

ASSESSMENT OF ACADEMIC QUALIFICATIONS IN ARCHITECTURE FOR MIGRATION PURPOSES¹ (SKILLS ASSESSMENT)

Explanatory Notes

Please read these Explanatory Notes carefully before completing Form M

This Application Form is to be used by those seeking either:

- a. **Assessment of Overseas Academic Qualifications in Architecture for Migration Purposes**
- OR
- b. **Verification of Accredited Australian Academic Qualifications in Architecture for Migration Purposes**

1. Introduction

Before you can apply to migrate to Australia under the General Skilled Migration categories, you **must** satisfy certain basic requirements.

One of the basic requirements is to **nominate an occupation** that fits your academic qualifications and skills, from the skilled occupations list and to have your **academic qualifications assessed** by the relevant assessing authority for your nominated occupation.

More information on the migration process including the skilled occupations list is available from the Australian Government's Department of Immigration and Citizenship website (<http://www.immi.gov.au>). The Architects Accreditation Council of Australia (AACA) is the relevant assessing authority for

The Occupation: Architect
ANZSCO CODE: 232111

If your nominated occupation is 'Architect' you should use this form to obtain an assessment of your academic qualifications to determine if they are suitable for this occupation.

If you have overseas academic qualifications in Architecture the assessment process is known as an **Assessment of Overseas Qualifications in Architecture for Migration Purposes (Skills Assessment)**.

If you have accredited Australian qualifications in Architecture the assessment process is known as **Verification of Accredited Australian Academic Qualifications in Architecture for Migration Purposes**.

Please Note:

- AACA assesses only completed academic qualifications in architecture.
- AACA only assesses qualifications obtained by course work.
- AACA's Skills Assessment does not include work experience or third party comments.
- AACA does not provide advice on how to upgrade your academic qualifications in order to meet the requirements for the occupation for migration purposes.

¹ Assessment of overseas academic qualifications in architecture for the purpose of meeting the academic requirements leading to the process of registration as an architect requires a different form – Form R. For information on registration see AACA website – www.aaca.org.au

2. Overseas Academic Qualifications In Architecture

The qualification requirements for the nominated occupation 'Architect' under the General Skilled Migration program is an academic qualification equivalent to a current accredited professional course in architecture from a recognised Australian school of architecture. An accredited Australian qualification is one that is approved under law by an Australian registration authority.

An accredited course in architecture from an Australian school of architecture requires a minimum of five years full-time academic education involving the satisfactory completion of prescribed areas of study. The core areas of study are Design, Technology, Professional Studies, History and Communication. Qualifications must evidence equivalence in all core areas in order to be assessed as 'suitable' for the occupation architect. Accordingly it is against this requirement that AACA undertakes assessment of overseas academic qualifications.

An AACA assessment of the suitability of your overseas academic qualifications in architecture for migration purposes is an opinion on the status of your academic qualifications in terms of equivalency with accredited Australian qualifications in architecture.

AACA considers applications on a case by case basis. In forming its opinion on the status of an overseas qualification AACA considers the material submitted by the applicant and a range of factors, including the education system in the country from where the qualifications were obtained, the status of the school and the level, structure and content of the program of study undertaken.

A full list of Australian accredited qualifications in architecture is available on the AACA website: <http://www.aaca.org.au> >Architect registration >Australian educated

AACA accepts no responsibility for the judgments made by individuals or third parties that may disagree with its assessment.

Application for the Assessment of overseas academic qualifications is made by completing and submitting the attached Form M, along with the required documentation and fee.

If, in addition to your overseas academic qualification, you have completed Australian post-graduate qualifications in Architecture, and you wish to have these qualifications considered, you should also submit the required documentation for these qualifications.

3. Australian Accredited Academic Qualifications in Architecture

Under immigration law, if you are applying to migrate to Australia and you have an accredited academic qualification in Architecture from an Australian School of Architecture, you are required to obtain verification that it is a recognised qualification in Architecture. A full list of accredited Australian qualifications in Architecture is available on the AACA website: <http://www.aaca.org.au> >Architect registration >Australian educated

Application for verification of your accredited Australian qualifications may be made by completing and submitting the attached Form M, along with the required documentation and fee.

