councillor of a municipality
- a senior officer of a council
- a medical practitioner
- a dentist
- a veterinary practitioner
- a pharmacist
- a principal in the teaching service
- a manager of an authorised deposit-taking institution
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- a secretary of a building society
- a minister of religion authorised to celebrate marriages
- a public notary
- a member or former member of either House of the Parliament of the Commonwealth

Copies certified outside Australia need to be certified by the equivalent of a Justice of the Peace or Commissioner for Declarations. Local courts & embassies can provide further information regarding certifying documents outside Australia.

### **The ACS is unable to accept:**

- Photocopies of certified copies
- If the certifying officers identity is unclear or the certifier’s contact details are not legible



## 3.2 TRANSLATION OF DOCUMENTS

[Back to Content](#)

### Applications Submitted Within Australia

Acceptable translations may be obtained from translators accredited with the National Accreditation Authority for Translators and Interpreters ([NAATI](#)).

### Applications Submitted Outside Australia

Acceptable translations can be obtained from –

- **A Ministry of Justice or equivalent in the country where the qualification was obtained.**
- **The Australian Education International Section (AEIS) at an Australian Diplomatic Mission.**
- **Australian High Commission, Consulate or Embassy**
- **Private & Commercial Translators**
- **The Awarding Institution**

Overseas translations must be completed on the organizations letterhead and include an official stamp, the translators name, signature and contact telephone number ALL IN BLOCK LETTERS legibly printed with the signature.

It must be possible for the ACS to contact the translator if necessary to verify the translated documents from the details provided.

When submitting foreign language documents the following must be provided –

- Certified copies of all foreign documents
- Certified copies of the English translations

## 3.3 STATUTORY DECLARATIONS

A [Statutory Declaration](#) is a written statement declared to be true in the presence of an authorised witness.

Applicants can submit statutory declarations for the following circumstances –

- Past education providers or employers no longer exist
- You are reluctant to approach your current employer for a statement of service
- You submit a reference from your colleague who occupies or has occupied a higher position than you and is an expert in your nominated occupation, within the organisation you were employed (An organisation chart signed by your colleague's immediate supervisor must be included)

***Please note: that self-references from applicants, even in the nature of statutory declarations, will not be accepted as evidence of employment.***

Applicants may submit a personal statement on a properly signed and witnessed [Statutory Declaration](#).

Essential information required for a Statutory Declaration:

- The reason for submitting a Statutory Declaration
- All the necessary detail regarding your education and employment

If you provide a Statutory Declaration with your application, you must also provide some form of corroborative information from a third party to substantiate the claims made in the Statutory Declaration.

### 3.4 DOCUMENT VALIDATION

[Back to Content](#)

The content of all documents must be able to be verified by the ACS. Sufficient information must be provided to allow verification of your documents.

Please provide legible documents and do not use fonts smaller than a standard 10 point font.

Please keep a copy of all documents sent to the ACS as documents are unable to be returned.

All supporting documentation must match the information as provided electronically on the application form.

### 3.5 APPLICATION STATUS

After completing the Online Application, applicants will receive an acknowledgement email with instructions on how to access the ACS secure website.

Applicants can check the [application status](#) using their application number and password.

Applicants are advised to keep a record of the ACS application number for personal records and to quote the application number in all correspondence with the ACS for quick and efficient access.

It is important to include an email address with the application and for applicants to check their email on a regular basis for ACS correspondence regarding their skills assessment.

ACS will update applicants via email if further documents and information is required.

### 3.6 APPLICATION PROCESSING TIME

The skills assessment is a matter of assessing an applicant's specific qualifications and experience against the nominated occupation as required by [DIAC](#). With a high number of qualifications and educational institutions around the world, this can prove to be a complex and lengthy process.

Qualifications have varying subjects, choice of units and exemptions, making each individual assessment a unique mix of qualifications along with differing degrees of experience.

The ACS employs a thorough quality process in verifying qualifications with educational institutes and reference checking for skilled employment. This is to substantiate documented evidence and can take a considerable amount of time to process.

All applications are processed as efficiently as possible depending on the quality of documentation and information provided by the applicant. ACS adheres to a continuous improvement policy in creating more efficient processes to reduce processing timeframes. The application completion timeframe is approximately 12 weeks from the receipt of the physical documentation.

### 3.7 PAYMENT OF APPLICATION FEE

[Back to Content](#)

Preferred Method of Payment is via Credit Card – [Cost & Charges](#)

Major credit cards acceptable are:

- **Visa**
- **MasterCard**
- **American Express**

Alternative payment must be made for declined credit cards.

Alternative payment can be made by cheque, money order or international bank draft made payable to “The Australian Computer Society”. Payment by these methods will delay processing time until clearance of payment.

