

Guide for post-qualifying Social Work Employment 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.

The Migration and Eligibility Assessment (MEA) Team assesses:

- overseas social work qualifications for migration purposes
- overseas social work qualifications to determine eligibility for AASW membership for employment purposes.
- post-qualifying work experience for migration purposes.

The AASW must be able to confirm the employment history with each position held as follows:

- The position title within the organisation (such as an organizational job description)
- Duration of employment (start and end dates of employment)
- Nature of employment (full time/part time and the number of hours completed per week)
- Qualification(s) required to undertake this position.

Criteria

There are seven criteria which must all be met for a positive skilled employment assessment:

Criterion 1. Proof of identity.

Criterion 2. The evidence of:

- **a minimum** of 3 years or more of post qualifying social work employment overseas **AND/ OR**
- **a minimum** of 1 year of post qualifying social work employment in Australia, as a qualified Social Worker
- the employment as on-going for the full period of employment. (If there were gaps in service these should be verified with documentation and the reason why a gap in employment existed).

Criterion 3.

- The date that it is deemed the Applicant is skilled in the nominated occupation based on evidence of when the applicant successfully met the requirements of their social work qualifications,
- That employment is within the last ten (10) years in the nominated occupation from the date of submitting your application.

Criterion 4. Employment must be on a full-time paid basis, however the Department of Home Affairs can consider employment from 20 hours or more each week. As such the assessment will be determined based on this definition of full-time employment.

Criterion 5. Social work employment experience is assessed based on date of submitting your application (potential future work experience is not considered in the application).

- Criterion 6.**
- To claim points for skilled employment, the experience must be in an applicant's nominated occupation, or a closely related occupation.
 - For the occupation of 'Social Worker' as stated by Dept of Home Affairs, the Dept Home Affairs will take into consideration the occupations within one unit group classified under Australian and New Zealand Standard Classification of Occupations (ANZSCO).
 - Regarding the occupation unit group of 'Social Worker', there is no closely related occupation, there is only one occupation within the Social Worker Unit group, and this is as a Social Worker.
- <https://www.abs.gov.au/statistics/classifications/anzsco-australian-and-new-zealand-standard-classification-occupations/2022/browse-classification/2/27/272/2725>
- As such, only employment where you were in a position titled as a qualified Social Worker and/or a tertiary qualification in Social Work was required for the position, are very significant to the assessment.
- Criterion 7.** A previously successful AASW application file reference number (in the case of a sole SE application. Or the submission of a skilled employment application combined with a migration and eligibility assessment application.

The Applicant must have had their social work qualifications assessed by the AASW and gained a positive outcome prior to a Skilled Employment application being lodged. The AASW requires for all applicants to provide their previous file reference number (e.g. MIG 21/01234 or MIGMEM 21/01234).

If you are unable to find your file reference number, please contact the AASW MEA team at aaswiqa@aasw.asn.au. We will require your full name, date of birth and the qualification you had assessed in order to check your previous file reference number.

Points for Skilled Migration Visa

Points will be awarded by the Department of Home Affairs for employment in a skilled occupation, either in Australia or overseas, on the advice of the AASW as to whether or not a position/s equates to working as a qualified social worker.

Where applicable, applicants can claim points for both Australian skilled employment (minimum of 1 year) and overseas skilled employment (minimum of 3 years). Applicants will be awarded points under the DHA migration points test based on demonstration of a verifiable skilled employment history as a qualified Social Worker, undertaken in the last 10 years, according to the ANZSCO coding for Social Worker.

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.

Documentation checklist

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 (to be used by a third party who is not a registered migration agent in Australia) /956 migration agent form. (When applicable).

Previous MEA File reference number.

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

Confirmation of employment/reference letter.

Payslips.
Position Description.
Tax Documents.
Statutory Declaration. (When applicable).

If documents are issued in a language other than English, the AASW requires a NAATI translated version of the document/s and the original language document/s.

Criteria and how to provide evidence

Criterion one

Once you have lodged your application, you will receive an email inviting you to verify your identity with One Click Verify (OCV).

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

Criterion two

The evidence of:

- a minimum of 3 years or more of post qualifying social work employment overseas **AND/ OR**
- a minimum of 1 year of post qualifying social work employment in Australia, as a qualified Social Worker
- the employment as on-going for the full period of employment; if there were gaps in service these should be verified with documentation and the reason why a gap in employment existed.

To evidence this, please submit the following:

1. Original certified copy of employment reference/statement held with each position including information as listed above. Employment references must be on the organisational letterhead and signed by Supervisor/ Team Leader or Employer.
2. Separate original certified copy of job description on letterhead detailing the key roles and responsibilities/ tasks completed in this position for each position held. Please provide a separate job description for each position. Position descriptions must include the required qualification.
3. Original certified employment contract(s).