4. Completing Form M

You will need to provide all the information asked for and all documents and necessary fees before your application can be considered.

Please note:

Applications which are incomplete or do not conform to AACA's requirements as set out in these explanatory notes cannot be processed and will be returned to applicants without assessment – in particular see Sections 5, 6, 7, 8, 11.

Answer **all** questions in **English**, unless otherwise requested. Initial and date any alterations on the form.

If you have completed more than two qualifications in Architecture and you wish to have these additional qualifications considered, please provide details in the same format as required on the form, but provide this information on a separate sheet of paper and sign and date it.

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

Please send all required documents and your assessment fee to AACA at the address shown on the application form.

5. Documents to be Provided

The documents required are:

- a. The degree or diploma in the original language
- b. Official transcripts of educational courses completed (or student book or mark sheets) in the original language. A transcript is a list of the subjects studied by the individual student each year, the weighting of each subject in hours or credit points, and the marks obtained.
- c. Evidence of change of name (where applicable)
- d. Evidence of visa status, if applicable

To support your application, you will need to provide **certified copies** of all documents listed. (Further information on Certification is provided in Section 6 below.) Please do not send the original of these documents or photocopies of certified copies. AACA does not normally return documents that have been assessed.

Documents not in English must be translated, and certified copies of the translations must be attached to the documents from which they have been translated. **Extract translations are not acceptable.** (Further information on translation is provided in Section 7 below)

All documents must be officially issued by the relevant institution or authority. In AACA's experience, it is **unusual for an educational institution or authority not to have records.**

You are encouraged to ensure that the documentation you provide contains official certified evidence of study in the core areas of design, technology, professional studies, history and communications, as indicated in Section 2 above.

Documentation must be submitted in unbound loose-leaf format. Documentation that is not provided in the required format will be returned without assessment.

Documents relating to work experience or references to or by third parties will not be considered and must not be included in the documentation.

All personal information received by AACA will be handled confidentially.

6. Certification

All copies of documents that you send to AACA must be certified by an authorised person.

A certified copy is a copy of an original document that is certified as a true copy by an authorised person.

In countries outside Australia, persons who certify or notarise documents are approved by the authorities of that country. If you are uncertain, the nearest Australian Embassy, High Commission or Consulate can advise you.

In Australia, AACA accepts documents certified by Justices of the Peace, legal practitioners, and admission officers at all Australian universities.

If certification is provided as a separate document, you must send **both** the certification and the copy of the document being certified. AACA will not provide an assessment on the basis of certification only.

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

- the words 'certified 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 AACA to contact the certifying officer if necessary.

7. Translation

All documents you send to AACA must be translated into English.

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 are listed in the Yellow Pages telephone book and should be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

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

8. Fee

Each application must be accompanied by payment of the prescribed fee. The current fee for assessment of overseas academic qualifications in architecture is \$AU1050; the current fee for verification of accredited Australian academic qualifications in architecture is \$AU550. Fees are subject to change without notice and are not normally refundable. You can check the AACA website (www.aaca.org.au >International issues >Information for Prospective Migrants) for current information about fees.

The fee is payable to 'AACA' and is to be paid by one of the following methods:

- a bank cheque in Australian dollars drawn by a bank outside Australia that has bank clearance arrangements with an Australian bank
- a foreign draft drawn on an Australian Bank in Australian dollars
- a bank cheque drawn by an Australian bank
- a money order issued by Australia Post.

AACA does not accept cash, travellers cheques, payment by credit card or electronic funds transfer. AACA is not responsible for the loss of cash if sent.

9. How Long will the Skills Assessment take?

When AACA receives your application you will be sent a receipt to confirm that your documentation and fee have been received. Your Skills Assessment could take up to 20 weeks. Once you have received a receipt, **please wait** at least fifteen weeks before contacting AACA about the progress of your Skills Assessment. If more information is needed AACA will contact you.

If you require verification of an Australian accredited qualification in Architecture, please allow four weeks for your verification advice.

10. If you Disagree with the Skills Assessment Outcome

AACA does not assess applications for a second time unless a further professional academic qualification has been obtained, in which case a new application for Skills Assessment must be lodged, using Form M.