ACS is unable to process cash payments.

International Fund Transfers & Direct deposit account details:

<b>Bank:</b>	<b>Commonwealth Bank of Australia</b>
<b>Branch:</b>	<b>Corner Liverpool &amp; Castlereagh St, SYDNEY, NSW, 2000, AUSTRALIA</b>
<b>Branch Number:</b>	<b>(BSB) 062 - 017</b>
<b>Account Name:</b>	<b>Australian Computer Society Inc. Council Account</b>
<b>Account Number:</b>	<b>80 - 1049 SWIFT Code: CTBAAU2S</b>

Please include the applicant’s full name in the Remitter Details of the payment advice and a copy of the transfer paperwork or evidence in the application as proof of payment. A receipt will be issued to acknowledge that the ACS has received your application and fee.

### 3.8 ACS MEMBER DISCOUNT

[Professional members of the ACS](#) can receive a discounted skills application, if the member holds more than 12 month’s membership as a Certified Professional and have their 2<sup>nd</sup> year renewal membership paid in full.

### 3.9 REFUNDS & WITHDRAWALS

Payment fees are not refundable after preliminary work or formal assessment has commenced or the formal assessment has been completed.

## 4. MIGRATION AGENTS

[Back to Content](#)

Australia's privacy legislation prohibits the ACS from discussing application details unless authorised by the applicant.

Applicants can authorize an agent to handle the assessment application by completing the following form and including it with the application.

### [Appointment of a Migration Agent or Exempt Person or Other Authorised Recipient](#)

Please advise ACS in the event that a migration agent has changed or is no longer required.

To find a migration agent visit [Migration Agents Registration Authority \(MARA\)](#)

For information regarding Migration Agents outside Australia please refer to the Department of Immigration & Citizenship [Migration Information](#)

## 5. RESULT LETTER

The result letter may be required to be submitted with your migration application to the [Department of Immigration and Citizenship \(DIAC\)](#). Please contact DIAC regarding specific requirements.

A positive skills assessment is only one of the requirements that will be considered by the Australian migration authorities in your application for migration.

It is advisable to make certified copies of your skills assessment for personal use and reference for future purposes.

### 5.1 REPLACEMENT RESULT LETTER

A replacement is a reprint of your result letter, with the original date.

Complete and sign the [Application for Replacement of a PASA Result Letter](#), quoting your file number and post to the ACS with the replacement fee.

Please ensure that you include your current address on the replacement request.

A request for a Result Letter Replacement can only be accepted by post or fax - emailed or verbal requests cannot be processed.

Result Letters that expire after the validation date cannot be re-issued. A new skills assessment will need to be completed. Please refer to Re-validation section.

## 6. QUALIFICATION REQUIREMENTS

[Back to Content](#)

### 6.1 QUALIFICATION REQUIREMENTS FOR GROUP A (Suitable)

Applicants with a Bachelor Degree or higher with an ICT major and ICT skilled employment need to provide documented evidence that they have a qualification comparable to the educational level of an Australian qualification in line with the [Australian Qualifications Framework \(AQF\) standards](#).

Qualifications include -

- Bachelor (undergraduate) Degree
- Graduate Diploma
- Higher Degree level qualification

The qualification must be a major in ICT, and the predominant objective of the course should be to educate individuals to be professionals in ICT.

The course should be in a **highly relevant** field to the nominated occupation ANZSCO code. Course units will be assessed according to the ICT content and whether units are **highly relevant** to the nominated occupation ANZSCO code.

Please refer to [ANZSCO Code](#) for current occupation codes and to [ANZSCO Code Descriptions](#) for occupation descriptions.

Also required for Group A, is a minimum of **two (2) years** full time professional ICT skilled employment in a field **closely related** to the nominated occupation ANZSCO Code. This skilled employment must be completed within the previous **seven (7) years** of the Skills Assessment.

**Please Note:** If the ICT qualification is **not highly relevant** to the nominated occupation ANZSCO Code, a minimum of **four (4) years** of full time professional ICT skilled employment in a field **closely related** to the nominated occupation ANZSCO Code is required.

#### ICT Major

A major in a Bachelor degree must have a minimum of two equivalent full-time semesters of ICT content. Such ICT content must progress through all years of the program with at least one third of it being at a demonstrably advanced level (final year level).

A Graduate Diploma or Masters degree that does not require an ICT major degree level qualification or equivalent for entry, being substantially undergraduate in content, must

- Contain a minimum of three semesters
- Contain a minimum of twelve units
- Contain two semesters of full-time equivalent ICT content
- Be underpinned by an ICT or non-ICT degree level qualification or an AQF Advanced Diploma or Diploma equivalent
- Have at least one semester of ICT study at a demonstrably advanced level

A major in ICT for a Post Graduate Diploma or higher degree qualification that requires a degree-level qualification in ICT or equivalent for entry must have an ICT content of at least one third, all of which must be at post graduate level.

