

Application for Skills Assessment

Please fill in your **Member ID**, if known (please use a **BLACK** pen)

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Please type or print ALL applicable sections below and submit your application form with supporting documents to qualsassess@charteredaccountantsanz.com

IMPORTANT: Prior to completing this form, please ensure you have read the information located on the website: <https://www.charteredaccountantsanz.com/about-us/migration-assessment/australia-immigration>

Section 1 – Reason for application / Nominated occupation

Select one of the following ANZSCO codes to be assessed under:

- Accountant (general) ANZSCO CODE 221111
- Management Accountant ANZSCO CODE 221112
- Taxation Accountant ANZSCO CODE 221113
- Corporate Treasurer ANZSCO CODE 221212
- External Auditor ANZSCO CODE 221213
- Finance Manager ANZSCO CODE 132211

What type of skills assessment are you applying for? (Please tick applicable box)

- Provisional
- Full (Permanent)

Are you submitting this application to also have your skilled employment assessed?

- Yes → complete Sections 1 – 9 (\$600 fee applies)
- No → complete Sections 1 – 9 (excluding Section 7)

Section 2 – Personal details

Title Mr Mrs Miss Ms Other → Gender → Male Female

Given name/s (in full) Family name

Preferred name
(If your name is different to those on your documents, please provide evidence of name change)

Date of birth DD / MM / YY Country of birth

Street address Suburb/City
State Postcode Country

PO Box address Suburb/City
State Postcode Country

Email (home)

Phone (home) Mobile

Preferred postal address

- Home street address
- Home PO Box address



Section 3 – Contact details of 'solicitor/migration agent/authorised person' acting on your behalf (if applicable)

Note: Department of Home Affairs Form 956 or 'CA ANZ Agent authorisation form – Skills Assessment' is required to be submitted with this application.

Full name <small>(First name/Family name)</small>	<input type="text"/>				
Business name	<input type="text"/>				
Postal address	<input type="text"/>			Suburb/City	<input type="text"/>
State	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>
Email	<input type="text"/>				
Phone	<input type="text"/>	<input type="text"/>	Fax (home)	<input type="text"/>	Mobile <input type="text"/>

Section 4 – Tertiary qualifications

Please list the details of your tertiary qualifications. Colour scanned copies of your tertiary qualifications – degree certificate(s) and transcript(s) must be attached. (If additional space is required, please photocopy this page and attach to this application.)

Qualification 1:

Country of tertiary institution	<input type="text"/>				
State (if in Australia)	<input type="text"/>				
Name of tertiary institution <small>(eg. university / college)</small>	<input type="text"/>				
Name of degree/diploma <small>(eg. Bachelor of Commerce)</small>	<input type="text"/>				
Date commenced	<input type="text"/>	/	<input type="text"/>	/	
			→	Date completed	<input type="text"/>
					<input type="text"/>

Qualification 2:

Country of tertiary institution	<input type="text"/>				
State (if in Australia)	<input type="text"/>				
Name of tertiary institution <small>(eg. university / college)</small>	<input type="text"/>				
Name of degree/diploma <small>(eg. Bachelor of Commerce)</small>	<input type="text"/>				
Date commenced	<input type="text"/>	/	<input type="text"/>	/	
			→	Date completed	<input type="text"/>
					<input type="text"/>

Qualification 3:

Country of tertiary institution	<input type="text"/>				
State (if in Australia)	<input type="text"/>				
Name of tertiary institution <small>(eg. university / college)</small>	<input type="text"/>				
Name of degree/diploma <small>(eg. Bachelor of Commerce)</small>	<input type="text"/>				
Date commenced	<input type="text"/>	/	<input type="text"/>	/	
			→	Date completed	<input type="text"/>
					<input type="text"/>

Section 5 – Membership of accounting body (if applicable)

Name of accounting body or professional association

Membership type (eg. Associate or Fellow)

Date of admission to membership / /

Section 6 – English Language requirements

You must provide evidence that you have met the English Language proficiency level required for your skills assessment.
(Please refer to the below table for accepted test providers and competency test scores required for your skills assessment)

TEST COMPONENT	PROVISIONAL SKILLS ASSESSMENT				FULL (PERMANENT) SKILLS ASSESSMENT				
	IELTS (General or Academic band score)	TOEFL iBT	CAE	PTE Academic	IELTS (Academic band score)	TOEFL iBT	CAE	PTE Academic	Accounting PYP
Listening	6.0	12	169	50	7.0	24	185	65	Colour scanned copy of your academic transcript and completion certificate
Reading	6.0	13	169	50	7.0	24	185	65	
Writing	6.0	21	169	50	7.0	27	185	65	
Speaking	6.0	18	169	50	7.0	23	185	65	

Please tick to select **one** of the following boxes and submit a colour scanned copy of your test results:

- International English Language Testing System (IELTS)
- Test of English as a Foreign Language internet-based test (TOEFL iBT)
- Pearson Test of English Academic (PTE Academic) – you must grant Chartered Accountants Australia and New Zealand the access to view your PTE scores via Pearson Vue Account <https://pearsonpte.com/>
- Cambridge English: Advanced (CAE). You must provide Candidate ID (6 digits) and Secret Number (4 digits)
- OR**
- Colour scanned copy of your academic transcript and completion certificate for Accounting Professional Year Program – Accounting PYP (formerly SMIPA).

Section 7 – Skilled employment details (if applicable)

Skilled employment is only assessable after a suitable full (permanent) skills assessment outcome for your qualifications under the same nominated occupation from Chartered Accountants Australia and New Zealand is achieved.