Should you disagree with the Skills Assessment provided, you may appeal to AACA against the outcome.

Your appeal must be lodged on the **Appeal** form, and a fee of AUD\$750 is required.

Your appeal must include the reasons why you disagree with the AACA Skills Assessment and may only contain supplementary information relating to the **completed academic qualifications contained in your Skills Assessment application**.

Appeals must be lodged within three months of the date on which the Skills Assessment advice is issued.

Any additional academic qualifications completed since the lodgement of a Skills Assessment application will not be considered in an Appeal.

If you have completed additional academic qualifications since the lodgement of your Skills Assessment application and you wish to have these additional qualifications considered, you must lodge a fresh Skills Assessment application – Form M.

11. Agents

AACA normally deals directly with applicants seeking an Assessment of their overseas academic qualifications, or verification of their accredited Australian qualifications. Privacy provisions prohibit AACA from discussing applications with other people (third parties) unless specifically authorised to do so.

If you want someone such as a family member or other agent to deal with AACA on your behalf, you will need to attach a letter addressed to AACA and signed by you authorising this person (by name) to act as your agent. Authorisation forms produced by other organisations will not be accepted.

12. After you Receive an Assessment/Verification of your Qualifications for Migration Purposes

a. Migration applicants with overseas academic qualifications in Architecture:

When you have received your Skills Assessment you should retain the original as it may be required for future purposes in Australia. **AACA only issues one Skills Assessment advice.** You can include a **certified** copy of your Skills Assessment with your application to migrate to Australia. This Skills Assessment is only one of the requirements that will be considered by the Australian migration authorities in your application for migration.

Information about how to lodge your migration application is available from the Australian Government's Department of Immigration and Citizenship website (<http://www.immi.gov.au/>).

A positive Skills Assessment does not guarantee you employment in your occupation in Australia. It is an assessment for **migration purposes only** and as such provides only an opinion on the status of your academic qualifications.

If you migrate to Australia and wish to become registered as an architect you will need to undertake a further academic assessment – the Review of Academic Equivalence (RAE) – to establish whether your academic qualifications can be **recognised as equivalent** to an accredited Australian qualification in architecture. The RAE process requires a personal interview and evaluation of your architectural studies and student portfolio.

Further information on the assessment procedures, including the RAE procedure, are available from the AACA website.

b. Migration applicants with accredited Australian qualifications in Architecture:

When you have received verification of the status of your accredited Australian qualifications you should retain the original as it may be required for future purposes in Australia. **AACA only issues one Skills Assessment advice.** You can include a **certified** copy of your Skills Assessment with your application to migrate to Australia. This Skills Assessment is only one of the requirements that will be considered by the Australian migration authorities in your application for migration.

Information about how to lodge your migration application is available from the Australian Government's Department of Immigration and Citizenship website (<http://www.immi.gov.au/>).

Verification does not guarantee you employment in your occupation in Australia. It is an assessment for **migration purposes only** and as such provides only an opinion on the status of your academic qualifications.

If you wish to become registered as an architect in Australia no further assessment of your academic qualifications is required. However you will be required to fulfil the remaining requirements for registration. You should visit the AACA website for details at www.aaca.org.au.

Further information on assessment procedures is available from the AACA website.

13. Penalties

If forged, altered, or falsified documents are submitted to AACA at any time, the application will not proceed, no refund of fees will be made and the relevant authorities may be notified.

AACA reserves the right to contact educational and governmental institutions and agencies for additional information and/or verification of the authenticity of the material presented.

14. Contacting AACA

Contact details for AACA are:

Architects Accreditation Council of Australia (AACA)
PO Box 236
Civic Square ACT 2608 AUSTRALIA

Phone: +61 2 6230 0506
Fax: +61 2 6230 7879
Email: mail@aaca.org.au
Website: www.aaca.org.au

(July 2010)



Application Form M

APPLICATION FOR:

- a. ASSESSMENT OF OVERSEAS ACADEMIC QUALIFICATIONS IN ARCHITECTURE FOR **MIGRATION** PURPOSES
OR
- b. VERIFICATION OF ACCREDITED AUSTRALIAN ACADEMIC QUALIFICATIONS IN ARCHITECTURE FOR **MIGRATION** PURPOSES.

