

# Guide for New Zealand mutual recognition agreement applications

**The Australian Association of Social Workers (AASW) is the professional association for qualified social workers in Australia. It is a self-regulating profession. The AASW is an assessing authority on behalf of the Australian Government for migration purposes against the criteria set out below.**

Within the Migration and Eligibility Assessment (MEA) Team, the AASW has a role in the assessment of overseas social work qualifications for migration purposes. A separate and additional focus of the application is to assess overseas academic social work qualifications to determine eligibility for AASW membership for employment purposes.

The Mutual Recognition Agreement (the MRA) will only apply to:

- Social workers who have completed a recognised New Zealand social work qualification, and
- are currently fully registered with the NZSWRB, and
- are eligible to hold a Practising Certificate.

On behalf of the Australian Government, the AASW assess academic social work qualifications by assessing applicants' qualification for migration purposes against the MEA criteria set out below.

Further to this, AASW has a Mutual Recognition Agreement with the New Zealand Social Workers Registration Board (NZSWRB) enabling the assessment of New Zealand accredited social work qualifications for the purposes of migration and for the purposes to determine eligibility for AASW membership for employment purposes.

## Criteria

There are five criteria which must be met for a positive assessment for migration and employment purposes:

- Criterion 1:** Proof of identity.
- Criterion 2:** Hold full registration with the NZSWRB as a qualified social worker.
- Criterion 3:** Hold a social work qualification accredited by NZSWRB and gained in New Zealand.
- Criterion 4:** Be eligible to hold an Annual Practising Certificate in New Zealand.
- Criterion 5:** A high level of English language skill (as per the AASW English language policy) is demonstrated studies further meet the AASW learning outcomes.

## Documentation checklist

Qualification papers (award received e.g., Diploma, Degree, Masters paper). If your qualification is higher than Bachelor degree level please include additional documents for your undergraduate studies. (Please ensure that your social work qualification which you completed in New Zealand and is recognised by the NZSWRB).

Academic transcript/diploma supplement of all qualifications to be included in the assessment. This document should show the subjects, results/mark, the length of study and whether this study was conducted full time or part time. If your

qualification is higher than Bachelor degree level please include additional documents for your undergraduate studies. (Please ensure that your social work qualification which you completed in New Zealand and is recognised by the NZSWRB). Evidence that qualification is [accredited](#) where such facilities exist (relevant section of course information form or web link to accreditation body).

Evidence of meeting the English language requirements (refer to [AASW ELP](#)).

Photo identification (e.g. identification page of passport, birth certificate, IELTS page, marriage/change of name certificate, national ID card, proof of age card, driver's license).

CV.

Undergraduate documents (when a postgraduate degree is held). (When applicable).

Third party authorisation form/956 MA form. (When applicable).

Practicing certificate.

Other formal qualifications (includes RPL and transfer credits). (When applicable).

If documents are issued in a language other than English, the AASW would require certified copies of official translations to be supplied in addition to certified copies of the original language documents.

## Fees

Please refer to the [schedule of fees](#).

*GST stands for Goods and Services Tax, this is applicable to any goods and services transaction made within Australia. Fees are non-refundable and will be charged in Australian dollars.*

Please ensure that you have the correct amount of funds available in your account before processing payment. Your application cannot be submitted until payment has been processed.

Once payment has been made, you will receive an email from the AASW confirming payment. The receipt can be used for tax purposes where applicable.

## Identity verification

Once you lodge your application, you will receive an email inviting you to verify your identity with One Click Verify.

One Click Verify is a separate entity from the AASW and is used by the AASW to manage sensitive information (such as your identity documents).

Verification of identity is an important part of submitting your application. Your application will not be assessed by our team until you have completed the identity verification with One Click Verify. One Click Verify will verify the authenticity of your identity documents.

**NOTE: Please do not upload any identity documents in to the MyAASW portal when lodging your application.**

The AASW requires for all applicants to upload a minimum of three identity documents to the One Click Verify Portal. Please ensure that at least two of the three documents uploaded are photo ID documents.

The following documents can be uploaded to verify your identity:

- Passport (mandatory)
- Birth Certificate
- Australian Visa
- Immi Card issued by the Australian Government
- Driver's Licence
- Proof of Age Card
- National ID card
- Marriage Certificate
- Change of Name Certificate
- Divorce Certificate
- Change of Name by Deed Poll
- Relevant Adoption document
- IELTS Test Report

## Submit your application

To apply online you will need to create an account in the [MyAASW portal](#). You will be prompted to login/create an account when you start your online application. You will receive your account ID via email once you have created your account.

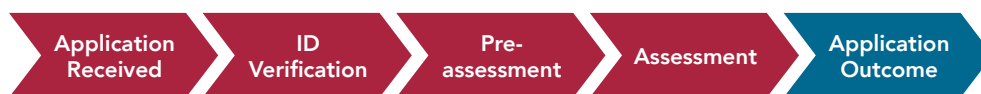
Complete your profile details, upload all the required documents, and submit your application. At the end of your application you will be prompted to securely submit payment for your application via credit/debit card.

**Note that the AASW only accepts payment by credit/debit card.**

You'll receive an email confirmation and receipt of payment when your application has been successfully submitted.

### Assessment processing times

Once you have submitted your application, you can login to your account on the [MyAASW portal](#) to check the status of your application. Online status updates appear throughout the assessment process until a decision has been made.



Please note that you will receive a status update in relation to your application during the following stages:

- Application received
- ID verification via One Click Verify
- Pre-assessment
- Assessment
- Application outcome

### Application received

Your application has just been submitted to the AASW. The AASW has received your application.

### ID verification

You will be prompted by One Click Verify to verify your identity. The AASW may contact you if a manual verification check is required as part of this process.

### Pre-assessment

The AASW will review the documentation and information submitted in your application.

**NOTE: The MEA team may contact you at this stage if further documentation or clarification is sought during the pre-assessment of your application. Please note that not all applicants will be contacted at this stage of the application.**

When your application is deemed complete, you will receive an email from the MEA Team informing you of this.

### Assessment

When your application is ready to be assessed by an AASW assessor, you may be contacted if further documentation/clarification is sought during this stage of your application. **Please note that not all applicants will be contacted at this stage of the application if no further information is required.**

In some instances, further information may be required to clarify issues related to the Criteria your application is assessed against. Where this is the case, your application will be placed on hold, awaiting the required further information. If no further information is required the assessor will process the assessment of your application and determine the final outcome.

### Application outcome

You will receive an email from the AASW to inform you of the outcome of your application. If your application is successful, you will also receive a migration skills assessment outcome letter which you can use for migration purposes and/or a AASW membership eligibility for employment purposes assessment outcome letter.

If your application is unsuccessful, you will receive an outcome letter providing details as what Criterion has been met and what Criterion have not been met in your application. Recommendation/s will be provided to you in the outcome letter advising you of what steps can be taken to obtain a successful outcome.

**For migration skills assessment purposes:**

Your assessment letter is valid for 3 years from the date of your assessment outcome letter from the AASW. You'll need to check the [Department of Home Affairs website](#) for how long your letter is valid for migration visa applications.

## Outcome decisions

If you think there has been an error at any stage of your AASW skills assessment process, you have the option to an internal review, or an external appeal, if you meet the requirements. Please refer to the [Reassessment, Internal review and External appeal page](#) on our website for further information.

- **An internal review** can be lodged when an applicant receives an unsuccessful outcome and when they believe error/s have been made in the qualification assessment or in administration of the application.
- **An external appeal** can only be lodged when an internal review has already taken place and it was unsuccessful.