Please list the details of your skilled employment to be assessed below. **Colour scanned copies of work references and pay slips must be included.**
(If additional space is required, please photocopy this page and attach to this application).

Name of employer

Position title

Date commenced / / → Date completed / /

Name of employer

Position title

Date commenced / / → Date completed / /

Name of employer

Position title

Date commenced / / → Date completed / /

Section 8 – Privacy Statement and Declarations

PRIVACY STATEMENT

Chartered Accountants Australia and New Zealand ABN 50 084 642 571 (CA ANZ) is collecting the personal information (which may include sensitive information) provided in this application form and any evidence sent to CA ANZ for the following primary purposes:

- to process the application, verify evidence provided with the application and assess whether the applicant has suitable skills and/or qualifications for a nominated occupation;
- to confirm authorisation by an applicant of his/her representative or migration agent and to provide contact details for that representative or migration agent; and
- to allow you to make payment of the required fees to CA ANZ so you can lodge the application.

If you do not provide this personal information or provide incomplete personal information, we may not be able to process the application.

We have a legitimate interest in using the personal information provided in this application form in these ways. The collection of the personal information provided in this application form is also fundamental to the nature of our obligations in assessing the application.

CA ANZ may collect personal information (which may include sensitive information) of an applicant via the account, application form or application process either directly from the applicant or indirectly from the applicant's migration agent.

If you are a migration agent acting on behalf of an applicant, you must not disclose any personal information (which may include sensitive information) of an applicant to CA ANZ unless you have the necessary authorisations and consents to do so by the applicant. You must also inform the applicant of the matters set out in this Privacy Collection Statement and CA ANZ's Privacy Policy. By disclosing personal information of the applicant to CA ANZ, you represent to CA ANZ that you have all such authorisations and consents required and that you have informed the applicant of the relevant matters.

CA ANZ may disclose some or all of the information we collect about applicants (including information provided by third parties) to the Department of Home Affairs, the Migration Review Tribunal, the organisation or individual that issued the relevant qualifications referred to in this application, the applicant's employer(s) or migration agent, the Australian Skills Authority, local and international professional bodies, ASIC and any other state/territory government agencies.

We otherwise use, disclose, process and handle your personal information in accordance with our [Privacy Policy](#).

While your personal information is collected in Australia, it is likely that it will be disclosed to overseas recipients outside of Australia and outside of the European Economic Area in accordance with our [Privacy Policy](#).

Our [Privacy Policy](#) also contains the contact details of our Privacy Officer / Data Protection Officer and information regarding your rights (including how to withdraw your consent, if applicable) and how you can seek to access and correct your personal information or raise a privacy concern with us and how it will be dealt with.

If you have any questions or concerns about this Privacy Collection Statement, our Privacy Policy or how we handle your personal information, please contact our Privacy Officer / Data Protection Officer.

I confirm that I have read, understand and accept the terms of the above privacy statement and consent to the handling of my information in accordance with that collection statement and CA ANZ's Privacy Policy.

DECLARATIONS

- I confirm that the information provided in this application form is complete, correct and up-to-date.
- I understand that providing false or misleading information is a serious offence.

Signature

Full name
Date

Section 9 – Payment details

Assessment fee payable: (Please select **ONE** only)

- Standard processing time (Qualifications only) AU\$550
- Express service exclusive to migration agents (Qualifications only) AU\$650
- Combined Qualification / Skilled Employment Assessment (Standard processing time) AU\$600

Your assessment outcome letter will be emailed as a **secure PDF** document.

Total fee payable:

Payable by:

- Chartered Accountants Amex
- Amex Visa MasterCard Diners Club
- Card number
- Expiry date
- Cardholder name
- Cardholder signature

Section 10 – Checklist

Please ensure you have:

- Completed all applicable sections of this form (typed or in legible handwriting)
- Selected fee to match assessment choice
- Signed this form

Enclosed the following: (where applicable)

- Biographical pages (photo pages) of the current passport(s).
- Evidence of name change (if applicable)
- Original scanned copy of each degree certificate
- Colour scanned copy of each academic transcript corresponding to each degree – If there are exemptions granted, please provide the academic transcript from the institution at which study was completed that led to those exemptions.
- Colour scanned copy of university/college handbook for each degree (if applicable)

- Accounting bodies: Colour scanned copy of 'letter of good standing' (dated within 3 months of application receipt date), membership certificate and examination results (if applicable)
 - Department of Home Affairs *Form 956* or 'CA ANZ Agent authorisation form – Skills Assessment' (if you have a **third party** acting on your behalf)
 - Evidence of having met the English Language requirements:
 - Colour scanned copy of your test result to confirm that you have achieved the appropriate test score (see page 3)
- OR
- Colour scanned copy of academic transcript and completion certificate for Accounting Professional Year Program – Accounting PYP (formerly SMIPA) (if applicable)

Combined Qualifications/Skilled Employment Assessment ONLY

- Colour scanned copies of employment references related to work experience
- Colour scanned copies of relevant payslips

Section 11 – Submitting your application form

HOW TO SUBMIT YOUR FORM

Please email your application form to:

EMAIL qualsassess@charteredaccountantsanz.com

OR



If you have a 'digital signature' simply click the **submit button**

ANY QUESTIONS

If you have any questions you can contact the Migration Team at:

EMAIL migration@charteredaccountantsanz.com

PHONE **AUSTRALIA** 1300 137 322 **OVERSEAS** +61 2 9290 5660

WEBSITE charteredaccountantsanz.com