

Teacher Migration
Services and Support

Guide to applying for a skills assessment

December 2024

Acknowledgment of Country

The Australian Institute for Teaching and School Leadership (AITSL) acknowledges the Traditional Custodians of the lands, sea countries, and waterways from across Australia. We pay our respect to Aboriginal and Torres Strait Islander histories and living cultures; and to Elders past and present.

This guide is for an AITSL skills assessment. AITSL recommends you:

1. Read this guide
2. Read the occupation checklist relevant to you
3. Read the Applicant portal user guide on our [website](#)
4. Visit the Frequently Asked Questions and specific fact sheets available on our [website](#)

This guide applies to the following occupations:

- [Primary School Teacher \(ANZSCO 241213\)](#)
- [Middle School Teacher \(ANZSCO 241311\)](#)
- [Secondary School Teacher \(ANZSCO 241411\)](#)
- [Special Needs Teacher \(ANZSCO 241511\)](#)
- [Teacher of the Hearing Impaired \(ANZSCO 241512\)](#)
- [Teacher of the Sight Impaired \(ANZSCO 241513\)](#)
- [Special Education Teachers \(nec\) \(ANZSCO 241599\)](#)

Please refer to the above checklists for the assessment criteria for each occupation.

Applicant's responsibility



It is your responsibility to ensure the accuracy of your application, whether completed by you or a third party (i.e., an agent). If you submit false or misleading information, AITSL will decline to assess your application and a 3-year ban would be imposed on future applications. AITSL will also notify the Department of Home Affairs.

You are responsible for complying with the requirements in this guide. Please note that if you have not made sufficient attempt to provide the required documentation, you may be found not suitable due to incorrect information provided. No refund will be issued.

1. Prepare for application

Skills assessment fees

For most up-to-date information on our current fees, please visit our [fees webpage](#).

Payment of the assessment fee is required prior to submitting your online application for a skills assessment. AITSL only accepts payment by Visa or MasterCard.

Once the assessment fee has been paid, your application will be submitted for assessment, and you will not be able to make any changes.

Migration agent

Where an agent is nominated to apply on your behalf, all communications, including the assessment outcome, will be addressed directly to the agent. The agent must complete and submit an Agent Authorisation Form prior to finalisation of the online application in AITSL's online [Applicant portal](#). The Agent Authorisation Form can be downloaded from the [Agent information webpage](#) and/or directly from the Applicant portal during the application process.

AITSL does not offer a change of agent service during the assessment process. Please ensure that you are able to work with your nominated agent during the entire process, as you will not be able to engage another agent or discontinue your current engagement during this time.

Document preparation

All documents submitted must be:

- in colour
- at a minimum resolution of 300dpi
- in the following file types: PDF, PNG or JPEG

Steps in preparing documents

1. **Scan originals in colour and in high-quality (at least 300 dpi)**, maximum limit of 20MB per upload. If a document is double-sided, scan both sides of the document.
2. **Combine all pages of multiple-page documents into one PDF document.** For example, a final academic transcript over multiple pages should be uploaded as a single PDF file.
3. If submitting electronic documents with digital signatures like eEquals, it must be verifiable. This requires downloading the PDF and not changing the file name.
4. In cases where documents cannot be scanned (e.g., a large award certificate), a photo may be uploaded. The photo must be in high-resolution, in colour and present the entire document against a clear background.
5. Documents not in English must be accompanied by an accredited English translation. This is required even for Latin award certificates issued by English-speaking countries.

Note: There is no need to get your documents certified as true copies. AITSL reserves the right to request original documents.

Please **do not** submit the following:

- Copies that are incomplete or missing parts (e.g., header/footer cut off)
- Black and white scans – unless the original was issued in black and white
- Low-resolution scans
- Copies of copies
- Documents that have fingers or other items/objects in view

Note: Submitting the wrong documents will delay the processing of your application.

3 key things to remember



1. Scan original documents at 300 dpi
2. Provide colour copies of all documents
3. Include all pages for multiple-page documents in one file

Qualifications

For teaching qualifications, AITSL can consider completed qualifications comparable to the educational level of an Australian Bachelor degree (Australian Qualifications Framework Level 7) or higher.

For non-teaching qualifications, AITSL can consider completed qualifications comparable to the educational level of an Australian Advanced Diploma / Associate Degree (Australian Qualifications Framework Level 6) or higher.

Applicants should include details of all completed higher education qualifications, including undergraduate qualifications.

Note: AITSL does not assess short courses (less than 1 year of full-time study), non-academic qualifications, professional development programs or incomplete qualifications.

