

Guide for international qualification recognition 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.

Assessment for migration purposes

This application can be used by social workers who would like to apply for an assessment of their international social work qualification/s for migration skills assessment purposes.

This application can also have two optional assessments, a skilled employment assessment and a doctorate degree assessment.

This application also includes a section for a skilled employment assessment.

The skilled employment assessment is an optional assessment for those with at least one year of post qualifying social work experience in Australia or at least three years of post-qualifying social work experience overseas in the last ten years.

Applicants with a doctorate degree level qualification can apply for an optional assessment of their doctorate degree which is specific to social work.

Assessment for employment purposes

This application can be used by social workers who would like to apply for an assessment of their international social work qualification/s to demonstrate eligibility for AASW membership. The assessment is also important when seeking employment, as most employers in Australia require social work job applicants to evidence eligibility for AASW membership as a basic selection requirement for social work positions.

Criteria

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

Criterion 1: The qualification must be a specific qualification in social work.

Criterion 2: The qualification must be regarded as a professional social work qualification in the country of training.

Criterion 3: The learning outcomes of the professional social work qualification is comparable to the learning outcomes that graduates of AASW accredited social work qualifications must demonstrate.

Criterion 4: At least 1000 hours of field education in at least two placements and with two contrasting practice foci, with a requirement that one placement must be in direct practice.

Criterion 5: 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 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 receipt email from the AASW by email confirming payment. The receipt can be used for tax purposes where applicable.

Identity verification

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

How qualifications are assessed

The assessment process is comparative.

1. Assessments are undertaken on an individual basis, by comparing the social work qualification/s obtained outside Australia with an Australian AASW accredited social work qualification.
2. Please refer to the Documentation Checklist on page 3 to understand what documents are required when submitting an application.
3. It is desirable that the level of qualification be a bachelor's degree or higher in Australian terms. The AASW recognises that social work and social work education has evolved, is shaped by various factors. While there are identifiable core commonalities, there are some notable differences regarding how social work and social work education are operationalised.

4. The AASW is committed to maintaining the professional standards in Australian social work but also recognises the value of internationally qualified social workers to Australia.
5. Where there are deficits in:
 - the learning outcomes of the professional social work qualification, and/or
 - concurrent assessed supervised fieldwork placement, and/or
 - the international professional social work qualification which is lower than bachelor degree.

This can be assessed in combination with:

- relevant post qualifying social work experience (via a professional statement), and/or
- relevant post qualifying formal study can be used to compensate if applicant evidences how they have met the required criterion, and/or
- an assessed and supported year of employment (ASYE).

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.

Completed [IOA Course Information Form](#) for all qualifications to be included in the assessment. If your higher education provider cannot complete this for you please submit a professional statement.

Evidence of registration as a social worker/license to practice or where not currently registered/licensed provide evidence of eligibility to register where such facilities exist (e.g. certificate of registration or license card or registration number if there is a facility to verify registration online or evidence that qualification enables the social worker to apply for registration/licensing). (When applicable).

Evidence that qualification is accredited where such facilities exist (relevant section of course information form or web link to accreditation body). (When applicable).

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 MA migration agent form. (When applicable).

Curriculum/course outline.

Fieldwork handbook. (When applicable)

Professional statement. (When applicable)

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

The qualification must be a specific qualification in social work.

NOTE: Related qualifications such as Social Care, Sociology or Psychology for example will not be accepted unless they also include a professional qualification in social work.

How to evidence this:

1. Qualification papers (Diploma, Degree or Masters).
2. Academic transcript/s/Diploma supplement/s.

Criterion Two

The qualification must:

- be regarded as a professional social work qualification in the country of training, recognised by the official association which is responsible for accreditation of social workers and/or social work courses (where such an association exists)
- enable eligibility for membership of the professional social work association of the country of training (where applicable), and where eligibility is conferred by formal qualification
- enable registration/licensing where such conditions exist in the country of training.

How to evidence this:

1. Qualification papers (Diploma, Degree or Masters).
2. Academic transcript/s/Diploma supplement/s.
3. If registration/licensing applies in the country of training or a country in which you currently work or have previously worked in please submit evidence of registration or a registration number if there is a facility to verify registration online.
4. If registration facilities exist but the social worker is not registered please provide evidence that the qualification is eligible for registration.
5. If there is no registration facility but there is a professional social work body responsible for accrediting social work qualifications please provide evidence that the qualification is accredited.

Criterion Three

1. Your higher education provider (HEP) complete the [IQA Course Information Form](#) regarding your social work qualifying studies.

NOTE: If your HEP is unable, or unwilling, to provide you with the necessary information please submit evidence of making an attempt to have this form completed. This may be in the form of a letter or email chain. Please upload this evidence in your application.

2. If your program of study does not substantially meet the AASW learning outcomes and/or if the social work program is lower than degree level (undergraduate certificate or undergraduate diploma level) then evidence must be submitted of one of the following three options or a combination of these:
 - relevant post qualifying social work experience (via a professional statement), and/or
 - relevant post qualifying formal study can be used to compensate if they evidence how the applicant meets the required criterion.

