



# Application Form for Assessment of Management Skills for Migration

Please fully complete the form – incomplete applications may be returned

Provide the supporting evidence as listed on the form

**Please write clearly and legibly**

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## Please select the Skilled Occupation for which you are applying for assessment:

- |                                                           |                                                                    |
|-----------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> General Manager (1112-11)        | <input type="checkbox"/> Sales and Marketing Manager (1231-11)     |
| <input type="checkbox"/> Human Resource Manager (1213-11) | <input type="checkbox"/> Supply and Distribution Manager (1223-11) |
| <input type="checkbox"/> Engineering Manager (1221-11)    |                                                                    |

Tell us why your knowledge, skills, abilities and practical experience should be considered against one of these categories:

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## Applicant Details

Show the full name that you will be using in your visa application.

Title (circle)    Mr    Mrs    Ms    Miss    Dr    Other:

First Name/s

Family/Surname Name

Date of Birth (dd/mm/yyyy)

Country of Birth

Mailing Address

Country

Telephone (including country code and area code)

Email

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## Appointment of Person to Act as Agent

Are you using a Migration Agent or other party/person to lodge this application on your behalf?  Yes  No

If yes, please complete the Authorisation for Appointment to Act as Agent below.

I, \_\_\_\_\_ authorise the following person to act on my behalf in relation to my application for a Management Skills Assessment.

Agent's Name \_\_\_\_\_

Name of Agency \_\_\_\_\_

Agent's Address \_\_\_\_\_

Agent's Email \_\_\_\_\_

Agent's Registration Number (if applicable) \_\_\_\_\_

Applicants signature \_\_\_\_\_ Date \_\_\_\_\_

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## Summary of Qualification(s)

Only post-secondary education is required. Include any postgraduate qualifications. Attach certified copies of degree certificate/s and academic transcript/s of courses undertaken with their results. DO NOT include details of high school education. Start with the most recent qualification. **DO NOT include details of high school education.**

Qualification Gained (full name)	Studied at (full name)	Country of Education	Period of Study From (month/year) To (month/ year)

## Employment Details

Start with your current position. Please attach a cover letter explaining any breaks in employment if applicable.  
**A minimum of 5 years continuous work history is required.**

### Current Employment

Position Title

Date Appointed to Position (month/year)

Name of Organisation

Business Address

Telephone (including country code and area code)

Email

Website address

Total number of employees in company

Total directly reporting to you: Managers

Other staff

Applicant's immediate superior's name

Applicant's immediate superior's position

You must supply the following required certified supporting documentation:

Position Description

Organisation Chart

Subordinate Position Description/s

Other

See Page 7 for a full description of the required documents.

## Previous Employment

If you have had more than one position in the organisation, list each position separately. (List the dates you were appointed to the position, not the company.)

Position Title

Date Appointed to Position (month/year)

Name of Organisation

Country

Total number of employees in company

Total directly reporting to you: Managers

Other staff

Applicant's immediate superior's name

Applicant's immediate superior's position

### Previous Business Position

Position Title

Date Appointed to Position (month/year)

Name of Organisation

# Assessment of Management Skills for Migration

Country

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Total number of employees in company

Total directly reporting to you: Managers

Other staff

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Applicant's immediate superior's name

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Applicant's immediate superior's position

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## Previous Business Position

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Position Title

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Date Appointed to Position (month/year)

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Name of Organisation

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Country

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Total number of employees in company

Total directly reporting to you: Managers

Other staff

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Applicant's immediate superior's name

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Applicant's immediate superior's position

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## Previous Business Position

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Position Title

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Date Appointed to Position (month/year)

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Name of Organisation

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Country

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Total number of employees in company

Total directly reporting to you: Managers

Other staff

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Applicant's immediate superior's name

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Applicant's immediate superior's position

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## Previous Business Position

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Position Title

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Date Appointed to Position (month/year)

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Name of Organisation

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Country

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Total number of employees in company

Total directly reporting to you: Managers

Other staff

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Applicant's immediate superior's name

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Applicant's immediate superior's position

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## Declaration by Applicant

I declare that all the information supplied is accurate and consent to any necessary checks regarding employment or education.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

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## Referees

Please have your application signed by two referees. The first referee should be your manager, either in your current position or previous position. If you are the most senior person in your organisation, a business associate would be appropriate.

**Please ensure that your referees are not related to you.**

### First Referee

Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Company \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone (including country code and area code) \_\_\_\_\_

Email \_\_\_\_\_

Referee's Signature \_\_\_\_\_

### Second Referee

Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Company \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone (including country code and area code) \_\_\_\_\_

Email \_\_\_\_\_

Referee's Signature \_\_\_\_\_

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## Criteria for a Manager for the Purpose of Migration

The Australian Institute of Management is contracted as an assessing authority by the Australian Government to assess senior management skills for applicants for the purpose of skilled migration to Australia. AIM is authorised to use its nationally recognised senior membership criteria to assess all applications.

