

# Assessment Application Guide

Effective 22 October 2013

The Australian Institute for Teaching and School Leadership (AITSL) Ltd has been gazetted by the Department of Immigration and Border Protection (DIBP) as the relevant assessing authority for the school teacher occupations listed in the Skilled Occupation List (SOL) and the Consolidated Sponsored Occupation List (CSOL), for the purpose of migration to Australia.

ANZSCO Code

- 241111 Early Childhood (Pre-primary School) teacher**
- 241213 Primary school teacher** (Consolidated Sponsored Occupation List - July 2013)
- 241311 Middle school teacher** (Consolidated Sponsored Occupation List - July 2013)
- 241411 Secondary school teacher**
- 241511 Special needs teacher**
- 241512 Teacher of the hearing impaired**
- 241513 Teacher of the sight impaired**
- 241599 Special education teachers (not elsewhere classified)**

The Assessment Application Guide aims to assist applicants in preparing an application for assessment for one of the teacher occupations. The Guide is organised under the same sections as the Assessment Application Form for easy cross-reference.

## Assessment criteria

All applicants, regardless of where they completed their training, will be assessed against three criteria. Applicants for assessment are required to meet all three assessment criteria to obtain a successful outcome.

### 1. Educational

Study assessed by AITSL as comparable to at least four years full-time (or part-time equivalent) higher education (university) level study in Australia, that results in a qualification/s comparable to the educational level of an Australian bachelor degree or higher.

### 2. Professional

**For the occupations of Early Childhood (Pre-primary School) teacher (ANZSCO code 241111), primary school teacher (ANZSCO code 241213), middle school teacher (Aus)/Intermediate school teacher (NZ) (ANZSCO code 241311), and secondary school teacher (ANZSCO code 241411)**

- (i) an initial teacher education qualification relevant to the nominated occupation of at least one year full-time study (or part time equivalent) at the higher education (university) level that includes minimum of 45 days of supervised teaching practice with students in a school setting, relevant to the nominated occupation

**For the occupations of special needs teacher (ANZSCO code 241511) and special education teacher (not elsewhere classified) (ANZSCO code 241599)**

- (i) an initial teacher education qualification of at least one year full-time study (or part-time equivalent) at the higher education (university) level that includes a minimum of 45 days of supervised teaching practice with students in a school setting, **and** a formal post graduate

qualification in special education of at least one year in duration (full-time or part-time equivalent) at the higher education (university) level following the completion of the initial teacher education qualification.

**or**

- (i) a specialisation, within an undergraduate initial teacher education qualification in special education, of at least one year full-time study (or part-time equivalent) at the higher education (university) level that includes a minimum of 45 days of supervised teaching practice with students within a special education setting.

*These qualifications must be assessed as comparable to the education level of an Australian bachelor degree or higher.*

**For the occupations of teacher of the hearing impaired (ANZSCO code 241512) and teacher of the sight impaired (ANZSCO code 241513)**

- (i) an initial teacher education qualification of at least one year full-time study (or part-time equivalent) at the higher education (university) level that includes a minimum of 45 days of supervised teaching practice with students in a school setting, **and** a formal post graduate qualification in special education of at least one year in duration (full-time or part-time equivalent) that includes a minimum of 30 days of supervised teaching practice, with students with a hearing or sight impairment, following the completion of an initial teacher education qualification.

**or**

- (ii) a specialisation, within an undergraduate initial teacher education qualification in special education, of at least one year full-time study (or part-time equivalent) at the higher education (university) level that includes a minimum of 45 days of supervised teaching practice with students in a school setting, with students with a hearing or sight impairment.

*These qualifications must be assessed as comparable to the education level of an Australian bachelor degree or higher.*

### 3. English language

English language proficiency demonstrated by **one** of the following:

- (i) An Academic version of the International English Language Testing System (IELTS) Test Report Form (TRF) that shows:
  - a score of at least 7.0 for Reading and Writing; and
  - a score of at least 8.0 for Speaking and Listening.