How to evidence this:

Relevant post qualifying social work experience (via a professional statement)

- Please submit a statement linking your post qualifying work experience to the AASW learning outcomes which relate to their work.
- This should be a maximum of 4800 words total.
- Applicants must reference examples from practice AND at least one case scenario from their recent practice.
- Applicants may draw on a scenario/s from their direct social work practice, research, social policy work or social work management, as is appropriate to their recent work experience.
- Applicants should explain their role in this scenario and link this to the AASW learning outcomes.
- Applicants must provide evidence of regular professional supervision.
- Applicants may also submit position descriptions and references to support their claims.
- For the purposes of this statement recent work experience should be within the last 7 years.
- This is required to be verified by a referee such as a line manager or supervisor. Please ensure the correct contact details for your referee/s are provided .
 - Your referee/s will be required to verify that your professional statement is a true and correct demonstration of your skills against the criterion.
 - For your referee/s to verify this, they will be required to complete a referee statement form. An automated email will be sent to your referee/s when you submit your professional statement. This email will request

for your referee/s to verify that your professional statement is a true and correct demonstration of your skills against the criteria. Please alert your referee that they will be required to verify your professional statement.

And / OR

Evidence of further relevant studies.

How to evidence this:

- Please have your higher education provider complete the IQA Course Information Form regarding your further relevant formal studies thus evidencing how this further study enables you to further meet the learning outcomes as a qualified social worker.
- Please upload evidence of your formal study as part of your application (this can include portfolio, transcript of results, award certificate).

Criterion Four

An applicant must have completed at least 1000 hours of field education in at least two field placements and with two contrasting practice foci at least one of which was in direct practice. Field education placements are required to cover a range of social work methods of intervention. Field education placements must be taken over a minimum of two academic years in conjunction with the professional social work program of study.

How to evidence this:

- Enter your fieldwork placement details in your application.
- Academic transcript/diploma supplement/fieldwork handbook.
- Ensure higher education provider has completed the relevant section of the IQA Course Information Form.

If you have a deficit in fieldwork placement hours

Where the total hours of your field education placements of the social work qualifying program is less than 500 hours OR if you have only completed a single fieldwork placement a positive assessment cannot be provided you will be advised to complete a further fieldwork placement in an Australian AASW accredited social work course. If this is not possible, please liaise with the MEA team regarding the fieldwork placement you are considering taking.

Where the total field education placement hours are less than 1000 hours but greater than 500 hours **over a minimum of two fieldwork placements**, you may submit evidence of one of the following alternatives to address the deficit:

1. Relevant post qualifying social work experience (via a professional statement):

- Please submit a statement linking your post qualifying work experience to the AASW learning outcomes which relate to their work.
- This should be a maximum of 4800 words total.
- Applicants must reference examples from practice AND to explain at least one case scenario from their recent practice.
- Applicants may draw on a scenario/s from their direct social work practice, research, social policy work or social work management, as is appropriate to their recent work experience.
- Applicants should explain their role in this scenario and link this to the AASW learning outcomes.
- Applicants must provide evidence of regular professional supervision.
- Applicants may also submit position descriptions and references to support their claims.
- For the purposes of this statement recent work experience should be within the last 7 years.
- This is required to be verified by a referee such as a line manager or supervisor. Please ensure the correct contact details for your referee/s are provided:
 - Your referee/s will be required to verify that your professional statement is a true and correct demonstration of your skills against the criterion.
 - For your referee/s to verify this, they will be required to complete a referee statement form. An automated email will be sent to your referee/s when you submit your professional statement. This email will request for your referee/s to verify that your professional statement is a true and correct demonstration of your skills against the criterion. Please alert your referee that they will be required to verify your professional statement.

OR

2. Evidence of an assessed and supported year of employment (ASYE).

How to evidence this:

- Please have your higher education provider complete the IQA Course Information Form regarding your assessed and supported year of employment (ASYE) thus evidencing how this further study enables you to further meet the learning outcomes as a qualified social worker.
- Please upload evidence of your assessed and supported year of employment (ASYE) (this can include: portfolio, assessed documents, transcript of results, award certificate).
- IQA course information form, completed by the higher education provided in which you completed your ASYE or relevant social work registering body.

OR

3. Fieldwork Placement from a relevant formal qualification:

- If applicant has completed a fieldwork placement in a relevant formal academic course then they may provide evidence relating to this relevant qualification and its field education experience.
- This may be considered in meeting the shortfall of fieldwork hours if it includes relevant methods of practice.
- The fieldwork will be compared to the learning outcomes and primarily learning outcome three which requires an 'Ability to apply for social work knowledge and interventions to respond effectively in meeting the needs of individuals, groups and communities in diverse settings, client groups and geographic locations' in determining if the methods of practice and fields of practice of this fieldwork are relevant to social work.
- While not mandatory, supervision from a qualified social worker is desirable.

How to evidence this:

- Enter fieldwork details when submitting application form.
- Academic transcript/diploma supplement of relevant formal qualification.
- Completed IQA course information form.

Criterion Five

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 and were 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, years studied and country in which studied.

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.

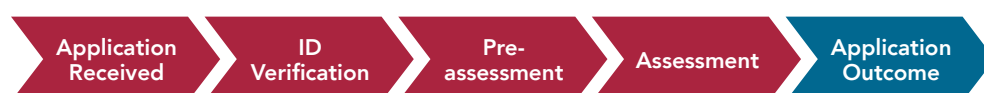
Complete your profile details, upload all the required documents, and submit your application. At the end of your application you will be prompted to securely submit payment for your application via credit/debit card.

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

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.

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.

Outcome decisions

If you think there has been an error at any stage of your AASW skills assessment process, you have the option to a reassessment, 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.

- **A reassessment** can be lodged when an applicant receives an unsuccessful outcome for an International Qualification Assessment and can provide new / additional information showing evidence of having satisfied the unmet criterion or criteria.
- **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.