Duration of study is expressed for full-time study. Where study is completed at a rate less than full-time, scaling to the equivalent of full-time is applied.

## 6.2 QUALIFICATION REQUIRMENTS FOR GROUP B (Suitable)

[Back to Content](#)

Applicants with a Diploma with a major or Bachelor Degree or higher with a minor in ICT and ICT skilled employment need to provide documented evidence that they have a qualification comparable to the educational level of an Australian qualification in line with the [Australian Qualifications Framework \(AQF\) standards](#).

Qualifications include -

- Diploma or AQF Advanced Diploma with a major in ICT
- An AQF Bachelor (undergraduate) degree with a minor (sub-major) in ICT
- A Graduate Diploma, or higher qualification with a minor (sub-major) in ICT

All qualifications should be within a **highly relevant** field to the nominated occupation ANZSCO Code. Also required is a minimum of **five (5) years** of full time professional ICT skilled employment in a field **closely related** to the nominated occupation ANZSCO Code. This skilled employment must be completed within the previous **ten (10) years** of the Skills Assessment.

**Note:** *If the ICT qualification is **not highly relevant** to the nominated occupation ANZSCO Code, a minimum of **six (6) years** of full time professional ICT skilled employment in a field **closely related** to the nominated occupation ANZSCO Code is required.*

### ICT Major

For an AQF Diploma or an AQF Advanced Diploma or overseas equivalent, the ICT content must be at least 50%.

### ICT Minor

For a minor (sub-major) for a Bachelor degree the ICT content must be at least 20%.

For a minor (sub-major) for a Graduate Diploma or higher degree qualification that does not require an ICT major degree level qualification or equivalent for entry, a minor (sub-major) must be at least 50%.

For a minor (sub-major) for a Graduate Diploma or higher degree qualification that does require an ICT major degree level qualification or equivalent for entry, a minor (sub-major) must be at least 15% and less than 33%.

The following certification courses, either individually or in combination, may be sufficient to meet the qualifications criteria:

- Microsoft Certified Systems Engineer, Microsoft Certified Solution Developer, Certified Lotus Professional or Certified Novell Engineer (from 1997)
- Certified Directory Engineer from Novell, Master Certified Novell Engineer, Certified Novell Instructor, CITEC Certified Engineer or Oracle Certified Master (from 2004)
- Microsoft Certified Professional Developer or Microsoft Certified IT Professional (from 2007)
- Certified Information Systems Auditor or Certified Information Security Manager from Information Systems Audit and Control Association (from 14 June 2007)
- Certified Information Systems Security Professional from International Information Systems Security Certification Consortium (from May 2008)
- Microsoft Certified Technology Specialist (from August 2009)

## 6.3 QUALIFICATION REQUIRMENTS FOR GROUP C (Suitable)

[Back to Content](#)

Applications for this group are for skill assessments submitted to the ACS indicating the applicant is seeking recent skilled employment exemption under the DIAC provisions currently in place for applications meeting the Australian study requirement.

Refer to [DIAC GSM Booklet - 1119](#).

Applicants should provide evidence that they have a qualification accredited as comparable to an [Australian Qualifications Framework \(AQF\)](#)

Qualifications include -

- Bachelor (undergraduate) degree, or
- Graduate Diploma, or
- Higher degree level qualification

The qualification can be obtained from Australia or Overseas and must have a major in ICT in a highly relevant field to the nominated occupation ANZSCO Code.

### **ICT Major**

A major in a Bachelor degree must have a minimum of two equivalent full-time semesters of ICT content. Such ICT content must progress through all years of the program with at least one third of it being at a demonstrably advanced level (final year level).

A Graduate Diploma or Masters degree that does not require an ICT major degree level qualification or equivalent for entry, being substantially undergraduate in content, must

- Contain a minimum of three semesters
- Contain a minimum of twelve units
- Contain two semesters of full-time equivalent ICT content
- Be underpinned by an ICT or non-ICT degree level qualification or an AQF Advanced Diploma or Diploma equivalent
- Have at least one semester of ICT study at a demonstrably advanced level

A major in ICT for a Post Graduate Diploma or higher degree qualification that requires a degree-level qualification in ICT or equivalent for entry must have an ICT content of at least one third, all of which must be at post graduate level.

Duration of study is expressed for full-time study. Where study is completed at a rate less than full-time, scaling to the equivalent of full-time is applied.