Award Certificate (Testamur)

An example of this is below:



Recent graduates from Australian universities

If you completed qualifications at an Australian university in the 6 months prior to submitting an application, you are not required to provide a final award certificate (testamur). Recent graduates from an Australian university can submit:

- an official statement confirming the completion of study by the University Registrar
- AND
- a final academic transcript showing all years of study.

For studies completed in Australia more than 6 months before applying to AITSL, a final award certificate (testamur) must be submitted, along with the final academic transcript.

Electronic Qualifications or “eQuals”

If you received your academic documents electronically, download a digitally signed copy of the document (in PDF) to submit in your application. Do not change the name of the document and submit the document with the name assigned by eQuals. This enables AITSL to verify the electronic signatures on the document submitted.

We will not consider eQuals links that are emailed. If you email AITSL your eQuals links, you will be directed to upload your documents via the Applicant portal, and there may be a delay in processing your application.

Academic transcript

The transcript(s) submitted must be the final academic transcript or official transcript and must show each year of study.

The following are not accepted:

- Unofficial transcripts
- Academic history (with no marks or official stamp/signatory)
- The Australian Higher Education Graduation Statement (AHEGS) – this is indicated on the top-right hand portion of the document
- Transcripts issued prior to the completion of any qualification.

Supervised teaching practice statement

Supervised teaching practice is a compulsory component of an initial teacher education (ITE) qualification where a student teacher is placed in a school to engage in and practice teaching with school students. This teaching practice is under the supervision of a qualified teacher and university education staff and is formally assessed.

What must be submitted?

AITSL requires an official statement from the university awarding the ITE qualification as evidence of supervised teaching practice.

The official statement must:

- be on official university letterhead
- be signed and dated by a university representative
- state the duration of the supervised teaching practice completed
- state the age range of the students taught
- state the school setting in which the practice was completed.

The following are not accepted:

- Statements from affiliated colleges, schools or training providers
- Supervised teaching practice reports (i.e., placement reports signed by the supervising teacher)
- Qualified Teacher Status certificates
- Induction certificates
- Teacher registration certificates
- Work experience statements or reports.

Translation of documents

All documents in a language other than English must, at your expense:

- be translated into English by an accredited translator (in any country)
- include the name, authority and contact details of the translator on the documents.

You must provide copies of the original language documents and copies of the translated documents. The original language version of each translated document should be uploaded into the relevant section of your application. Please name each uploaded document with a relevant title, for example, Bachelor of Education English translation.

Qualifications from the People's Republic of China

Applicants with qualifications from the People's Republic of China are required to provide scanned colour versions of notarial certified booklets, issued by a Notary Public Office in China for all the following degree documents:

- degree certificate
- final academic transcript
- certificate of graduation.

Each scanned booklet must include a notarial certificate providing evidence that the document is a true copy of the original.

You are not required to separate your certified notarial booklet into original language and translated documents. The booklets can be submitted as one document (in PDF format) under the relevant qualification section of your application.

Advanced Standing or Credits from Previous Study

If you have received credits, advanced standing or recognition of prior learning from a previous study, then please provide supporting evidence in the form of the following:

- academic transcript of the previous study
AND/OR
- an official statement from the awarding institution on letterhead and with an authorised signatory, which explains the basis of credits or advanced standing granted.

These documents must be uploaded in the section immediately below the question “Were credits, advanced standing or recognition of prior learning from previous study awarded towards this qualification? (*)”. AITSL may also request further information from your awarding institution to progress your application.

Applicants who have completed a PhD

AITSL may consider a doctoral degree completed in one of the 6 listed English-speaking countries to be a maximum of 2 years of full-time study, towards meeting the study option of the English language criterion.

3. Other relevant information

During the application process

There is no need to complete the application in one sitting, However, you will need to click on the ‘save’ button at the bottom of the page to save your progress.

A summary of the application is available once all the information has been submitted. This summary can be viewed via the dashboard or in the email sent to the registered address upon submission.

AITSL will not commence assessment until the application has been completed and payment has been made.

During the assessment process

Please note: AITSL does not provide information on the progress or status of an assessment application, and we will not respond to any requests for this information. Updates on assessment timeframes are available on AITSL’s website.

As the application progresses through AITSL’s assessment process, the progress will be reflected in the ‘state’ of the assessment. The assessment state is not linear, and you may see your application return to a previous state. AITSL will not respond to requests for information relating to your assessment state. Please only contact AITSL if you receive an email from migration@aitsl.edu.au

Notification and communication

Upon receipt of an application and approval of payment, you will receive three automated email notifications from no-reply@teachermigration.aitsl.edu.au (a *payment request email*, *payment received email* and *application submitted email*). Please ensure that the email address no-reply@teachermigration.aitsl.edu.au is whitelisted, as this will prevent the emails from arriving in your spam/junk folder. The emails will be sent to you, or to your agent if one has been nominated.