Managers are assessed against these criteria and not the functions of the general managerial occupations, as set out in the Australian Standard Classification of Occupations (ASCO).

Guidelines are based on the level of work experience, training and qualifications achieved.

To satisfy these requirements applicants must hold a SENIOR management position and for your information the criteria used are as follows:

1. A proven record of top management achievement over a continuous period of at least five (5) years in a position such as Chief Executive Officer, Managing Director, President or General Manager; or,
2. A proven record in a senior functional management position in a large organisation, employing 600 employees or more, over a continuous period of at least five (5) years, requiring the delegation of authority to several other managers who themselves hold positions requiring the delegation of work to several other subordinates in supervisory, technical or skilled positions.

The years of experience may be reduced if the applicant has qualifications in management studies or business administration assessed as comparable to an Australian Bachelor, Post Graduate or Master degree, or in a discipline relevant to the field in which the manager is working. This applies where the qualification concerned has been completed immediately prior to, or within the relevant time frame of years of management experience being assessed. The Country Education Profiles prepared by the National Office of Overseas Skills Recognition are the basis for an educational assessment.

The complexity and size of the management task will influence the assessment. Applicants would require senior management experience across a diverse range of functional areas, with staff with diverse functional responsibilities at a managerial level. A manager at a senior level would also have a high level of discretionary decision making authority. Senior managers tend to manage departments servicing the overall operations of the organisation and where delegation to several subordinate managers involved in specific but related functions is required. An area of potential confusion is the issue of having managers reporting to a manager.

The critical components in applying these criteria are the breadth and depth of the applicant's own managerial responsibilities and those of the subordinate managers reporting directly to the applicant. The issue is not only that the organisational chart shows that the applicant supervises a number of direct reporting managers. If they all carry out similar functions in an area such as sales and marketing, human resources or supply and distribution, than this, in and of itself, would not be sufficient to warrant consideration as a senior manager.

The criteria for recognition as having skills equivalent to that of a senior manager make it clear that the person must be responsible for a range of organisational functions and to have such responsibilities at a level which is concerned with strategy and policy across the whole organisation, and not just operations.

Our assessment is based upon a review of an entire career history, but with an emphasis on the past five (5) years, and satisfactory evidence is sought of managerial progression through increased authority and responsibility of each position thereby demonstrating a period of sustained success.

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## Supporting Documentation

**ALL required supporting documentation MUST be included in your application. Any missing or unclear information will delay the assessment of your application.**

Applicants are required to provide supporting documentation relating to the various positions held over the past continuous five (5) years, not just current employment. The documentation required is:

1. Organisation charts showing both upward and downward reporting relationships, and they must include the Chief Executive Officer. The Organisation Charts are to include all positions reporting to your immediate supervisor, as well as the positions reporting to your direct subordinates. All titles must be included.

It is preferred that these are official company documents, and they MUST be verified by your immediate superior. A company seal by itself is not sufficient, documents must be signed. If it is impossible to obtain your immediate supervisor's signature, please refer to the information listed under the heading "Important".

2. Detailed position descriptions over the past 5 years showing management responsibilities and accountabilities.

It is preferred that these are official company documents, and they MUST be verified by your immediate superior. A company seal by itself is not sufficient. Documents must be signed. If it is impossible to obtain your immediate supervisor's signature, please refer to the information listed under the heading "Important".

3. Brief position descriptions of all subordinate managers reporting directly to the applicant.

It is preferred that these are official company documents, and they MUST be verified by your immediate superior. A company seal by itself is not sufficient, documents must be signed. If it is impossible to obtain your immediate supervisor's signature, please refer to the information listed under the heading "Important".

4. Certified copies of testamurs covering all post secondary qualifications.

5. If possible include letters of appointment and/or promotion, payslips, company reports, etc.

6. In the case of an owner/manager provide details of revenue and staffing levels for each year from date of incorporation. Documents should also include register of directors, shareholders, certificate of incorporation and any other relevant evidence.

### Important

Documents will not be returned so we require certified true copies of position descriptions, organisation charts, original educational qualifications and evidence of employment.

All supporting documentation MUST match the information as provided on the application form. This includes, but is not limited to, position titles, organisation names, and the number of subordinate managers and supervisors who directly report to the applicant.