References for ICT Professional skilled employment may also be included in the PASA Application if applicants wish to have their professional ICT experience taken into consideration.

## 6.4 GROUP D (Unsuitable)

[Back to Content](#)

Applicants assessed as not meeting Group A, B or C requirements will be assessed as unsuitable.

*Please refer to the [Review & Appeal](#) process for any disputes regarding this result.*

## 6.5 GROUP E (Unsuitable)

Applicants who do not provide sufficient documentation within the specified time frame to enable their skills to be assessed will be assessed as unsuitable.

All applications receiving this result are required to submit a new application for any future assessments.



## 6.6 SUMMARY OF ASSESSMENT CRITERIA

<b>GROUP A</b>		
<b>Level of Qualifications</b>	<b>Field of study</b>	<b>Skilled employment</b>
Qualifications assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor (undergraduate) degree or Graduate Diploma or higher degree level qualification	A major in ICT highly relevant to the nominated occupation	At least two (2) years of full time professional ICT skilled employment in a field closely related to the nominated occupation, completed in the seven (7) years before the date of application for Skills Assessment.
<b>OR</b>		
Qualifications assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor (undergraduate) degree or Graduate Diploma or higher degree level qualification	A major in ICT not highly relevant to the nominated occupation	At least four (4) years of full time professional ICT skilled employment in a field closely related to the nominated occupation

**GROUP B**

Level of Qualifications	Field of study	Skilled employment
<p>Qualifications assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Diploma or Advanced Diploma.</p> <p>*****</p> <p>Bachelor (undergraduate) degree, or Graduate Diploma, or higher qualification</p>	<p>A major in ICT highly relevant to the nominated occupation</p> <p>*****</p> <p>A minor (sub-major) in ICT highly relevant to the nominated occupation</p>	<p>At least five (5) years of full time professional ICT skilled employment in a field closely related to the nominated occupation, completed in the ten (10) years before the date of application for Skills Assessment.</p>
<b>OR</b>		
<p>Qualifications assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Diploma or Advanced Diploma.</p> <p>*****</p> <p>Bachelor (undergraduate) degree, or Graduate Diploma, or higher qualification</p>	<p>A major in ICT not highly relevant to the nominated occupation</p> <p>*****</p> <p>A minor (sub-major) in ICT not highly relevant to the nominated occupation</p>	<p>At least six (6) years of full time professional ICT skilled employment in a field closely related to the nominated occupation are required.</p>
<b>OR</b>		
<p>No ICT Bachelor with at least a minor (sub-major) in ICT, or no Diploma or Advanced Diploma with a major in ICT, but a qualification in another discipline which is assessed as being at least comparable to the general educational level of an Australian Qualifications Framework (AQF) Bachelor (undergraduate) degree or higher degree level qualification. Application through Recognition of Prior Learning (RPL).</p> <p>*****</p> <p>No tertiary qualification. Application through Recognition of Prior Learning (RPL).</p>	<p>At least six (6) years of full time professional ICT skilled employment in a field closely related to the nominated occupation</p> <p>*****</p> <p>At least eight (8) years of full time professional ICT skilled employment in a field closely related to the nominated occupation.</p>	

<b>GROUP C</b>		
<b>Level of Qualifications</b>	<b>Field of study</b>	<b>Skilled employment</b>
Qualifications comparable to Australian Qualifications Framework (AQF) Bachelor (undergraduate) degree or Graduate Diploma or higher degree level qualification	A major in ICT highly relevant to the nominated occupation	Recent skilled employment exemption under the DIAC provisions for applicants who meet the Australian study requirement * References for IT professional skilled employment may also be included in the PASA Application if applicants wish to have their professional ICT experience taken into consideration.

## 7. ACADEMIC REQUIREMENTS

[Back to Content](#)

### **Statement of Academic Record**

Statements of academic record (transcript) need to show the names of all the subjects studied and grades received.

Result slips or web results are not acceptable.

Please include a “legend” explaining the grading system to help clarify information.

### **Qualification Completed but Graduate Certificate not awarded**

In cases where the degree, diploma or certificate has not been awarded, an applicant is required to provide an official academic transcript which clearly states the applicant has met all of the course requirements and is eligible to be awarded the qualification.

### **Vendor Certification**

Applicants holding a professional or vendor certification (CP, IP3P, ITCP, MCTS etc.), is required to provide certification validation ID with a URL link as a proof of certification to facilitate verification of the authenticity of the certification.

### **Subject Exemptions**

If the university has granted exemptions or advanced standing in any ICT subjects, the applicant should submit the documents on which the exemptions were based (e.g. TAFE diploma, academic record or result slips supporting cross-institutional study at another university).