Please read the accompanying explanatory notes before completing this Skills Assessment form. Make sure you provide all information and documents required and sign the declaration at Section 4.

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

Section 1: Your Personal Details

Preferred title Dr Mr Mrs Miss Ms Other

1. Your family name

2. Given names

3. Any other names you have used (eg before marriage etc).

4. Sex Male Female

5. Date of birth

Day	Month	Year
/	/	/

 Age next birthday

6. Country of birth

7. Your first language

8. Country of permanent residence

9. Address for correspondence (This is the address to which your assessment outcome will be sent – you must ensure delivery details are correct) (If applying through an **Agent** See explanatory note 11)

Country Postcode

Did you study full-time or part-time? Number of hours per week

Was this a coursework program or undertaken by research? Coursework Research Coursework and Research

Was a design thesis, written thesis or major research paper a requirement of the course? Yes No

If so, indicate whether this was a design or written thesis or research paper, and provide its title

Was this thesis / research paper undertaken by you only or jointly with other students Solo Joint

What was the length of time involved in the thesis / research paper?

Was a period of practical experience a compulsory requirement of the course? Yes No

If yes, what was the length of time involved (ie years, months, weeks, or semester hours)?

15.b Details of the *second* qualification you obtained (if applicable)

Name of your *second* qualification: *In English*

In original language

Name of the institution

Full address of the institution

Normal entry requirement for the course

Date course commenced Date course completed

Normal length of full-time course – years / semesters

Length of time you took to complete the course – years / semesters

Did you study full-time or part-time?

Was this a coursework program or undertaken by research? Coursework Research Coursework and Research

Was a design thesis, written thesis or major research paper a requirement of the course? Yes No

If so, indicate whether this was a design or written thesis or research paper and provide its title

Was this thesis / research paper undertaken by you only or jointly with other students Solo Jointly

What was the length of time involved in the thesis / research paper?

Was a period of practical experience a compulsory requirement of the course? Yes No

If yes, what was the length of time involved (ie years, months, weeks, or semester hours)?

Note: If you have additional qualifications with an architecture content which you wish to have assessed as part of this application, please provide relevant details on a separate sheet, sign and date it and attach it to this form.

Section 4: Applicant's Declaration

Please note: If forged, altered, or falsified documents are submitted to AACA at any time, the application will not proceed, no refund of fees will be made and the relevant authorities may be notified.

AACA reserves the right to contact educational and governmental institutions and agencies for additional information and/or verification of the authenticity of the material presented.

16. I solemnly and sincerely declare and affirm that
- The information I have supplied on this form and any attachments is complete, correct and up-to-date;
 - I undertake to inform the Architects Accreditation Council of Australia (AACA) of any changes to my circumstances (eg address) while my application is being considered;
 - I authorise the AACA to make any enquiries necessary to assist in the assessment of my qualifications and to use any information supplied in this application for that purpose; and
 - I have read and understood the information supplied to me in the explanatory notes accompanying this application.

Signature

Date

Witness Name

Witness Signature

Date

Section 5: Applicant's Checklist

17. Use the following checklist to ensure that all requirements have been met:

- Full personal details provided and correct contact details given – Section 1
- Certified copy of your qualifications papers provided (such as degree, diploma, certificate, etc) – Section 3
- Certified official transcript of educational courses completed showing subjects, hours / credit points and examination results - Section 3
- Official certified evidence provided (*where applicable*) of
 - Evidence of change of name – Section 1
 - Evidence of Visa type/residency status in Australia – Section 1
 - Translation in English of all documents originally issued in a language other than English – Sections 1 & 3
- Declaration signed – Section 4
- Payment enclosed

Note: If all the above documentation is not provided, is not in the correct format, and is not accompanied by the correct fee your application package may be returned to you. Please see explanatory notes for details

Section 6: How to Lodge your Application

18. Send your completed application form, supporting documentation and application fee to:

The Registrar
Architects Accreditation Council of Australia (AACA)
PO Box 236
CIVIC SQUARE ACT 2608 AUSTRALIA

(July 2010)