Once your application is submitted, all communication from AITSL will be sent to the email address you provided during the registration process. Emails will be sent to you from migration@aitsl.edu.au. Please also ensure that this email address is whitelisted.

You must include the first 8 characters of your payment reference in all communications with AITSL, for example, **x89bcdef**-7350-4ae7-a873-57a3701c5d28 (reference numbers contain a

combination of multiple digits/multiple letters and can be found in email notifications received from us after you apply).

All communication from AITSL will be to the email address provided during the registration process. Emails will be sent from migration@aitsl.edu.au or no-reply@teachermigration.aitsl.edu.au.

Request for changes after submission

Change of occupation

You can request a change in occupation by emailing AITSL at migration@aitsl.edu.au. Please include your registered name, email address and the first 8 characters of the payment reference. We will not accept any request to change the nominated occupation after an assessment outcome has been completed.

Refund

Should you need to withdraw your application, please go to the Applicant portal. You can request a partial refund (AUD 861) if the assessment of the application has not commenced. When the application state is SUBMITTED, a 'Request refund' button will be available at the bottom of the application form. AITSL will consider your request upon submission. If the application is no longer in the SUBMITTED state, no refund will be issued, however the application can still be withdrawn. If you wish to withdraw your application, please contact AITSL by emailing migration@aitsl.edu.au. Please include your registered name, email address and the first 8 characters of the payment reference

Assessment timeframe

The majority of assessment-ready applications are completed within 4 weeks, some may take up to 6 weeks to complete. Processing times can be impacted by the volume and complexity of applications received. If an application is incomplete or there are incorrect documents provided in the original submission, this will delay the processing of your application. Ensure all required evidence is provided to avoid delays. For current assessment timeframes, refer to www.aitsl.edu.au/migrate-to-australia.

Please note that AITSL does not offer a fast-track assessment service. If an outcome is required by a specific date, it is the applicant's responsibility to submit their application at their earliest opportunity. Generally, all applications are assessed in the order in which they are received - on a first come, first served basis.

Reminder



AITSL does not provide information on the progress or status of an assessment application.

AITSL will not respond to any requests seeking this information.

AITSL's requests for information

As part of the assessment process, AITSL reserves the right to request additional documentation, replacement documentation or information from you or a third party. When additional information is required from you, AITSL will contact you via the email you registered with.

You will need to upload the additional documentation via the Applicant portal. All additional documents should be uploaded at the same time. Missing or incomplete information not provided during the first request will cause further delays in the assessment and the receipt of your outcome. Any intentional or deliberate failure to comply with these requests may also lead to a not suitable assessment outcome.

Where additional information is requested directly from a third party (e.g., your university), AITSL will pause the assessment process and continue once the further information is received. You will see the application is in the "Request for information" state, however when AITSL seeks information directly from third party sources, you are not responsible for uploading any additional documentation.

Assessment outcome

The assessment outcome will be available via the Applicant portal. You will receive an email notifying when your outcome is available to be downloaded.

Suitable outcome statements are valid for 2 years from the date of issue. The assessment outcome is not provided in hard copy.

If your application is not suitable, you can download a formal letter that specifies the reason(s) why your application did not meet the criteria.

All outcome statements will remain available in the Applicant portal for 2 years from the date of issue.

New evidence

If you wish to submit new evidence obtained after the date of the assessment outcome, such as a recent qualification or an Academic IELTS test result, you will need a new assessment application, including payment of the application fees.

After your assessment

Contact the [Department of Home Affairs](#) for the next steps in your migration process.

To work as a teacher in Australia you will need to gain registration with the relevant state/territory teacher regulatory authority. A complete list of [teacher regulatory authorities](#) is available on our website.

Appeal

If your application has been found not suitable and you wish to seek clarification, you may contact AITSL via email to clarify the reason. If you still do not agree with your outcome after receiving clarification, you can request a formal appeal. The request must be made within 60 days from when the date of the outcome was issued. There is a fee for this service. For information about current fees, please visit our [fees webpage](#).

All requests for clarification and appeal should be made to AITSL via migration@aitsl.edu.au. Please include your registered name, registered email address and 8-character payment reference.

An appeal outcome will be issued within 10 weeks of the appeal payment.

