

Document Checklist – IML Migration Skills Assessment Application

Please read this document **carefully** and ensure that you have all the necessary documents ready to lodge a decision-ready application. Any deviation from the supporting document requirements or structure outlined below may result in significant processing delays for your Migration Skills Assessment.

Contents

Preparing Documents to Upload Online	2
Before Starting Your Application	2
Document Checklist	2
Additional Document Requirement for Country-Specific Education	8
People’s Republic of China (PRC)	8
Europe	8
Nigeria	8
Pakistan	8
Lebanon	8
Additional Document Requirement for Country-Specific Employment	9
China Employment Experience	9
Iran Employment Experience	9
Sri Lanka Employment Experience	9
Pakistan Employment Experience	10

Preparing Documents to Upload Online

1. Consolidate all pages into **one** PDF document for each qualification and each employment position. (If you have held multiple positions within the same organisation, please prepare evidence separately for each position.)
2. High quality **colour scans** of original documents (at least 300 DPI)
3. Documents not in English must be accompanied by an accredited English translation.

BEFORE STARTING YOUR APPLICATION	
Have you carefully read and understood the assessment criteria for the occupation you are applying to be assessed in?	<input type="checkbox"/>
Have you carefully read above Preparing Documents to Upload Online requirement?	<input type="checkbox"/>
If you are not a senior-level manager, please refer to the Australian Government's list of eligible skilled occupations for a comprehensive guide to ANZSCO position codes and relevant assessing authorities .	<input type="checkbox"/>

DOCUMENT CHECKLIST	
<p>0.0 <u>Agent Authorisation Form</u></p> <p>Applicants are required to use this form to appoint or terminate their appointment with a registered migration agent.</p>	<input type="checkbox"/>
<p>1.0 Identification Documents</p> <p>Applicants <u>MUST</u> provide:</p> <ul style="list-style-type: none"> • Current passport bio page (high quality colour scan) • Your current Australian visa grant notification if currently residing in Australia <p>As well as two of the following documents:</p> <ul style="list-style-type: none"> • Birth Certificate • Driver's License • Social Security Card • National ID • Student Identity Card • Marriage Certificate 	<input type="checkbox"/>

<p>*Note: Please ensure that at least two identification documents provided contain a photo of you. If there are variations of your name or you have had a name change, ensure you attach documentation verifying the change i.e. marriage certificate, statutory declaration, deed poll documentation.</p>	
<p>2.0 Qualifications</p> <ul style="list-style-type: none"> • Clear colour scan of your Award Certificate and the Academic Transcript. <p>Award Certificate is the official document confirming the completion of an award course of study. Academic Transcript is the official record from the institution outlining the course/ units of study, the durations of study and final grades.</p> <p>*Note:</p> <ol style="list-style-type: none"> 1. Please upload one PDF file per qualification. If you have multiple qualifications, please upload a separate PDF file for each one. 2. You might need to provide additional documents if your qualification(s) was/were obtained from certain countries. Please refer to our 3. Additional Document Requirement for Country-Specific Education for more information. 	<input type="checkbox"/>
<p>3.0 Employment Evidence</p> <p>The following key employment documents must be included for each employment position that you are submitting for assessment:</p> <ul style="list-style-type: none"> • Statements of Employment (Employment reference) • Organisational Charts • Detailed Position Description of your role • Brief position descriptions for your direct reports/subordinates <p>Consolidate all pages into one PDF document for each employment position. If you have held multiple positions within the same organisation, please prepare evidence separately for each position.</p> <p>All supporting documentation MUST match the information provided on the online application form. This includes, but is not limited to, position titles, organisation names, and the number of your direct reports and subordinates. <u>Any discrepancies between the online application form and the supporting documents provided may lead to the application being delayed or declined.</u></p> <p>* Explanatory Notes:</p> <ol style="list-style-type: none"> 1. A Statement of Employment is a written statement issued by your employer, confirming your employment on an official letterhead. The official letterhead should include the organisation's full address details, telephone, 	<input type="checkbox"/>

email and website addresses. The letter must be signed by your direct manager, the HR manager or the company's CEO. The statement of employment must include the following:

