



1. Who can assess my skilled employment?

Your skilled employment assessment must be completed by the same assessing body responsible for the assessment of your qualifications.

2. My qualifications assessment resulted in a 'not suitable' outcome. Can I have my skilled employment assessed?

No. Your qualifications must have been assessed 'suitable' before your skilled employment assessment application may be considered.

3. Will you consider experience gained both pre and post qualification?

Only skilled employment gained after the completion of your relevant qualification that resulted in a 'suitable' outcome whereby you meet all the educational criteria will be considered.

4. How many hours do I need to work for my experience to be considered?

The employment in question must require you to work a minimum of 20 hours per week paid at market rate, in your nominated or closely related occupation, in order for your skilled employment to be considered.

5. Will you consider skilled employment that is not relevant to my nominated occupation?

No. Your employment must be in your nominated occupation or closely related to your nominated occupation. To determine if an occupation is closely related to your nominated occupation you should refer to the Australian Bureau of Statistics website for information on ANZSCO code occupations in the same unit group as your nominated occupation.

6. Can I claim points for both overseas and Australian skilled employment?

Yes, we will assess and provide advice on your skilled employment both in Australia and overseas. DIBP will take this into consideration when making a decision on awarding the points. IPA has no part in DIBP's decision making on this matter.

7. I am submitting my qualifications and skilled employment for assessment at the same time. Will they both be assessed?

We will only assess your skilled employment if we have assessed your qualifications as 'suitable'.

8. Is there a fee for the assessment of my skilled employment?

Please refer to see our 'how to apply' page for current fees.

9. I have submitted my qualifications and skilled employment for assessment at the same time. Am I entitled to a refund if my qualifications are 'not suitable'?

Yes, we will refund the skilled employment assessment fee.

10. Can I submit additional information for an appeal or reassessment?

No. The assessment is based on information and references provided with your application. We will not seek or accept further information at any time. We will not consider a reassessment of skilled employment.

11. Is a CV/Résumé sufficient?

No. You must provide supporting evidence.

12. What evidence must I provide?

Please attach certified true copies of work references on the letterhead of the company or government department providing the employment reference.

The letterhead should:

1. show clearly the full address of the company, telephone and fax numbers, email and website address;
2. include the name and position of the referee signing the employment reference, typed or stamped below that referee's signature. The signatory must be your line manager, CEO or HR Manager. A reference where the details of the signatory are illegible will not be accepted; and
3. include the direct contact details of the referee.

The reference must include:

1. the period of employment;
2. whether it is permanent, temporary, full or part time employment;
3. the main duties and responsibilities; and
4. your job title/position. Other documents to support your claim may include:
 1. contracts of employment;
 2. tax returns; and
 3. payslips.

References for Australian and overseas work experience must relate to employment that is no more than ten years old at the time of lodging your visa application.

For further information on how points are awarded for both overseas and Australian skilled employment, please refer to DIBP's New Points Test (only relevant to candidates applying under DIBP's transitional arrangements till 31 December 2012) and SkillSelect (effective from 1 July 2012).

13. What other evidence is acceptable if I am not able to provide employer work reference(s)?

1. You may provide a work reference from a senior colleague in the same organisation with expertise closely related to your nominated occupation. This reference must be on or submitted with a Statutory Declaration. A Statutory Declaration is a legal document to be signed and witnessed by an authorised person.
2. The referee must verify their employment and position. This may be by way of their business card, payslips and other relevant evidence.
3. The work reference / Statutory Declaration must include full employer details: i.e. name, address, telephone and fax numbers, email and website address.
4. Information to be provided is per FAQ 12.
5. You should also outline reasons for being unable to obtain an employment reference from your employer.
6. Please note the Institute of Public Accountants is under no obligation to accept references provided by colleagues. There are heavy consequences for applicants who provide fraudulent declarations.

14. I am/was self-employed. What do I do?

1. You may provide a Statutory Declaration with a detailed explanation of the nature of your business.
2. The following documents must be attached:
 - o Certificate of Business Registration;
 - o Tax Returns for your business;
 - o References/recommendations from business associates (with business cards attached);
 - o Contracts for works undertaken; and
 - o Any other information that demonstrates relevant skilled employment in the course of self-employment.

3. If you worked as a contractor through an agency, a reference from the agency is acceptable. This reference must detail the nature of contract(s), the period(s) of your contract(s) and your key duties and responsibilities. There are heavy consequences for applicants who provide fraudulent declarations.

15. What about confidential details in my contract that could breach disclosure agreements?

Please do not include any information that is sensitive or confidential. We only need details of your employment and responsibilities.

16. My company will not give me a reference directly. Can they send it to you?

Yes. Please ensure they quote the reference number allocated to you by the Institute of Public Accountants. The work reference must be on company letterhead and include the details noted in FAQ 12. The reference must be signed by your immediate supervisor/manager, with their name and position clearly indicated and business card attached.