The ACS acknowledges the autonomy of higher education providers in granting credit transfer or recognition of prior learning in their own programs, but still requires documentation of exemptions for assessment quality guidelines.

### **Thesis or Research Project Abstract**

When the qualification includes a thesis or research project, an abstract of the thesis or research project should be included. The abstract should be endorsed by the primary supervisor where possible. The name of the University and the date of the thesis publication/project completion should appear on the front page of the abstract.

## 7.1 RECOGNITION AND ASSESSMENT OF ACADEMIC QUALIFICATIONS

[Back to Content](#)

For assessment purposes, all qualifications held by an applicant will be considered.

### Accredited and Recognised Degrees

"**Accredited degree**" means a degree awarded by a university to a student who successfully completed a program of study in ICT, which program is recognised after a documentation review and accreditation visit by the ACS.

Accreditation is valid for students enrolling until the end of the year specified in the list of [Accredited University Courses](#) for each course.

Unless otherwise stated, accreditation applies only to the [Accredited University Courses](#) conducted at the named campuses and locations.

"**Recognized degree**" means a degree normally awarded by a foreign educational institution, after successful completion of a program of study in ICT, which program has been –

- accredited by the responsible accrediting body in that country, which is a signatory to the [Seoul Accord](#), or
- Evaluated by the ACS as being equivalent to a degree accredited by the ACS or a signatory of the [Seoul Accord](#). These programs do not appear on the list of qualifications formally recognized under the Seoul Accord.

Through the [Seoul Accord](#), the signatories recognize the equivalence of the preparation of graduates of computing education programs accredited by the signatories for professional computing practice at the entry level.

If an applicant's degree falls in one of the categories referred to above the applicant will be assessed as meeting qualification requirements.

If an applicant's degree does not fall in one of the categories referred to above, the ACS will use the current Australian Education International-National Office of Overseas Skills Recognition ([AEI-NOOSR](#)) Country Education Profiles (CEP) to establish the educational level of the qualifications held by the applicant. Qualifications other than those listed in the relevant CEP are assessed individually.

A Bachelor or higher degree course undertaken by an applicant granted advanced standing, credit(s) or exemption(s) will only be regarded as undertaken where, in the opinion of the ACS, credit(s) or exemption(s) are given for equivalent subjects (particularly in terms of IT content) taken at an equivalent educational level in an institution of equivalent academic standing.

No advanced standing, credit or exemption given on the basis of qualifications from overseas will be considered in relation to an Australian Graduate Diploma or higher degree qualifications.

## 7.2 RECOGNITION OF PRIOR LEARNING (RPL)

[Back to Content](#)

The purpose of RPL is to provide applicants without an ICT educational qualification the opportunity to demonstrate that they have acquired a level of knowledge equivalent to that of a formal tertiary ICT qualification.

There are **two (2)** categories applicable for RPL applications.

8. Applicants with a **non** ICT tertiary qualification.

- Applicants require a minimum of **six (6) years** of full time professional ICT skilled employment in a field **closely related** to the nominated occupation [ANZSCO Code](#).
- Provide proven knowledge of skilled employment through detailed documentation. ([See Assessment of Skilled employment](#)).
- Complete the ACS Key Areas of Knowledge document - [Sections 2-4 of PASA \(RPL\)](#)
- Complete **two (2)** project reports (contained within the ACS Key Areas of Knowledge document).

9. Applicants with no tertiary qualifications.

- Applicants require a minimum of **six (6) years** of full time professional ICT skilled employment in a field **closely related** to the nominated occupation [ANZSCO Code](#).
- Applicants also require an additional **two (2) years** of ICT skilled employment but in this instance it is not required to be relevant to the ANZSCO code. (This equates to the equivalent of a Diploma study period being the minimum qualification requirement).
- Provide proven knowledge of skilled employment through detailed documentation. ([See Assessment of Skilled employment](#)).
- Complete the ACS Key Areas of Knowledge document - [Sections 2-4 of PASA \(RPL\)](#)
- Complete **two (2)** project reports (contained within the ACS Key Areas of Knowledge document).

Applicants are required to demonstrate that they have acquired a level of knowledge equivalent to that of a formal tertiary ICT qualification by addressing as many of the areas referred to in the document "[Key Areas of Knowledge](#)" they consider are covered by their acquired knowledge.

## 7.3 RPL PROJECT REPORTS

[Back to Content](#)

Applicants are required to provide two project reports. One report must pertain to a project undertaken within the last three years, and the other report to a project within the last five years. Projects over two years long may be used for both reports under either of the following conditions:

- The project has clearly-defined work efforts which took place in parallel, each with its own solution development and design activities and its own deliverables.
- The project has clearly-defined phases that were executed in succession, each with its own solution development and design activities and deliverables.