4. Skilled Employment Statement

If you have been assessed and received a suitable **AITSL Skills Assessment Outcome**, you can request a skilled employment statement (SES).

An SES is an optional summary of relevant skilled employment that you can use as part of the Points Test for skilled migration.

Once you have received a suitable Skills Assessment Outcome, you can apply for an SES through the Applicant portal. There is a fee for this service. For information about current fees, please visit our [fees webpage](#). If you have not received a suitable AITSL Skills Assessment Outcome, you are ineligible to apply for an SES.

Note: All SES applicants must submit a copy of their suitable assessment outcome and passport. Applicants must also provide the following information: reference ID, date of issue, and the nominated occupation.

AITSL can assess skilled employment that was:

- completed in any country
- closely related to your nominated school teacher occupation
- undertaken within the past 10 years
- undertaken after the completion of four years of higher education study, which includes the completion of your initial teacher education qualification
- undertaken for at least 20 hours per week
- undertaken within a registered school setting
- paid employment.

A skilled employment statement requires an applicant to submit employment statements on the official letterhead of the employing authority or school.

The employment statements must be signed and dated and include all the following information:

- Name of school
- School setting e.g., primary school/middle school/secondary school
- Name of employer (if different from school)
- Address of employer
- Dates of employment - start and finish dates (day/month/year) - the finish date for current employment will be based on the date of the employment letter
- Title of position/job
- Age range of students taught
- Hours of employment per week.

Employment statements that do not contain the above information issued on official letterhead cannot be considered. Pay slips, employment contracts or offer letters will not be accepted.

At times, AITSL will independently verify your employment statements directly with the employer so please ensure contact details are provided on the statements.

Where this is the case, you will receive an email from AITSL outlining the required information. You will need to upload this information into the Applicant portal.

Full details of the criteria for a skilled employment statement, including how a closely related occupation is assessed, can be found [here](#).

5. Privacy policy

Teaching Migration Services and Support (**TMSS**) is committed to protecting the privacy rights of all individuals with respect to any personal information provided to TMSS as part of the teacher migration assessment application services (**Application**).

As part of the Australian Institute for Teaching and School Leadership Limited, ABN 17 117 362 740 (**AITSL**), TMSS must comply with the *Privacy Act 1988* (Cth) and all other applicable privacy legislation (**Australian Privacy Laws**) together with AITSL's Privacy Policy: [AITSL Privacy Policy](#) with respect to information TMSS collects and uses from an Application.

This privacy statement provides explanation as to how TMSS collects, uses and discloses personal information.

1. Australian Privacy Principles

1.1 As part of the *Privacy Act 1988* (Cth), the Australian Privacy Principles (**APPs**) set out what, how and for what purpose personal information may be collected. TMSS must adhere to the APPs in its collection of personal information as part of the Application process.

1.2 Collection of Personal Information

- (a) 'Personal information' is information about an identified individual, or an individual who is reasonably identifiable and includes:
- Name
 - Address
 - Date of birth
 - Email address
 - Passport details
 - Birth Certificate
 - Photographic images
 - Education Qualifications
 - Employment history
- (b) TMSS will only collect personal information for the purposes of the Application process including, but not limited to:
- provision of skills assessment including, but not limited to, assessment of educational qualifications and employment skills for migration to Australia

- verification of the identity of applicants
 - improvement of the quality of TMSS services
 - research and analysis relating to the quality of our services,
 - dealings with Australian, State and Territory governments and agencies
 - record keeping and administrative purposes.
- (c) How TMSS collects personal information depends on the circumstances, for example, the Application portal, emails to you requesting further information in support of your Application, emails you send us providing additional information required for your Application, emails regarding assessment of the Application, emails regarding Australian government migration programmes or research matter related to your applying for teacher migration to Australia, etc.
- (d) However, TMSS may also be required to collect personal information as part of completing your Application or post-completion of your Application from an agent acting on your behalf and from third parties such as:
- Commonwealth Department of Employment and Workplace Relations (**DEWR**)
 - Commonwealth Department of Home Affairs (**DHA**)
 - Australian Teacher Registration Authorities
 - Australian education providers
 - Overseas education providers.
- (e) Where TMSS requests that you provide your personal information and you elect not to provide it, TMSS may not be able to complete your Application.

