

IMPORTANT: Please read these explanatory notes carefully before completing the Assessment of Skilled Employment History application form.

Introduction

An APS assessed Statement of Skilled Employment History is an opinion about whether an applicant's claims of relevant work experience equate to work at the appropriately skilled level of a psychologist in Australia. The APS may only assess relevant employment as a psychologist or in a psychological role.

In forming an opinion about verifiable skilled employment, the APS gives careful consideration to a range of factors, including a description of the tasks undertaken, work references, evidence of registration and evidence of professional supervision.

An APS Statement of Skilled Employment History reflects the views of the APS based on the material you have presented with your application, and following an in-depth scrutiny using the best available resource information. The APS accepts no responsibility for the judgments made by individuals or third parties who disagree with its assessment.

The APS reserves the right to contact past employers and government departments or agencies for additional information and/or verification of the authenticity of the material presented.

If forged, altered or falsified documents are submitted to the APS at any time, no assessment will be prepared and the assessment fee will not be refunded.

Who should use this form?

Use this form if you have attained a positive skills assessment for migration under the category of psychologist on the basis of:

- a) Qualifications found comparable to a six year sequence of study in psychology completed in Australia and fulfillment of the English language proficiency requirement; **OR**
- b) Holding unconditional general registration as a psychologist in Australia.

Skilled employment as a psychologist within Australia

Within the past 10 years, you have worked for a period of at least one year as a general registered psychologist in Australia. Employment must be for at least 20 hours per week in each position.

You must supply evidence of continuing general registration as a psychologist for the entire employment period.

Skilled employment as a psychologist/in a psychological role outside of Australia

Within the past 10 years, you have worked for a period of at least three years as a registered psychologist in countries where there is state/national registration for psychologists (e.g., Canada, New Zealand, South Africa, USA). Employment must be for at least 20 hours per week in each position.

You must supply evidence of continuing registration as a psychologist for the entire employment period.

Alternatively, since attaining your highest academic qualification in psychology, you have worked for a period of at least three years in a psychological role in countries where there is *no* state/national registration for psychologists. Employment must be for at least 20 hours per week in each position.

Work experience may be completed in more than one country outside of Australia. However, to have a basis for an application, the total amount of overseas work experience must total at least three years.

Skilled employment as an academic within Australia

Since attaining a research-only postgraduate degree qualification in psychology, you have worked for a period of at least one year in an academic role at a recognised tertiary/research institute in Australia. Employment must be for at least 20 hours per week in each position.

You may supply evidence of continuing general registration as a psychologist for the entire employment period, if relevant.

Skilled employment as an academic outside of Australia

Since attaining a research-only postgraduate degree qualification in psychology, you have worked for a period of at least three years in an academic role at a recognised tertiary/research institute outside of Australia. Employment must be for at least 20 hours per week in each position.

You may supply evidence of continuing general registration as a psychologist for the entire employment period, if relevant.

Completing the form

Please note that you will need to provide all the information requested and all the documents and necessary fee before your application can be finalised.

Incomplete applications will not be processed

Answer all questions in English, unless otherwise requested.

Initial and date any alterations on the form.

If you need more space to answer questions, attach a signed and dated sheet giving the required details.

Please send all requested documents and your assessment fee to the APS at one of the addresses shown on the application form.

Documents you should include

To support your application, you will need to provide evidence of your skilled employment history as a psychologist or in a psychological role.

Evidence of registration as a psychologist (if applicable)

- Evidence of first full or general registration as a psychologist
- Evidence of continued registration as a psychologist for the time period spanning each employment position

Evidence of relevant employment history

To demonstrate employment was held for the period of time stated in the application form, please submit:

- Payslips
- Work contracts
- Tax documents
- Payment summaries
- Employment statements (this will usually be issued from Human Resources or Payroll)

Evidence of employment as a psychologist or in a psychological role

Provide a letter from each place you have claimed to have gained work experience. Each letter must:

- a) be on the employer's letterhead;
- b) include the date the letter was written;
- c) include the name, signature and position of the person writing the letter;
- d) state the start and finish dates of each period of employment or work;
- e) state the number of hours you worked each week;
- f) state the name of the employer and the full address of the place of employment or work experience;
- g) state your position title and description

Please also supply an official position description for each role you have undertaken at each place of employment. Alternatively, if an official position description is *unavailable*, please supply your own detailed summary of the role undertaken.