*The IELTS test scores must appear on a single IELTS TRF and be the result of a test undertaken during the 12 month period prior to submitting an application.*

**or**

- (ii) An applicant has completed study assessed by AITSL as comparable to at least four years of full-time (or part-time equivalent) higher education (university) study, that results in a qualification/s comparable to the education level of an Australian bachelor degree or higher, (must include a recognised initial teacher education qualification) undertaken in Australia, Canada, the Republic of Ireland, New Zealand, the United Kingdom or the United States of America.

#### Advice to applicants

*Any applicant submitting an IELTS Test Report Form which shows a score of less than seven (7.0) for Reading and Writing or a score of less than eight (8.0) for Speaking and Listening, will not meet the English language proficiency criterion, including applicants who provide evidence of 3 (ii).*

*AITSL reserves the right to ask an applicant to undertake the Academic version of the International English Language Testing System (IELTS) examination if there is uncertainty about their level of English language proficiency. Applicants must achieve a score of seven (7.0) or more for Reading and Writing and a score of at least eight (8.0) for Speaking and Listening.*

## Assessment process

<p><b>Purpose</b></p>	<p>Assessment for school teacher occupations for migration to Australia under the skilled migration program.</p> <p>Other assessment processes apply for the purpose of obtaining professional teacher registration or employment in Australia. It is the responsibility of individual applicants to contact the relevant assessment authorities regarding these processes. For advice on these matters, please contact the relevant assessment authority. Further details can be found under “contacts” under the Assessment Migration tab on AITSL’s website.</p>
<p><b>Fees for assessment</b></p>	<p>AUD550 payable in advance</p>
<p><b>Notification</b></p>	<p>On receipt of an application and approval of payment, AITSL will send a notification email with a reference number with the pre-fix WAMS....</p> <p>Allow 5 -10 working days for this notification from the date AITSL receives the application.</p> <p>Advise AITSL promptly via email of any change to your email or postal address.</p>
<p><b>Assessment time</b></p>	<p>Up to 10 weeks from the date of the initial notification email (dependent upon peak demands).</p> <p>Assessments will be delayed if AITSL has to request documents after the application has been received. It is the responsibility of the applicant to ensure that a complete application is lodged and all the required documents relevant to their situation have been appropriately certified (see Section K) and are submitted.</p> <p>Progress of an application may be tracked through the online facility <a href="http://www.migration.aitsl.edu.au/checkapplicationstatus">http://www.migration.aitsl.edu.au/checkapplicationstatus</a></p>
<p><b>Fast track assessment/urgent requests</b></p>	<p>AITSL does not provide a fast track assessment service. If an assessment outcome is needed by a specific date, it is the responsibility of the applicant to ensure a complete assessment application is lodged well before the date an assessment outcome is required. All assessment applications are processed in the order in which they are received.</p>
<p><b>Delivery of the assessment outcome</b></p>	<p>AITSL will send all assessment outcomes as hard copy documents by Australia Post regular mail. Delivery may take 3 or more weeks to addresses outside Australia.</p> <p>Applicants may make alternative delivery arrangements at their own expense.</p> <p>The Skills Assessment Certificate is valid for two (2) years from the date of issue.</p>

# A guide to completing the application form

## A. Nominated occupation

AITSL will assess the initial teacher education qualification against the requirements of the teacher occupation nominated.

As a guide, in Australia, Early Childhood (Pre-primary School) teachers teach children aged 3 to 8 years of age. Primary school teachers teach children aged 5 or 6 to 12 years of age. Middle school teachers teach children aged 10 to 15 years of age. Secondary school teachers teach children aged 13 to 18 years of age.

AITSL assesses one occupation only for each application.

## B. Applicant details

Complete all parts of this section including the applicant's postal address and email, even if an agent is used, as AITSL may need to contact the applicant directly.

All applicants are required to provide a certified copy of the identity page of their passport and one passport sized photograph that has been certified by one of the authorised persons listed in section K. of the Assessment Application Form.

For evidence of a name change include a birth certificate, marriage certificate or deed poll documents.