**Note:** *that a second project phase that constructs and implements the solution developed by the first phase does not meet this requirement.*

Depending on the nature of the applicant's role in a project, the project report would be expected to cover a selection of factors such as:

- System analysis and design and software engineering methodologies used;
- Contribution to the processes involved in the design and implementation of enterprise-wide computer systems;
- Programming languages, design paradigms and implementation procedures adopted;
- Database and/or file design and management techniques employed;
- Network topologies, including size, distribution and security facilities installed;
- Project management and quality assurance techniques followed;
- Internet application design, including database interactivity and security measures implemented;
- ICT managerial activities, demonstrating the nature and extent of responsibilities.

**Applicants must complete and sign a DECLARATION OF AUTHORSHIP for each project report.**

## 8. ASSESSMENT OF SKILLED EMPLOYMENT

[Back to Content](#)

In order to be counted towards the applicant's suitability, skilled employment must be both of a suitable ICT professional level and ICT content.

Skilled employment will be assessed in relation to the nominated occupation ANZSCO code.

The duration of employment requires specific start and finish dates (month/year) and a declaration whether the work was full-time or part-time in nature. Part-time work is counted on a pro-rata basis with 35 hours or more per week being considered as full-time.

It is important that all references are specific as to the nature of duties performed by the applicant and skills applied on the job.

The country in which the employment was performed must be clearly stated in the employment reference.

Verifiable statements from employers are required to support employment as an ICT professional. Documentation needs to be specific to the work performed with dates and details of employment.

Skilled employment documentation or references should describe the duties and responsibilities of the applicant as stated by the employer. If these are unclear either more documentation will be required, which will prolong the application processing time or may not be counted in the assessment.

Statements must be dated and signed by the employer or a person authorised by the employer (the name, position and contact details of the person making the statement must be clearly indicated) and must include details of the exact periods of employment and a full and detailed description of the nature and content of work. Where possible, statements should be on company letterhead.

In the absence of a detailed description of duties from an employer, an applicant may submit a reference from a colleague, preferably at a supervisory level, or a client in the form of a statutory declaration describing the nature of their relationship with the applicant and supplying details of the duties performed and relevant dates of employment. Self-references from applicants, even in the nature of statutory declarations, will not be accepted as evidence of employment.

Where the duties related to any period of employment are assessed as being only partly at a professional level or only partly relevant to the applicant's nominated occupation, a percentage of the period of employment may be included in the assessable experience.

Volunteer work can be considered alongside paid work where there is a specific contract in place with a duty statement and references supplied. Post-qualification internships may be considered if this work is at a suitable professional level.

Work expressed to be at trainee or junior level is also not normally considered unless the applicant has already acquired a qualification which would have served as a means of obtaining the skills needed to perform the duties.

Duties involving the assembling or repairing computers, at an operator level, installing and updating manufacturer-supplied software, data entry and interaction with software-based commercial systems are not normally considered to be at a professional level.

Hardware assembly, cabling and repair; computer operating; data entry or coding; clerical, administrative interaction with computer applications, etc. are not regarded as ICT professional level employment.



## 8.1 SELF EMPLOYED APPLICANTS

[Back to Content](#)

If you are or have been self-employed, you must provide evidence of occupation specific self-employment.

The evidence should include

- a personal statement on a properly signed statutory declaration providing details on:
  - the exact commencement and completion date of each period of self-employment
  - the occupation in which you were self employed
  - the nature and content of the work tasks you personally performed
  - the number of staff employed and their occupations
  - your business registration certificate covering each period of self-employment
- a statement on letterhead from your accountant or legal representative certifying the name and nature of your business, the exact dates of the period of self-employment and the capacity in which you have been self employed
- statements from suppliers, confirming the nature of your business, dates of trading periods, details of the material or equipment purchased and the types of material or equipment supplied
- statements from your clients covering the entire period stating number of days & hours worked and full details of the work
- evidence of any licensing or registration and the prerequisites to obtain the licence or registration
- Relevant documentation that supports the existence and purpose of the business. This may include information such as certified copies of advertising or promotional material (including internet advertising etc.)

## 9. ASSESSMENT OUTCOMES

Applicants will receive a result letter stating whether their skills are “Suitable” or “Unsuitable” as an ICT Professional in relation to the AZNSCO code criteria and according to the documentation provided by the applicant.

Result letters are sent as a secure PDF file via email.

Result letters are valid for 1 year from the date of issue.

Result letters for recent skilled employment exemption applications are valid for 2 years from the date of issue.

