

## Six tips for university lecturer applying for a Skills Assessment

Before lodging your application for skills assessment, ensure that you meet these key requirements:

- 1. The minimum education requirement** is a qualification assessed as comparable to the educational level of an AQF Bachelor degree or higher, in a field of study which is highly relevant to your area of teaching and research.
- 2. Appropriate employment settings** for University Lecturers include accredited universities, and colleges affiliated with accredited universities. Applicants are required to provide a Statement of Service from their university employer that confirms highly relevant tasks.
- 3. Highly relevant tasks** include both teaching **and** research. Your university employer must be able to confirm that you are paid to perform both tasks. The minimum requirement for employment experience is **one year** at an appropriate skill level; i.e. after the educational requirement is met; working a minimum of **20 hours per week**.
- 4. Demonstration of research is mandatory.** Applicants are required to complete the *Publication List Template* which provides a comprehensive list of research/publications in the last five years prior to lodging a skills assessment application. When completing the template list, provide as much information as possible to assist your Assessment Officer in accurately tracing and verifying your research work.
- 5. Employment must be fully paid.** Some overseas universities may allow for an employee to pursue further studies relevant to their specialised area of teaching and research; for example, to complete doctoral studies at an Australian university while they remain on the payroll in a highly relevant role, such as lecturer. This period of employment can still be considered, as long as full pay is/was received during this period. Note that evidence of a stipend, scholarship, or partial payment of salary will not be accepted as appropriate remuneration.
- 6. Don't forget your CV!** A self-authored and detailed curriculum vitae provides a comprehensive overview of your professional activities and achievements. University Lecturers will generally be able to provide a list of all their publications, awards, grants, conferences and other achievements, which may serve as additional supporting information for a skills assessment application.