### Certifying your Documents

Documents can be certified by a Commissioner for Oaths, Justice of the Peace, Notary, Lawyer, Registered Migration Agent, Doctor, Bank Manager, CPA, Chartered Accountant or any other official in your home country who is authorised to endorse documents and legal declarations or witness sworn affidavits. The Department of Immigration require a copy of what is submitted to assessing authorities so applicants should retain a copy for such purpose.

## Notes

1. A resume/curriculum vitae is helpful but does not replace evidence from employers relating to experience.
2. Do not send unnecessary documents, such as copy of your passport, secondary school mark sheets, photos, certificates not relevant to your management experience or post secondary qualification/s.
3. Any documents not in English must be translated by an accredited translator. Copies of documents in the original language should also be included.
4. A fee of AUD\$360.00 will be payable on any appeal of an assessment decision. Appeals of the assessment decision will only be undertaken if new information and substantiating documentary evidence is provided. This review will be undertaken by an alternate assessor.
5. Membership grades conferred by any AIM State Division does not automatically translate into approval under the skills assessment process for migration.
6. AIM does not require English language test results.
7. Work experience in a management position is crucial to gaining a positive skills assessment. Recent university graduates with limited or no senior level management experience DO NOT meet the criteria to obtain a positive skills assessment.

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## Applicant Checklist - Order of compilation of your documents

- Completed application form (Original form to be submitted. Photocopied versions will not be accepted.)
- Completed agent appointment authorisation (if applicable)
- Application Fee of AU\$360.00 (plus 10% GST if applicable). The application fee is non-refundable.

I am paying by:

- Bank Draft/Bank Cheque (made payable to the Australian Institute of Management)
- Credit Card (I have read and signed the Credit Card Authorisation on page 10)
- Australian Money Order

Position 1: Documentation must be supplied for all current and previous positions covering a minimum period of 5 continuous years. Ensure ALL supporting documentation reflects your application form.

- Verified organisational charts of current and previous organisations (REPOSITIONED)
- Verified, detailed position description
- Verified, brief position descriptions of subordinate managers in each position
- Other: Letters of appointment and/or promotion, payslips, company reports (if possible)

Position 2 (if applicable):

- Verified organisational charts of current and previous organisations
- Verified, detailed position description
- Verified, brief position descriptions of subordinate managers in each position
- Other: Letters of appointment and/or promotion, payslips, company reports (if possible)

Position 3 (if applicable):

- Verified organisational charts of current and previous organisations
- Verified, detailed position description
- Verified, brief position descriptions of subordinate managers in each position
- Other: Letters of appointment and/or promotion, payslips, company reports (if possible)

Position 4 (if applicable):

- Verified organisational charts of current and previous organisations
- Verified, detailed position description
- Verified, brief position descriptions of subordinate managers in each position
- Other: Letters of appointment and/or promotion, payslips, company reports (if possible)

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## Applicant Checklist - Order of compilation of your documents cont'd.

Position 5 (if applicable):

- Verified organisational charts of current and previous organisations
- Verified, detailed position description
- Verified, brief position descriptions of subordinate managers in each position
- Other: Letters of appointment and/or promotion, payslips, company reports (if possible)

Position 6 (if applicable):

- Verified organisational charts of current and previous organisations
- Verified, detailed position description
- Verified, brief position descriptions of subordinate managers in each position
- Other: Letters of appointment and/or promotion, payslips, company reports (if possible)

I have read the Criteria for a Manager (page 6), Supporting Documentation (page 7) and Notes (pages 8)

I have read the Frequently Asked Questions on the AIM website ([www.aim.com.au/migration](http://www.aim.com.au/migration))

All applications should be sent to:

**Postal Address**

Management Skills Assessment Unit  
Australian Institute of Management  
PO Box 200  
Spring Hill Qld 4004  
Australia

**or**

**Physical Street Address (Courier Preferred)**

Management Skills Assessment Unit  
Australian Institute of Management  
369 Boundary Street (Cnr Rosa St)  
Spring Hill Qld 4000  
Australia

*Do not send your application in any kind of cover, folder or spiral bound format. All unnecessary material received with applications has to be removed and discarded. No documents will be returned.*

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## Credit Card Authorisation Form

Date \_\_\_\_\_

Management Skills Assessment Coordinator  
Australian Institute of Management  
PO Box 200  
Spring Hill Qld 4004  
Australia

I, \_\_\_\_\_ authorise the Australian Institute of Management to debit the sum of AUD\$360.00 (plus 10% GST if applicable\*) from my credit card in payment for a Management Skills Assessment for:

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Card Type:  MasterCard  Visa  Diners  Amex: Amex ID No: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Card Validation Code: \_\_\_\_\_

(Last 3 digits of the number printed on the signature panel)

Signature: \_\_\_\_\_

\*GST is payable for applicants residing within Australia only.