## 10. REVIEW & APPEAL

The formal review and appeal process is for applicants that are not satisfied with the outcome of their assessment.

Applicants are required to submit a review or appeal application to have their dispute formally actioned.

- A review application is for cases when additional information is provided by the applicant or the application is assessed under a different nominated occupation ANZSCO code. The review is a re-assessment by a senior assessor in which the applicant can include further information and documentation to support the case in line with the nominated occupation. We are unable to refund the review application fee in this instance.
- An appeal application is for cases when the applicant disagrees with the result of the assessment or the content of the result letter. An appeal will conduct a new assessment with a senior assessor of the original documentation and is strictly an appeal against the original assessment ruling in line with the nominated occupation. Only original documentation can be included in the appeal assessment and no new information or documentation can be submitted in this instance. If the appeal concludes that the application has been incorrectly assessed by ACS, a full refund of your appeal fee will be provided. If the appeal remains as originally assessed, a refund of the fee will not apply.

The ACS is committed to the highest quality standards in conducting assessments with integrity and professionalism in providing a formal appeal and review process for all applicants regarding the dispute of assessment result outcomes.

Apart from the formal review & appeal process there is no course of action that the ACS can take in resolving disputations regarding assessment outcomes. For all reviews and appeals please submit the appropriate form for an efficient resolution to the matter.

## 10.1 REVIEW

### Reasons for Reviews

- Change of nominated occupation ANZSCO Code - If you wish to change your ANZSCO Code you can apply for a review after your result letter has been forwarded to you.
- You have additional information that was not included in the initial assessment application.
- Full review of assessment.

Reviews will be assessed by a senior assessor.

Reviews can only be processed within 60 days of the date of the original assessment result letter.

A review fee is payable for all review assessments.

Please provide additional information to support your application for assessment review.

A review cannot be completed if the result letter has already been used for Migration purposes.

To submit a review, please complete an [Application for Review of PASA](#), sign and mail to:

**Deputy Director  
PO Box Q534,  
Queen Victoria Building,  
SYDNEY, NSW, 1230, AUSTRALIA**

Please state your reference number in all correspondence and include [the Review Fee](#).

The review fee is non-refundable.

## 10.2 APPEAL

[Back to Content](#)

**Please Note:** No new information or documentation can be submitted for appeals. If the applicant has additional information or documentation to submit, please refer to the [review process](#).

### Reasons for Appeals

- The applicant disagrees with the grounds for an unsuitable assessment
- The applicant disagrees with a formal notification of the assessment outcome

The appeal fee will only be refunded if the appeal is successful in favour of the applicant.

Appeals can only be processed within 60 days of the date of the original result letter.

An appeal cannot be completed if the result letter has already been used for Migration purposes.

To submit an Appeal, please complete an [Application for Formal Appeal of PASA Outcome](#), sign and mail to:

**Deputy Director  
PO Box Q534,  
Queen Victoria Building,  
SYDNEY, NSW, 1230, AUSTRALIA**

Please state your reference number in all correspondence and include [the Appeal Fee](#).

Please include detailed reasons why you believe the original outcome is not appropriate in your case.

Only one appeal can be made per case.

## 10.3 REASSESSMENT

### Reasons for reassessment

- Application previously assessed as suitable under the old guidelines (e.g. PIM 2 Guidelines).  
*Please note that the assessment will be based on our current guidelines.*
- Application previously assessed as unsuitable, and the applicant now meets the guidelines.  
Please submit a new application.

Applicants seeking recent skilled employment exemption: please note that once your qualification has expired, you can only be assessed in this category again if you have since completed a new qualification that meets the criteria.

Previous applicants do not need to provide all documents again.

To apply for a reassessment, please provide:

- A new application form
- Appropriate payment
- Copy of previous assessment letter (or the reference number)
- Current identification if you have been issued a new passport
- Additional documentation

## 10.4 RE-VALIDATION

[Back to Content](#)

A revalidation application is for cases where the result letter due date is about to expire or has expired before the application for a visa can be lodged.

**Please note:** if the previous skills assessment application was received before 1<sup>st</sup> of July 2010, a new skills assessment application is required.

Please indicate on the payment section of your application form that you are applying for a re-validation.

Please note: that if you do not specify you are applying for a re-validation the full fee will be charged.

To apply for a re-validation please provide:

- [Re-validation application form](#)
- Copy of previous result letter (or the reference number)
- Verifiable independent evidence of your identity and date of birth, such as a birth certificate or passport
- Verifiable independent evidence of change of name (if applicable). This would include a Marriage Certificate or a Deed Poll notice
- Re-validation payment

## 10.5 THE COMMONWEALTH OMBUDSMAN

If you are dissatisfied with the way your application has been handled by the ACS, you may wish to raise your concerns with the Commonwealth Ombudsman.