4. Original certified payslips (please submit one payslip per quarter (e.g. payslips for January, April, July, October 2020)).
5. Original certified tax documents for each year of employment worked.

Employment less than 3 months cannot be submitted as part of your application.

Criterion three

- The date that it is deemed the Applicant is skilled in the nominated occupation based on evidence of when the applicant successfully met the requirements of their social work qualifications and deemed a qualified social worker,
- That employment is within the last ten (10) years in the nominated occupation.

How to evidence this:

1. Certified copy of qualification papers (Diploma, Degree or Masters)
2. Certified copy of academic transcript/s/Diploma supplement/s.

Criterion four

Employment must be on a full-time paid basis

The Dept Home Affairs can consider employment from 20 hours or more each week. As such the assessment will be determined based on this definition of full-time employment.

Unpaid, voluntary, pro-bono work is not considered as paid full time employment.

Paid or unpaid maternity leave where you are not working in the position is not deemed as paid full time employment.

Where paid Social Work positions are in excess of 20 hours per week and overlapping, only one position will be considered for the specific time period, not both. The assessment will not consider overlapping positions to make up hours. eg. one SW position of 10 hour and another SW position of 11 hours to equate to in excess of 20 hours per week. Each of these positions would be assessed as separate positions and neither would meet one of the threshold SE Criterion due to each not being in excess of 20 hours per week.

Employment less than 3 months cannot be submitted as part of your application.

How to evidence this:

1. Employment reference/statement held with each position including information as listed above. Employment references must be on the organisational letterhead and signed by your Supervisor/Team Leader or Employer.
2. Job description on letterhead detailing the key roles and responsibilities/tasks completed in this position for each position held. Please provide a separate job description for each position. Position descriptions must include the required qualification.
3. Employment contract(s).
4. Payslips (please submit one payslip per quarter (e.g. payslips for January, April, July, October 2020)).

Criterion five

Social work employment experience is assessed based on the date of submitting your application (potential future work experience is not considered in the application). This is assessed in tandem with Criterion Two and Three.

Criterion six

- To claim points for skilled employment, the experience must be in an applicant's nominated occupation, or a closely related occupation.
- For the occupation of 'Social Worker' as stated by Dept of Home Affairs, the Dept Home Affairs will take into consideration the occupations within one unit group classified under Australian and New Zealand Standard Classification of Occupations (ANZSCO).
- Regarding the occupation unit group of 'Social Worker', there is no closely related occupation, there is only one occupation within the Social Worker Unit group, and this is as a Social Worker. <https://www.abs.gov.au/statistics/classifications/anzsco-australian-and-new-zealand-standard-classification-occupations/2022/browse-classification/2/27/272/2725>

- As such, only employment where you were in a position titled as a qualified Social Worker and/or a tertiary qualification in Social Work was required for the position, are very significant to the assessment.

How to evidence this:

1. Employment reference/statement held with each position including information as listed above. Employment references must be on the organisational letterhead and signed by your Supervisor/Team Leader or Employer.
2. Job description on letterhead detailing the key roles and responsibilities/tasks completed in this position for each position held. Please provide a separate job description for each position. Position descriptions must include the required qualification.
3. Original certified employment contract(s).

Criterion seven

A previously successful AASW application file reference number (in the case of a sole SE application).

In order to submit a standalone skilled employment application, we require for all applicants to provide us with their previous file reference number (e.g. MIG 21/01234 or MEM 21/01234).

If you are unable to find your file reference number, please contact the AASW MEA team at aaswiqa@asw.asn.au. We will require your full name, date of birth and the qualification you had assessed in order to check your previous file reference number.

Please note that if you are lodging a combined migration and eligibility application, that part of the application must be successful in order to proceed to the assessment of your skilled employment application.

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.

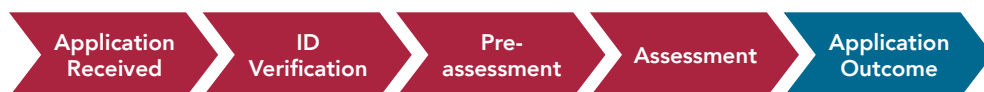
Complete your profile details, upload all the required documents, and submit your application. At the end of your application you will be prompted to securely submit payment for your application via credit/debit card.

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.

Please note that as part of the skilled employment assessment process, the AASW will verify your employment with your references provided in your skilled employment application. Please advise the AASW if you do not wish for your current employer to be contacted.

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.

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.

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, and 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.