Prepare your Migration Skills Assessment application

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ENGINEERS
AUSTRALIA

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Before you start preparing your online migration skills assessment application, be sure to read this document as well as the <u>migration skills assessment</u> page on our website.

You'll need to gather and scan several documents to upload during the online application process. All assessment types require copies of the standard identification and education documents. Depending on which assessment type you choose, you'll also need to provide written evidence to demonstrate your competence.

All applicants must also meet specific ethical standards and English language requirements.

Ethical standards

There are important ethical standards you must follow when you apply for a migration skills assessment. Engaging in plagiarism, providing fake documents or misleading information is forbidden.

Plagiarism means presenting work completed by others as your own or copying other people's words. This includes having your career episodes or summary statement written by any other person, including a professional writer or company. There are serious consequences for this conduct, including:

— Immediate rejection of your application along with a 12, 24 or 36-month ban on applying again. When unethical behaviour is found, Engineers Australia can impose or extend a ban at any stage in the process.

— Your details may be reported to the Department of Home Affairs.

English language requirements

You need to demonstrate your English language competency when you apply. You can do this by providing one of the following accepted English language test results.

IELTS™
We accept both the General and Academic versions of the **IELTS** test.

TOEFL IBT ®
We accept the **TOEFL iBT®** English language test.

PTE ACADEMIC
We accept the **Pearson PTE Academic test**. You must send your PTE Academic score through Pearson's online secure portal to 'Engineers Australia' so that we can verify your result. Refer to Pearson's website for the detailed instructions on how to do this.

MINIMUM SCORES
This table indicates the minimum scores you must achieve for each test and module.

	IELTS TM	TOEFL iBT®	PTE ACADEMIC
Listening	6	12	50
Reading	6	13	50
Writing	6	21	50
Speaking	6	18	50

You must submit your application within three years of the date you took the test.

When you apply online, upload your test results and enter the test report number/registration number/score report code.

English language test exemptions

You usually don't need to provide an English language test result if you:

1. Have completed at least two academic years of study at an Australian educational institution, comprised of at least 92 weeks in a CRICOS-registered institution.

2. Are a citizen of and hold a valid passport issued by:

   - the United Kingdom

   - the United States of America

   - Canada

   - New Zealand

   - the Republic of Ireland.

To be exempt you need to provide valid documented evidence for the relevant situation. However, we may request English language tests in some cases where we need to see further evidence of your English language competency.

Combined test results

On a case-by-case basis we may accept multiple test results, provided that all:

- test results are valid at the time the application is submitted

- tests are of the same type.

Choose your assessment type

In the online application you'll need to select an assessment pathway from the drop-down menu. The assessment types and when to choose these are laid out below.

Assessment type	Choose this when you
Competency Demonstration Report	Have non-accredited qualifications. Have accredited qualifications but want to be assessed as a different occupation than the degree title. Are applying as an Engineering Manager.
Australian qualification	Have Australian qualifications accredited by Engineers Australia
Dublin Accord	Have an accredited qualification issued from a country under the Dublin Accord
Sydney Accord	Have an accredited qualification issued from a country under the Sydney Accord
Washington Accord	Have an accredited qualification issued from a country under the Washington Accord Have a French engineering degree covered under the CTI agreement

Competency demonstration report

A competency demonstration report (CDR) is a way of assessing whether your qualifications fit within an Australian occupational category and engineering category. To determine this, your knowledge, skills and competence are assessed against internationally benchmarked standards.

Engineering occupations

In the online application, you'll be asked to choose the engineering occupation that most closely matches your qualification or role. These are determined by the Australian government and not all engineering occupations may be listed.

If you don't see your occupation or qualification listed, then you'll need to choose the one that most closely matches what you do, based on the description and tasks. To see the description and tasks for a listed engineering occupation, type the name into the search bar of the ANZSCO website and read the results.

Once you choose an engineering occupation from the list, the skill level, ANZSCO code and occupational category fields will auto-populate in your application.

Some engineering occupations also have a specialisation which you can choose from the specialisation list. Choosing a specialisation is not mandatory.

Required CDR assessment documentation

To complete your CDR application, you'll need the following information, scanned and ready to upload.

If your documents aren't in English, provide both the translation as well as the original language documents. All translations must be completed by an authorised translator. The translation must include the translator's registered ID, name and contact details on each copy.

— Colour-scanned primary piece of identification that includes a photograph, such as a passport photo page or current driver licence.

— Change of name documents (if applicable).

— A passport-sized photograph.

— Your CV or resume with details about your experience (either relevant skilled employment or projects completed in your studies).

— Evidence of your English language competence if you don't meet the exempt criteria.

— Colour copies of all your qualifications including degree certificate (testamur).

— Academic transcripts including the original plus an official English language translation (if applicable).

— Written statement that lists evidence of your continuing professional development (CPD).

— Career episodes – see explanation below.

— Summary statement – see explanation below.

Career episodes

For the assessment you'll need to provide written accounts of three episodes in your career where you've applied your engineering knowledge. At the start include the:

— title of the engineering activity or project

— dates and term of the career episode

— geographical location of the experience

— organisation or employer name.

If your career episodes are academic projects, also include the name and email address of your supervisor and the subject name and code.

Write your career episodes in English, in essay format and in the first person. This task is also an opportunity to show evidence of your communication skills.