The Ombudsman requires that applicants initially raised their concerns directly with the ACS and give the ACS a reasonable opportunity to respond before approaching [The Commonwealth Ombudsman](#) office.

## 10.6 ACS PRIVACY POLICY

Please refer to the [ACS Privacy Policy](#) for full details.

## 10.7 PERSONAL INFORMATION ACCESS

Copies of application documents submitted to ACS can be access by the applicant as part of the [Privacy Act 1988](#).

Requests for documents need to be in writing to the following addresses:

**Australian Computer Society  
The National Office  
Level 11, 50 Carrington St,  
SYDNEY, NSW, 2000.**

**Australian Computer Society  
PO BOX, Q534, QVB,  
SYDNEY, NSW, 1230.**

Important restrictions apply regarding the types of documents available under [Freedom of Information Act](#).

Excluded documents include -

- Exempt documents such as internal working documents, or documents affecting the personal privacy of other people.
- Documents which are already publicly available or available by paying a fee under another Act.

The Freedom of Information Act provides 45 days to provide access to requested documents or an explanation if access has been denied.

### [Request for Information Fee](#)

Please use the following form to submit a request.

### [Application for Access under the Freedom of Information Act](#)

## **10.8 DATA MATCHING & FALSE INFORMATION**

Information provided to the ACS may be used for data matching with other Australian Government agencies such as the Department of Education, Employment and Workplace Relations, Department of Immigration and Citizenship and the Australian Tax Office.

Misleading and false information or documents are viewed as a major breach of ethical behaviour and may seriously jeopardise migration prospects.

## **10.9 PLAGIARISM**

Applicants must always indicate when they have drawn on the work of others; other people's original ideas and methods should be clearly distinguished, and other people's words, illustrations, diagrams etc. should be clearly indicated regardless of whether they are copied exactly, paraphrased, or adapted. Failure to acknowledge the sources by clear citation and referencing constitutes plagiarism.

The ACS reserves the right to use software applications to screen an applicant's submitted work for matches either to published sources or to other submitted applications. In some cases, applicants may be asked to submit electronic copies of project reports and other written work submitted with the PASA application for screening by plagiarism detection services. Matches might indicate plagiarism or collusion.

If at any stage in the assessment process plagiarism is detected, the assessment will be terminated and the outcome recorded as negative. This information may be provided to other Australian Government agencies. In this instance a refund of the fee cannot be provided.

## 11. AUTHORITY

[Back to Content](#)

The ACS is authorised as a relevant Assessing Authority for ICT skills occupations as listed on the [Skilled Occupations List \(SOL\)](#)

The ACS is designated by the Minister for Immigration in accordance with Regulation 2.26B (1) of the Migration Regulations 1994 (Commonwealth Regulations) (the Regulations).

Regulation 2.26B (2) of the Regulations provides the Authority for ACS to determine, at its sole discretion, the standards against which the skills of a person are assessed as being suitable for their nominated occupation.

## 12. PROFESSIONAL OCCUPATIONS (ANZSCO codes)

Applicants are required to choose a nominated occupation [ANZSCO code](#) by which the ICT qualifications and skilled employment will be assessed. (See ANZSCO Code Descriptions)

The ANZSCO codes are occupational classifications devised by the Australian Bureau of Statistics and used by DIAC. DIAC determines the occupations included in the Skilled Occupations List (SOL) in conjunction with advice from Skills Australia. The SOL is periodically updated in accordance with Australian labour market requirements.

As the relevant assessing authority, the ACS has set standards by which the Information and Communication Technology (ICT) Professional occupations skills are assessed. ACS is only able to advise applicants in relation to ICT skills assessments. For all migration and visa related enquiries please contact the Department of Immigration & Citizenship (DIAC) on [www.immi.gov.au](http://www.immi.gov.au).

## 13. REFERENCES & RESOURCES

Australian Computer Society

[Skills Assessments](#) - [ACS Membership](#) - [ACS Accreditation](#)

Information for work, study or migration to Australia.

[Australian Government Department of Immigration and Citizenship \(DIAC\)](#)

Information on occupation codes

[Skills Australia Summary Sheets](#)

[Australian Skills Recognition Information.](#)

[Australian Qualifications Framework \(AQF\)](#)

Information on the Demographics of Australia.

[Australian Bureau of Statistics \(ABS\)](#)

Australian Government websites and selected state and territory resources.

[Australian Government](#)

Information regarding Migration Agents

[Migration Agents Registration Authority \(MARA\)](#)

International Education Sector

[Australian Government Department of Education, Employment and Workplace Relations \(DEEWR\)](#)