Additional documentation for private practitioners

Private practitioners are advised to supply the following additional documentation, if relevant:

- Comprehensive references from senior professionals outside of the psychology profession (e.g. medical doctors, allied health professionals, community workers, solicitors/lawyers), who have referred clients to you on an ongoing basis. References should include the following:
 - a) The approximate number of clients referred
 - b) Reasons for referrals (e.g. treatment, psychological interventions, assessment, legal reports)
 - c) The time period of referrals
- Evidence of ongoing professional supervision from a senior psychologist or participation in peer-support groups with psychologists
- Evidence of leases for consulting rooms

Additional documentation for academics

For each academic role please indicate the following:

- a) University/Research Institute
- b) Department
- c) Position/s held
- d) Psychology courses lectured/taught in

Academics are advised to supply the following additional documentation, if relevant:

- Evidence of published work (e.g. journal articles, books, book chapters)
- Evidence of research grants and the funding levels
- Evidence of teaching psychology students
 - a) How many students
 - b) At what level of study
- Evidence of supervising postgraduate students (research)
 - a) How many students
 - b) At what level of study
- Evidence of supervising postgraduate students (placement/practicum)
 - a) How many students
 - b) At what level of study

Additional documentation for all applicants

- A detailed resume/curriculum vitae
- Evidence of membership of a professional psychology association(s), if applicable
- Evidence of participation in relevant continuing professional development activities, if applicable

Other important information

Certification

It is essential that copies of documents are certified.

This means that you should send copies which have been formally endorsed as true copies of the originals by a person or agency recognised by the law of your country and recognised by the Australian Embassy, High Commission or Immigration Office for this purpose.

In Australia, persons who may certify documents include Justices of the Peace (JPs), Commissioners for Declarations, and legal practitioners. The APS also accepts documents which have been certified by an accountant, notary, pharmacist, physiotherapist, police officer or psychologist. The certifying officer must **not** be a family member or spouse.

To have your copies certified you will need to present both the original and the copy of each document to the person certifying the copies. Each copy of the document must be certified separately and must show clearly:

- the words **'certified as a true copy of the original'**;
- the signature of the certifying officer; and
- the name and address or provider/registration number (where appropriate) of the certifying officer legibly printed below the signature. It must be possible, from the details provided, for the APS to contact the certifying officer if necessary.

Please note that it is the certified document itself which must be submitted with your application. ***A photocopy of a certified document is not valid.***

Translation of documents into English

All non-English documents sent to the APS must be accompanied by a certified English translation.

If the documents are translated in a country outside Australia, the translator must be approved by the authorities in the country where the translation is made. Ask the Australian Embassy, High Commission or Consulate for advice if you are unsure.

Translators in Australia should be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) and can be found in the NAATI Directory of Translators and Interpreters available at naati.com.au.

Keep the original translation for your future use. Send only certified copies of the translation into English.

Timeframe

The approximate timeframe for an assessment of skilled employment history is 6 weeks.

Reassessment

Should you disagree with the assessment of skilled employment history decision made by the APS you should contact the APS by phone, fax or email to discuss your assessment.

If after discussion with our APS assessment staff member, you are still dissatisfied with the APS decision and are able to provide new material in support of your reassessment, you should put your concerns in writing, request a reassessment of your skilled employment history and attach the additional supporting documentation. Your letter should be addressed to the Coordinator-Assessments, APS, at the address listed on the back page.

The APS will consider your application for reassessment on the basis of your letter and the additional documentation supplied in support of your application, and respond to you in writing.

Agents

The APS normally deals directly with applicants seeking an assessment of their skilled employment history. Privacy provisions prohibit the APS from discussing your application with other people (third parties) unless the APS is specifically authorised to.

If you want someone such as a family member or migration agent to deal with the APS on your behalf, ***please attach a letter signed by you which authorises that person (by name) to act as your agent.***

In addition, you need to specify on your Assessment of Skilled Employment History application form where you would like the APS Statement of Skilled Employment History to be sent (that is, to your personal address or to that of your agent). If you want the APS to send the Statement of Skilled Employment History to your agent's address, please specify this on the front of your application form.

The Statement of Skilled Employment History

After the APS has completed its assessment of your skilled employment history, you will receive a letter and a Statement of Skilled Employment History.

The APS will provide an opinion for each role as to whether the claims of work experience equate to work at the appropriate skilled level of a psychologist in Australia.

Please note: Points for relevant skilled employment history are awarded by the Department of Immigration and Border Protection (DIBP). The APS provides advice only as to whether an applicant's claims of work experience equate to work at the appropriately skilled level of a psychologist.

Disclaimer of Liability

Any assessment conducted by The Australian Psychological Society Limited (APS) of an applicant's skilled employment history (outside and/or within Australia) will be the opinion of the APS only. Where the opinion is provided for the purpose of an applicant being able to attain points for migration purposes from the Department of Immigration and Border Protection (DIBP), on behalf of the Commonwealth of Australia, only the Commonwealth of Australia may rely on the opinion. The opinion cannot be relied on by any other person as being determinative for any particular purpose and the APS accepts no liability for any loss or damage whatsoever incurred or suffered by an applicant or any third party as a result of reliance on the opinion.

How to contact the APS

If you need more information, you can:

Write to:

Membership
The Australian Psychological Society Limited
PO Box 38
Flinders Lane VIC 8009
AUSTRALIA

Telephone:

(03) 8662 3300
+61 3 8662 3300 (from outside of Australia)

Fax:

(03) 9663 6177
+61 3 9663 6177 (from outside Australia)

Email:

assessments@psychology.org.au

Visit:

psychology.org.au/membership/qualifications/migration/

Please note:

Drop-in consultations are **not** available. If you wish to discuss your application in person, you will need to make an appointment.