- a. The company letterhead
 - b. Your full name
 - c. The working hours per week
 - d. Start and finish dates of employment
 - e. Your official position title held at the organisation
 - f. The salary earned
 - g. Description of your main duties
 - h. Position title and contact details of signatory – phone number, official work email address and signature of the person writing the statement of employment
2. An **Organisation Chart** for each employment position must be signed by your direct manager, the HR manager, or the company's CEO. The chart should show both upward and downward reporting lines, including:
- The Chief Executive Officer/Managing Director
 - Your own position
 - All other positions reporting to the Chief Executive Officer or Managing Director
 - All positions reporting to you
 - All positions reporting to your direct subordinate managers.
 - Position title and contact details of signatory – phone number, official work email address and signature of the person confirming the organisation chart
3. **Referees:**
Referees should be people who are not related to you. Your referees should be your manager for your current or most recent employment. If you are the most senior person in your organisation, a business associate would be appropriate. Please provide the referees' official company email addresses. IML reserves the right to contact referees when deemed necessary.
4. For applicants who are unable to obtain a statement of employment and/or an Organisational Chart from their employer, they may submit a **Statutory Declaration or Affidavit** written by a **third-party work colleague at the same or above managerial level as the applicant**. The following requirements must be met:
- a. The Statutory Declaration or Affidavit must describe the declarant's working relationship with the applicant and include information that would otherwise be covered in a Statement of Employment.
 - b. The declarant must also provide their contact details and evidence of their employment, such as an employment certificate or a statement of service, or a leaving certificate if they are no longer working at the same company.

<p>5. For applicants who are at the most senior level of the organisation (i.e., the CEO or MD), the following requirements apply:</p> <ol style="list-style-type: none"> Your Statement of Employment and Organisational Chart can be signed off by the Head of Human Resources. You must provide audited financial reports or an equivalent document that demonstrates the revenue and staffing levels of your organisation for the last three years. <p>6. For applicants who are Small Business Owners (defined as an actively trading business with 0–19 employees): Your application is not as likely to be assessed positively without managerial experience prior to your own business. The scale and complexity of your business will also influence the assessment.</p> <p>7. You may need to provide additional documents if you are claiming employment occurred in certain countries. For more information, please refer to our Additional Document Requirement for Country-Specific Employment</p>	
<p>4.0 Resume/Curriculum Vitae</p> <p>A current resume/curriculum vitae that shows your work history for the past ten years. This does not replace the required employment evidence.</p>	<input type="checkbox"/>
<p>5.0 Other documents (other evidence of your employment)</p> <p>You may include additional evidence of your employment to support your skill assessment application, such as:</p> <ul style="list-style-type: none"> Employment-linked pension or provident fund records Official government documents that cite your employer's name and your periods of employment, such as work permits/visas or contracts registered with or issued by the Ministry of Labour Other company-issued documents, such as Contracts of Employment, Letters of Appointment or Promotion, and Relieving Letters Photos of the office entrance and your business cards Bank statements that show salary payments or payslips 	<input type="checkbox"/>

6.0 IML Management Competency Framework Written Response

The applicant must demonstrate management and leadership experience by referring to the IML Management Competency Framework on the next page and selecting one competence from each of the three areas:

1. Manage and lead self
2. Manage and lead others
3. Manage and lead the business.

Applicants are encouraged to use the STAR method (Situation, Task, Action, and Result) to provide a specific example from their professional experience that demonstrates the competencies selected. The written response for each competency should be 500 words or less and should focus on:

- The specific situation or task that required the use of the competencies
- The actions taken by the applicant to manage and lead in the situation
- The results achieved as a result of those actions
- Reflection on what the applicant learned from the experience



IML Competency Framework



- Manage personal and professional development
- Manage time and priorities
- Communicate effectively
- Develop and maintain professional networks
- Foster emotional intelligence
- Cultivate business acumen
- Develop creative and innovative thinking
- Develop decision-making and problem-solving skills
- Develop influence and negotiation skills
- Manage personal wellbeing

- Lead your team and area of responsibility
- Manage people, performance and develop individuals
- Provide coaching and mentoring
- Delegate effectively
- Develop and sustain collaborative internal and external relationships
- Manage conflict
- Recruit, select, induct and retain people
- Value and promote diversity within your team

- Provide leadership across the organisation
- Develop and implement your organisation's vision, values and culture
- Facilitate and manage innovation, change and continuous improvement
- Manage Financial and Human Resources
- Promote equality of opportunity, diversity and inclusion within your organisation
- Develop and implement your organisations strategic direction
- Focus on objectives and key results

Additional Document Requirement for Country-Specific Education

If you have obtained your academic qualifications from any of the countries listed below, you must provide additional documents as per the requirement below. Failure to provide these documents may cause delays in the assessment of your skill assessment application.

