

Criteria for—

Skilled employment statement

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.

The evidence should support employment for the duration you are claiming, and that employment was at the same skill level as a psychologist in Australia.

Evidence of registration as a psychologist (if applicable)

- ☐ Evidence of first full or general registration as a psychologist (provisional/intern/trainee registration status is not accepted).
- ☐ Evidence of continued registration as a psychologist for the time period spanning each employment position.

Primary evidence (employment verification)

To demonstrate employment was held for the period of time stated in the application form, please submit a minimum of two items of evidence:

- ☐ Payslips/payment records
- ☐ Work contracts
- ☐ Tax documents/accountant's statement
- ☐ Payment summaries
- ☐ Employment statements (these will usually be issued from human resources or payroll).

Ensure this evidence covers the duration of employment claimed, that is, specific start and end dates (if applicable), average hours per week worked, and your position title.

Supporting Evidence (job responsibilities)

To demonstrate employment was in a psychological role please submit a minimum of two items of evidence:

- ☐ Official position description
- ☐ Letter of employment/offer outlining role tasks
- ☐ Letter of reference from employer
- ☐ Letter of reference from colleague
- ☐ A detailed resume/curriculum vitae

Where applicable you should also provide:

Private practitioners

Private practitioners are advised to include the following additional documentation, if applicable:

- ☐ 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 room or office spaces.

Academics

Evidence for each role should include the following:

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

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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. Contact 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.

Timeframe

The approximate timeframe to receive a skilled employment statement is 12 weeks.

Reassessment

Should you disagree with the Skilled Employment Statement decision made by the APS you should contact the APS by phone or email to discuss your assessment. If after discussion with our APS assessment staff member, you are still dissatisfied with the APS decision and can provide new material in support of your reassessment, you should put your concerns in writing, request a reassessment of your skilled employment and attach the additional supporting documentation. Your letter should be addressed to the Team Lead-Assessments, APS. The APS will consider your application for reassessment based on your letter and the additional documentation supplied in support of your application and will respond to you in writing.

Agents

The APS normally deals directly with applicants seeking a Skilled Employment Statement. 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 Skilled Employment Statement application form where you would like the Statement to be sent. The APS will email the Statement to the email address provided in your application.

The Skilled Employment Statement

After the APS has completed its assessment of your skilled employment history, you will receive a Skilled Employment Statement. The APS will provide an opinion for each role as to whether the claims of work experience equate to work at the appropriate skill level of a psychologist in Australia. Please note: Points for relevant skilled employment are awarded by the Department of Home Affairs (DHA). The APS provides advice only as to whether an applicant's claims of work experience equate to work at an appropriate skill level of a psychologist.

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