

Guide for a renewal or reissue of a skills assessment application

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.

Renewal of Skills Assessment for migration purposes

- A positive skills assessment is valid for three years from its issue date. If you need a renewal of your skills assessment for migration purposes, please complete the application form below.
- **Renewal applications for migration purposes can only be lodged within 3 months of the validity date expiring or the validity date has expired no longer than 3 months.**
- A renewal can only be issued for a previously successful assessment for migration purposes.

Reissue of Skills Assessment for membership eligibility for employment purposes

- We can reissue a duplicate copy of your skills assessment for AASW membership eligibility for employment purposes. We will supply you with an electronic copy of your assessment with the current date and the date the assessment was originally issued.
- A reissue can only be issued for a previously successful assessment to determine eligibility for AASW membership for employment purposes.

Criteria

There are three criterion which must be met in order to obtain a renewal **OR** reissue:

Criterion 1: Proof of identity.

Criterion 2: A previously successful AASW application file reference number.

Criterion 3: A high level English language skill (as per the AASW English language policy) is demonstrated.

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

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.

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.

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 (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. (In the event of a standalone SE application).

Other formal qualifications (includes RPL and transfer credits). (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, 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

Please ensure that at least two of the three documents uploaded are photo ID documents.

Criterion two

In order to provide a renewal OR reissue of your previous outcome, 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@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.

Criterion three

High-level English language skills are essential to the practice of social work in Australia. All applicants applying to have their qualification assessed must provide evidence with their application that they have proficient English language skills to work as a social worker in an English language environment.

How to evidence this:

Submit evidence of one of the following:

1. Demonstration of evidence of English language proficiency in the International English Testing System (IELTS) Academic Test through two test sittings in a six (6) month period, provided that:
 - a minimum score of 7.0 is achieved in either one or two settings and
 - a minimum score of 7.0 is achieved in each of the four components (listening, reading, writing and speaking) in a maximum of two sittings in a six-month period, and no component score is below 6.5. Where a component score falls below 6.5, the test would not be acceptable.

Exemption grounds

Applicants may be exempt from completing an academic IELTS test where the following evidence is provided:

2. Completed all secondary education, that was taught and assessed in English, in **Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America AND;** successfully completed (with a pass grade or higher) the equivalent of three years or more full-time tertiary study (at Bachelor Degree level or higher), that was taught and assessed in English, in **Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America.**

Applicants can evidence this with the following:

- Submission of secondary education (high school) results
- A letter from your secondary school or the relevant department of education in the country of study which states that your secondary education was successfully completed, taught and assessed in the English language
- Submission of tertiary results evidencing that you successfully completed and were taught and assessed in the English language
- Where secondary and/or tertiary results cannot be supplied, a Statutory Declaration certifying that your secondary education was successfully completed, taught and assessed in the English language may also be acceptable. This must include name of school/s you attended, years studied, and country studied in.

For more information about statutory declarations, please read our [Frequently Asked Questions page](#). Please see the [English language requirements document](#) for further details.

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.

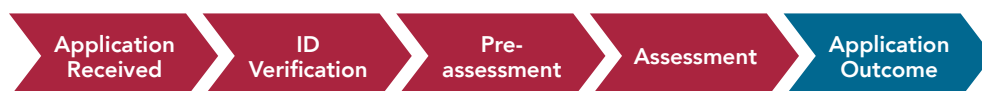
Complete your profile details, upload all the required documents, and submit your application. At the end of your application you will be prompted to securely submit payment for your application via credit/debit card.

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

An AASW assessor will begin to assess your application. 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 let you know if your application has been successful or not. 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.

You can verify your outcome letter by logging into the portal.

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.

For AASW membership eligibility for employment purposes:

Your assessment letter does not have a validity expiration date with the AASW and may depend on changes in program criteria. Please contact the AASW if you have any queries related to any changes in the MEA program criteria.