People's Republic of China (PRC)

To verify higher education degrees (e.g. Bachelor's, Master's, and Doctoral degrees) awarded by institutions in the People's Republic of China, applicants must provide an Online Verification Report of Higher Education Qualification Certificate (教育部学籍在线验证报告) issued by [CSSD](#) (Center for Student Services and Development/学信网) in both Chinese and English. Along with the verification report, applicants must also provide an academic transcript with an accompanying English translation of their qualifications.

Europe

If you have achieved qualifications awarded from institutions in Europe, you must include [Diploma Supplements](#) as part of your supporting documents in addition to your award certificate and transcript. Diploma Supplements are issued by educational institutions from European countries that participate in the Bologna Process.

Nigeria

A verified copy of the award certificate and full academic transcript must be sent in a sealed envelope from the awarding body directly to IML.

Via mail: Migration Skills Assessment
Institute of Managers and Leaders
GPO Box 2229
Brisbane QLD 4000, Australia

Pakistan

An attested HEC (Higher Education Commission Pakistan) copy of the award certificate and full academic transcript must be provided. If the HEC sends you the attested document directly, you can scan and upload high quality colour copies of the HEC attested educational documents (front and back side) when applying with IML online. IML can only accept documents that carry a HEC stamp and signature.

Lebanon

Please supply evidence of approval by the Equivalence Committee of the Ministry of Education and Higher Education this evidence confirming equivalency to a qualification awarded by a Lebanese university.

Additional Document Requirement for Country-Specific Employment

If you have employment experience from the following countries, please note that additional documents must be included as part of your supporting documents. These documents will assist our integrity checks in verifying the employment claims made in your application.

China Employment Experience

If you have worked or are currently working for a Chinese company, please note that a **Social Security Record** (社会保险参保证明) is a mandatory document that must be provided for each employment listed in your application. This document can be obtained from China's social security platform, si.12333.gov.cn (国家社会保险公共服务平台), or from your local government website. The Social Security Record must be accompanied by an English translation.

Iran Employment Experience

If you have worked or are currently working in Iran, please note that a **Notice of Establishment** (آگهی ثبت شرکت) and **Social Security Record** (سابقه بیمه تامین اجتماعی) are mandatory documents that must be provided for each employment listed in your application. These documents must be accompanied by an English translation.

Sri Lanka Employment Experience

If you have worked or are currently working for a Sri Lankan company, please provide at least one **employment-linked pension fund or provident fund record that cites your name and employer**. Depending on your employer, this document could be one of the following:

- Employees Provident Fund (EPF) contribution history
- Employees Trust Fund (ETF) contribution history
- Private Provident or Pension Fund / Company Provident Fund contribution history
- Government Pension Fund / Public Service Provident Fund contribution history
- University Provident Fund contribution history
- Contribution History issued by an equivalent department or organisation

If you are unable to provide any of the above documents, you must provide an explanation and substitute them with **an official government document that shows your employer's name and your periods of employment**. Such as: Tax records, work permits/visas or official contract documents issued by the Ministry of Labour etc.

Note: Documents not in English must be accompanied by an accredited English translation. You are encouraged to confirm with us whether the document(s) you intend to supply are acceptable prior to having them translated.

Pakistan Employment Experience

If you have worked or are currently working for a Pakistan company, please provide at least one **employment-linked pension fund or provident fund record that cites your name and employer**. Depending on your employer, this document could be one of the following:

- Government Pension Scheme contribution history
- Provident Fund contribution history
- Employees' Old-Age Benefits Institution (EOBI) contribution history
- Private / State employer-sponsored group health insurance contribution history
- Voluntary Pension Schemes (VPS) contribution history

If you are unable to provide any of the above documents, you must provide an explanation and substitute them with **an official government document that shows your employer's name and your periods of employment**. Such as: the Federal Board of Revenue tax return (MUST include the Personal Info Page that cites your name and your employer), work permits/visas or official contract documents issued by the Ministry of Labour etc.

Note: Documents not in English must be accompanied by an accredited English translation. You are encouraged to confirm with us whether the document(s) you intend to supply are acceptable prior to having them translated.