Ensure an email address is provided as this is AITSL's preferred means of contact.

## C. Agent authorisation and contact details (optional)

Complete this section only if a registered migration agent, family member or friend is engaged to act on the applicant's behalf. If an agent is nominated, all communications about that application will be through this person only. Only one authorised person can be nominated at a time.

## D. Senior secondary school details

Provide the name of the final year of schooling award as titled in the country of issue. This will usually be the qualification received prior to attending university. Include the year the study commenced and finished.

AITSL does not require a copy of the award/s documents for the assessment.

## E. Initial teacher education qualification (professional criterion)

This is the qualification required to teach in an early childhood (pre-primary school), primary, middle or secondary school classroom. This initial teacher education qualification must involve at least one year of full-time study (or part-time equivalent) specific to the stage of schooling of the nominated teacher occupation.

The final academic transcript for the initial teacher qualification must include a program of professional studies in education including discipline-specific curriculum, pedagogical studies, general education studies and supervised teaching practice relevant to the age range of the students of the nominated teacher occupation.

The following teaching qualifications are generally not considered as meeting the AITSL professional criterion - Montessori; Rudolph Steiner; educational administration; English as a Second Language (ESL); Teachers of English to Speakers of Other Languages (TESOL); Teaching English as a Foreign Language (TEFL) or similar.

Employment/school- based routes into the teaching profession (for example the Graduate Teacher Program and School Centred Initial Teacher Training (SCITT) from England), which do not result in the issue of a formal academic award, final academic transcripts and statement of supervised teaching practice by an accredited degree granting institution, will not meet the professional criterion.

## E. (i) School teacher qualifications

**Applicants seeking an assessment for Early Childhood (Pre-primary School) teacher (ANZSCO code 241111), primary school teacher (ANZSCO code 241213), middle school teacher (Aus)/Intermediate school teacher (NZ) (ANZSCO code 241311), and secondary school teacher (ANZSCO code 241411) will require:**

- (i) an initial teacher education qualification relevant to the nominated occupation of at least one year full-time study (or part-time equivalent) at the higher education (university) level that includes a minimum of 45 days of supervised teaching practice with students in a school setting, relevant to the nominated occupation.

### Early Childhood (Pre-primary School) Teacher

For the purposes of AITSL Assessment for Migration an Early Childhood (Pre-primary School) Teacher is degree qualified to teach children between the ages of 3 and 8 in education programs prior to and in to the early years of Primary School. Early Childhood (Pre-primary School) Teachers may require relevant state/territory teacher registration and ACECQA qualification certification to practice (see ACECQA textbox below).

Applicants nominating Early Childhood (Pre-primary School) Teacher need to present higher education early childhood initial teacher education qualification/s (undergraduate or post graduate) that include a minimum duration of supervised teaching practice of 45 working days with students across the 3 to 8 age range in education programs prior to and in the early years of Primary School.

#### Australian Children's Education and Care Quality Authority (ACECQA)

If you intend to work as an Early Childhood (Pre-primary School) Teacher in a National Quality Framework (NQF) regulated service anywhere in Australia you will need to apply to the Australian Children's Education and Care Quality Authority (ACECQA) for a qualifications assessment. This assessment is based on ACECQA criteria including additional days of supervised teaching practice with the birth to two age group.

For ACECQA qualifications assessment information, application forms and further details please visit [www.acecqa.gov.au](http://www.acecqa.gov.au)

### Middle school teacher

Middle school teachers teach in a range of settings, specifically with students aged between 10 and 15 years of age. Applicants applying for a middle school teacher occupation with a designated ANZSCO code 241311 will be assessed through their initial teacher qualification which will be required to include a minimum of 45 days of supervised teaching practice across the age range 10-15 years. This will be demonstrated by teaching in a separate middle school setting or by teaching in both upper primary and lower secondary schools, with at least 10 days teaching primary aged students and at least 10 days teaching secondary aged students.

Applicants applying for occupations designated ANZSCO 241111, 241213, 241311, 241411 complete sections E. (i) and F. on the Assessment Application Form.