1.3 Use and Disclosure

- (a) Information provided will be used for the purpose of a skilled migration assessment and related services by TMSS. As part of this process, TMSS may disclose some or all of the Application to a third party (including, but not limited to, Universities, educational institutions and language assessment organisations both in Australia and internationally, as specified in the Application), in order to complete the assessment of the Application. Third parties must take reasonable steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure.
- (b) In certain circumstances under the *Migration Act 1958*, information and documents provided as part of the Application may be provided to the Department of Home Affairs, who may use the information for their lawful purposes and in accordance with the *Privacy Act 1988* (Cth) or, where TMSS may obtain personal information from overseas, whether it is obtained directly from you or is collected and provided to TMSS by your specified migration agent, certain additional rights and obligations may attach to that information.
- (c) Additionally, AITSL may share information provided as part of this application to Australian Teacher Registration Authorities in order to verify documents provided for assessment, where applicants have provided Australian teacher registration details as part of their submission. AITSL may also share such information with Australian

Teacher Registration Authorities where requested to do so in accordance with applicable Teacher Registration Authority State and Territory laws.

- 1.4 TMSS may utilise the data for a variety of purposes such as, but not limited to, research, developing, delivering, and updating TMSS's services, programs and policies, conducting analysis, identifying and reporting on trends. TMSS is committed to protecting all personal information and ensures that the data used for such purposes will be de-identified and/or your consent is provided as part of the Application process for identifiable data, consent of which can be withdrawn at any time. All data included in reports for internal and external use will be anonymous. From time to time, TMSS may contact the applicant for educational and/or promotional purposes. If the applicant does not wish to be contacted in this way or wishes to withdraw their consent for use of identifiable data, they can email migration@aitsl.edu.au. As noted above, where the applicant withdraws their consent for use of personal information in their Application, it can affect the ability of TMSS to undertake the skill assessment process and therefore the Application will be closed.

2. Data Quality

- 2.1 TMSS will take all reasonable steps to ensure the personal information is collected, used, or disclosed is complete, accurate and current, however, the accuracy of your information depends on the information you provide and whether you keep TMSS updated on changes. Any request to update or correct the information TMSS hold should be addressed to the email address migration@aitsl.edu.au
- 2.2 You can also contact the Privacy Officer at privacy@aitsl.edu.au if you wish to:
- obtain a copy of any personal information TMSS holds that relates to you
 - request, where authorised, that TMSS correct that information
 - make a complaint relating to TMSS' collection or use of your personal information.

3. Data Security

- 3.1 Personal information is held by TMSS on a secured electronic database on AITSL's website or within AITSL's secure servers. TMSS has taken all reasonable steps to ensure your information is protected from:
- misuse;
 - unauthorised access;
 - loss
 - modification or disclosure.
- 3.2 All personal information not required will be destroyed in accordance with either:
- Australian Privacy Laws; or
 - National Archives Authority guidance and requirements.

4. Website Usage and Cookies

- 4.1 AITSL's website may use 'cookies' to make your experience of the AITSL website easier and more efficient. A cookie is a small data file placed on your hard drive by the web page server.

A cookie cannot retrieve any other data from your hard drive, pass on a computer virus, or capture your email address.

- 4.2 In using cookies, AITSL does not record any personal information or collect names or details of commercial transactions nor does AITSL use cookies as the basis for direct marketing.
- 4.3 You can configure your browser to notify you when you receive a cookie, providing you with the opportunity to either accept or reject it. You can also refuse all cookies by turning them off in your browser or deleting all cookies from your computer if required.:

5. Provision of False and Misleading Information

- 5.1 If TMSS discovers that you have provided false, misleading, or incorrect information to support your Application and AITSL has relied on that information to award a successful skills assessment outcome, TMSS may recommend that your assessment outcome be changed to unsuccessful and advise the DHA and any Australian, State or Territory government agency that has also relied on the information.
- 5.2 Fraud relating to skilled migration visas including provision of false documents can be disclosed to the DHA and suspected fake or falsified documents can be disclosed to the relevant issuing institution or to the business or service that is relying on the validity of the document. The DHA's *Public Interest Criterion 4020* sets out how the DHA deals with bogus documents and false and misleading information of skilled migrants in terms of the grounds available to the DHA to refuse the grant of a skilled migration visa.
- 5.3 This may apply at any time, even after your application or assessment has been finalised, and TMSS may verify such information with the issuing authority prior to assessment, close your Application, reject your skills assessment and notify the DHA and, where applicable, other government agencies or education institutes who have also relied on the accuracy of the information as part of a migration application, Australian teacher registration and confirmation of skilled employment.
- 5.4 TMSS will also advise you in writing of what actions TMSS has taken and who TMSS has disclosed the personal information with and on what grounds, for example, in accordance with Australian, State or Territory laws.

6. Further information

- 6.1 Please contact migration@aitsl.edu.au for further information about this Privacy Statement.