Your career episodes are the most important part of the assessment. Each career episode should be based on a project or a piece of work you've worked on or are currently working on. Explain the project and your role in the work. Use the engineering method to describe how you approached the tasks – define, plan and design, deliver, evaluate.

Detail the particular problems you needed to solve, how you applied your engineering knowledge and skills and the learning experiences you gained.

Make sure you explain how you developed and demonstrated all the entry to practice competencies listed for your specific occupational category. You must be able to demonstrate all the competencies at least once somewhere in your three career episodes.

Each career episode should be between 1000 and 2500 words. The majority of your career episode should focus on the engineering activity. Include sufficient engineering evidence to support each career episode. For example, diagrams, photos, calculations, tables, standards or software.

To help you put together your summary statement, number the paragraphs in your career episodes. This will help you to cross-reference it against each of the competency elements in the summary statement template.

If you're a recent graduate and don't have much work experience, you can use experiences you've had while you were studying, for example during a major academic project. If you worked in a group, explain your personal contribution to the project and how your work added to the project's outcomes.

Summary statement

A summary statement is an overview of the competencies you've demonstrated in each of your career episodes. Your summary statement should list each of the entry to practice competencies for your occupational category and how you've addressed them.

Download and complete the summary statement template for your occupational category:

— professional engineer

— engineering technologist

— engineering associate

— engineering manager.

As you work through the template, analyse each of your career episodes and detail where you've addressed each element of competency. Use the numbered paragraphs in your career episodes to help you cross-reference.

Accredited pathways

The following assessment types are accredited pathways:

- Australian qualification

- Dublin Accord

- Sydney Accord

- Washington Accord

Accredited pathway assessment documentation

Each of these assessment types have the same documentation requirements:

- Primary piece of identification that includes a photograph, such as a passport photo page or current driver licence.

- Change of name documents (if applicable).

- A passport-sized photograph.

- Your CV or resume with details about your experience (either relevant skilled employment or projects completed in your studies).

- Evidence of your English language competency if you don't meet the exempt criteria.

- Colour copies of all your qualifications including degree certificate (testamur).

- Academic transcripts including the original plus an English language translation (if applicable).

You'll need all these documents, colour-scanned and ready to upload. If your documents aren't in English, provide both the translation as well as the original language documents. All translations must be completed by an authorised translator. The translation must include the translator's registered ID, name and contact details on each copy.

Additional assessment services

If you're applying for an overseas engineering PhD qualification assessment or relevant skilled employment assessment as separate services, you'll need to provide additional documents.

Documents required for assessment overseas engineering PhD

These documents are in addition to the ones required for accredited pathways:

- a thesis abstract

- list of doctoral examiners, include their name, organisation, work email address and phone number plus a link to their academic or research profile (if applicable)

- list of publications made during and after the doctoral program. For each publication, provide the link to the journal or article. Note whether the publication is internationally or nationally published.

Documents required for relevant skilled employment assessment

The relevant skilled employment assessment is a review and endorsement of your engineering employment. You can request a relevant skilled employment assessment as an employee or if you're self-employed.

For your assessment to be successful we need to see specific evidence, in addition to what's required for an accredited pathway assessment.

Evidence of employment – Employee

In the online application process, you'll be asked for evidence of your employment with the relevant employer. These documents must also provide information about the duties you performed in your role.

1. **Reference letter on company letterhead.** Your reference letter must include:

   − At least five detailed engineering duties you performed during your employment.

   − The exact period of your employment (including a start and end date, month and year).

   − Type of employment – whether part time or full time.

   − Your pay rate.

   − Endorsed and signed by the issuing manager, HR representative or direct supervisor including their work email address and phone number.

   − Stamped with the company's stamp (if applicable).

   − The date on the letter must be as recent as possible. For previous positions, the date must be after you left the company.

   If your reference letter doesn't list all of your duties, then you can provide one of the following as well:

   − a copy of the job offer letter you received from your employer including at least five detailed engineering duties which were part of your role or

   − a copy of your annual performance review on the company's letterhead with at least five detailed engineering duties which were part of your role.

2. **Further evidence of employment.** Please upload a copy of either:

   − Acknowledgement or receipt of income tax return lodgement.

   − Superannuation fund statements, social security insurance statement.

   − Work permit, permanent residence or other official government documentation showing your employment.

Evidence of employment – Self-employed

If you're self-employed, you'll need to upload evidence of your self-employment for the relevant period. These documents must also provide information about the duties you performed in your role for the relevant period of self-employment.

1. Letters from clients or contracting employers on official letterheads. The letters must include the:

   - Client or employer's name.

   - Engineering services or tasks you were contracted to perform.

   - Exact period of engagement including the start and end date of the contract.

   - Number of hours you worked for them each week.

   - Salary or hourly/daily rate.

2. Copies of invoices you issued to your client that list the services rendered, on your company letterhead or with your company stamp. These invoices should cover the entire period you provided services to them.

3. Organisation chart for your business, including the number of staff you employ.

4. Business registration certificate issued by the relevant authority.

5. Business tax report covering the entire period of business operations.

6. Bank statement showing your business transactions.

If applicable to your situation, also include the following for the relevant period of self-employment:

7. Payroll tax receipts or acknowledgement of wages paid to any employees.

8. Your personal income tax return.

9. Social security insurance, retirement or superannuation contribution statements.

10. Business financial report.

11. Compliance letter of practice certificate issued by the relevant authority.