### Supervised teaching practice

Supervised teaching practice is the compulsory component of an initial teacher education program during which time a student teacher is on a school placement and engaged in the teaching and learning process with school students. This teaching practice is under the supervision of a qualified teacher and university education staff and is formally assessed.

Only supervised teaching practice undertaken with school students in a school setting as a requirement of the initial teacher education program will be considered. A minimum of 45 days of supervised teaching practice with the age range of the students relevant to your nominated occupation is required. University based teaching practice activities undertaken with fellow students and university staff will not be considered.

The evidence of supervised teaching practice for this assessment is a statement from the university awarding the initial teacher education qualification (not affiliated colleges or training providers). The statement must be

on official university letterhead, be signed and dated and include the length of the supervised teaching practice completed and the age range of the students taught.

Applicants may be requested to provide an original syllabus/curriculum, published by the awarding institution, detailing the program of study relevant to the year/s the study was undertaken by the applicant.

AITSL will verify the information submitted against the syllabus, online university references and direct communications with the relevant university.

#### E. (ii) Special education teacher qualifications

The foundation criterion for the assessment of the special education teacher occupations with the designated ANZSCO code 2415 is a qualification to teach. Special education teacher occupations will be assessed under the same criteria used by AITSL for the nominated occupations of early childhood (pre-primary), primary, middle and secondary school teacher with the addition of specific qualifications in special education.

**Applicants seeking an assessment for the occupations of special needs teacher (ANZSCO code 241511) and special education teacher (not elsewhere classified) (ANZSCO code 241599) will require:**

- (i) an initial teacher education qualification of at least one year full-time study (or part-time equivalent) at the higher education (university) level that includes a minimum of 45 days of supervised teaching practice with students in a school setting, **and** a formal post graduate qualification in special education of at least one year in duration (full-time or part-time equivalent) at the higher education (university) level following the completion of the initial teacher education qualification.

**or**

- (ii) a specialisation, within an undergraduate initial teacher education qualification in special education, of at least one year full-time study (or part-time equivalent) at the higher education (university) level that includes a minimum of 45 days of supervised teaching practice with students within a special education setting.

*These qualifications must be assessed as comparable to the education level of an Australian bachelor degree or higher.*

Applicants relying on a postgraduate special education qualification to meet the requirements for occupations 241511 and 241599 do not need to have completed supervised teaching practice in a special education setting while completing this qualification. However they must have completed a minimum of 45 days of supervised teaching practice in a school setting as part of their initial teacher education qualification to meet the professional assessment criteria.

**Applicants seeking an assessment for the occupations of teacher of the hearing impaired (ANZSCO code 241512) and teacher of the sight impaired (ANZSCO code 241513) will require:**

- (i) an initial teacher education qualification of at least one year full-time study (or part-time equivalent) at the higher education (university) level that includes a minimum of 45 days of supervised teaching practice with students in a school setting, **and** a formal post graduate qualification in special education of at least one year in duration (full-time or part-time equivalent) that includes a minimum of 30 days of supervised teaching practice, with students with a hearing or sight impairment, following the completion of an initial teacher education qualification.

**or**

- (ii) a specialisation, within an undergraduate initial teacher education qualification in special education, of at least one year full-time study (or part-time equivalent) at the higher education (university) level that includes a minimum of 45 days of supervised teaching practice with students in a school setting, with students with a hearing or sight impairment.

*These qualifications must be assessed as comparable to the education level of an Australian bachelor degree or higher.*

The final academic transcript for a special education teacher qualification will include a program of professional studies in special education that prepares the teacher to apply specialised knowledge,

skills and teaching expertise to meet the individual needs of students.

Applicants applying for occupations designated ANZSCO 2415 complete sections E. (i), E. (ii) and F. on the Assessment Application Form.

#### F. Other higher education qualifications

List **all** other academic qualifications completed at university level. All applicants are required to provide award certificates and final academic transcripts for each year of study for each higher education level qualification.

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

#### G. Australian teacher registration (optional)

For applicants who have registered to teach in Australia, indicate the state or territory of registration and provide a certified copy of the teacher registration/license card/s. Registration is **not** an assessment criterion for an AITSL assessment.

Registration, accreditation or licensing with an Australian teacher registration body and/or the Australian Children's Education and Care Quality Authority (ACECQA) will not guarantee a successful outcome for this assessment.

#### H. Evidence of English language proficiency

All applicants must provide evidence of English language proficiency by meeting the requirements of one of the options in assessment criterion 3.(i) or (ii) detailed in of this Assessment Application Guide.

These criteria will apply to all applications submitted and postmarked after 1 January 2013 and to applicants submitting an IELTS Test Report Form dated after 1 January 2013.

#### I. Applicant declaration

The Applicant declaration must be signed and dated by the applicant (not by the agent) and a certified copy of a passport sized photograph of the applicant attached. An assessment will not commence without this signed declaration.

Complete the checklist to confirm all the documents required have been included in the application.

Electronic applications or supporting documents will not be accepted.

#### J. Payment details

The fee for an assessment is AUD550. Payment options are an Australia Post money order or credit card. Australia Post money orders are payable to 'AITSL'.

It is advisable to notify your bank of an overseas credit card transaction to avoid the payment being blocked and subsequent delays in processing an application.

A refund of AUD500 is only issued if an applicant withdraws their application **before** the assessment of their application has commenced.

The applicant must notify AITSL by email of a request to withdraw an application. Once the assessment process has begun, no refund will be issued.

#### K. Application checklist

Ensure all supporting documents are certified as described below.. Assessment of applications will be delayed when supporting documents are not appropriately certified.

##### Certified documents

Certified copies of all original documents are required for the assessment process (refer section I) except Statements of Employment for the Skilled Migration Points Test (refer page 9). These statements of employment must be original documents.

Only documents certified by one of the following authorised persons will be accepted for this assessment:

Certified Practising Accountant

Judge

Chartered Accountant

Registered medical practitioner (Medical doctor)

Commissioner for Oaths

School principal

Justice of the Peace

Solicitor

Notary Public

Australian Embassy/High Commission staff

Magistrate

The certifying officer must clearly indicate on each page of each document that it is a *certified true copy of the original document*. They must sign and date each page of each statement. The full name, occupation, address and phone number of the certifier must be included in the application.

AITSL will **not** accept certified electronic/scanned documents, a certified copy of a copy or a copy with previous certification stamps.

Original documents and copies of documents, submitted as part of the application, will **not** be returned to the applicant or agent.

Each application lodged with AITSL requires a new set of documents. In accordance with the Privacy policy (page 6) AITSL does not forward information about assessment outcomes or copies of documents lodged with AITSL for assessment to other agencies.

#### Translation of documents

All documents in a language other than English must be translated into English by an accredited translator and the name, authority and contact details of the translator included with the documents. Applicants must provide certified copies of the original language documents and certified copies of translated documents.

#### Recent graduates from Australian universities

Applicants, who have completed qualifications at an Australian university in the six months prior to submitting an application, are not required to provide a final award certificate. These applicants are required to submit a final academic transcript for each year of study and an official statement confirming completion of study by the university registrar.

For studies completed in Australia more than six months before submitting an application to AITSL, a final award certificate **must** be submitted.

#### Qualifications from China

Applicants are required to submit **original** notarial certificates (transcript, graduate certificate and bachelor degree certificate) for their qualifications awarded in China. These documents remain on the applicant's assessment file and will not be returned.

#### L. Skilled employment statement

To request a skilled employment statement for the purpose of the Points Test for a Skilled Migration visa, complete page 9 of the Assessment Application Form. This is optional and is not a requirement in order to obtain an AITSL assessment.

#### Further information

Email: [overseasquals@aitsl.edu.au](mailto:overseasquals@aitsl.edu.au)

Phone: +61 2 6239 9505

Free Call: 1800 337 872 (9am-3pm AEST Monday - Friday)

#### Postal address

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