



Australian  
Institute of  
Management

QLD & NT

Australian Institute of Management

# 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"/> Chief Executive or Managing Director [111111] | <input type="checkbox"/> Human Resource Manager [132311]          |
| <input type="checkbox"/> Corporate General Manager [111211]            | <input type="checkbox"/> Engineering Manager [133211]             |
| <input type="checkbox"/> Sales and Marketing Manager [131112]          | <input type="checkbox"/> Supply and Distribution Manager [133611] |
| <input type="checkbox"/> Advertising Manager [131113]                  |   |

## What visa category are you applying for:

- General Skilled Migration (GSM)      or       State or Territory Nomination
- Employer Nomination Scheme (ENS)

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

## 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 \_\_\_\_\_

## 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. Start with the most recent qualification.

**DO NOT include details of high school education.**

| QUALIFICATION GAINED<br>(full name) | STUDIED AT<br>(full name) | COUNTRY OF<br>EDUCATION | PERIOD OF STUDY<br>From (month/year)<br>To (month/ year) |
|-------------------------------------|---------------------------|-------------------------|--|
|                                     |                           |                         |  |
|                                     |                           |                         |  |
|                                     |                           |                         |  |
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## Employment Details

Start with your current position. Please attach a cover letter explaining any breaks in employment if applicable.

**A minimum of 8 years continuous work history is required to show the progression within your career.**

Note: our assessment is based upon a review of an entire career history, but with an emphasis on the past three (3) years.

### Current Employment

**1:** 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 8 for a full description of the required documents.)

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## 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.)

**2:** Position Title

Date Appointed to Position (month/year)

Date Finished 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

You must supply the following required certified supporting documentation:

Position Description    Organisation Chart    Subordinate Position Description/s    Other

### Previous Business Position

**3:** Position Title

Date Appointed to Position (month/year)    Date Finished 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

You must supply the following required certified supporting documentation:

- Position Description     Organisation Chart     Subordinate Position Description/s     Other

### Previous Business Position

**4:** Position Title

Date Appointed to Position (month/year)    Date Finished 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

You must supply the following required certified supporting documentation:

- Position Description     Organisation Chart     Subordinate Position Description/s     Other

### Previous Business Position

**5:** Position Title

Date Appointed to Position (month/year)    Date Finished 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

You must supply the following required certified supporting documentation:

- Position Description     Organisation Chart     Subordinate Position Description/s     Other

### Previous Business Position

**6:** Position Title

Date Appointed to Position (month/year)    Date Finished 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

You must supply the following required certified supporting documentation:

- Position Description     Organisation Chart     Subordinate Position Description/s     Other

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## 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

Referee is not related to applicant

Name

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Position/Title

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Company

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Company Address

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Telephone (including country code and area code)

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Email

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Referee has agreed to be available for comment if contacted by AIM

### Second Referee

Referee is not related to applicant

Name

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Position/Title

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Company

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Company Address

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Telephone (including country code and area code)

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Email

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Referee has agreed to be available for comment if contacted by AIM

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## Declaration by Applicant

### Terms and Conditions

1. I have read the Supporting Documentation section of the application form and I understand that the assessment cannot be completed if I do not provide adequate verified and certified documents.
2. I will inform AIM in writing of any changes to my circumstances which may occur while my application is being assessed.
3. I authorise AIM to make any enquiries to educational institutions and authorised referees concerning my education and employment experience.
4. I understand that AIM may be required to provide the Department of Immigration and Citizenship with any information pertaining to my skills assessment application.
5. I understand that the application fee is non-refundable, irrespective of the outcome of the assessment by AIM.
6. I understand the assessment may take up to 4 weeks to complete. However in some situations it could take longer if further information is required.

I have read and understand the above terms and conditions and declare that all the information supplied is accurate and consent to any necessary checks regarding employment or education.

Signature of Applicant

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Date

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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.

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

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:

### Chief Executive or Managing Director [111111]

To meet the requirements for assessment as CEO/Managing Director for migration purposes, an applicant must:

- Have, or have held, a proven record of top management experience over a continuous period of at least three years
- Have proven and successful experience in a top management position at the level of Corporate General Manager or equivalent prior to being appointed to the position of CEO/Managing Director
- Be the owner of the business; or/ report directly to the Board of Directors of the business; or/ report directly to the relevant Minister/Secretary of State if the applicant works in the public sector; or/ be a senior management consultant providing advice to client organisations at Board level
- Be wholly responsible for implementing the organisation's policy and strategic objectives as defined by the Board
- Be responsible for negotiating, planning and directing negotiations related to mergers, acquisitions or the sale of major assets
- Be responsible for designing and developing the organisation's financial budgets to achieve Board priorities and objectives
- Ensure that the management organisation structure is designed to achieve the Board's strategic aims and objectives
- Have the decision making authority to delegate responsibility to the most senior operational manager who would be eligible for assessment as Corporate General Manager under the criteria outlined below

### Corporate General Manager [111211]

To meet the requirements for assessment as Corporate General Manager for migration purposes, an applicant must:

- Have, or have held, a proven record of top management experience over a continuous period of at least three years.
- Have proven and successful experience in a functional area of management prior to being appointed to the position of Corporate General Manager
- Currently hold the most senior day-to-day operational position within the organisation
- Report directly to the CEO, Managing Director, Board of Directors or owner of the business; or/ report directly to the Head of Department if the applicant works in the public sector; or/ be a senior management consultant providing consultancy advice to client organisations at CEO, Managing Director or Board level.
- Have delegated authority for managing and achieving the organisation's financial budgets and outcomes
- Have the decision making authority over a wide range of responsibilities through delegation to three or more subordinate managers who would be eligible for assessment as a senior functional manager under the criteria outlined below

Sales and Marketing Manager [131112],

Advertising Manager [131113],

Human Resource Manager [132311],

Engineering Manager [133211], and

Supply and Distribution Manager [133611]

A proven record in a senior functional management position over a continuous period of at least three (3) years, requiring the delegation of authority directly to three or more other managers who themselves hold positions requiring the delegation of work to several other subordinates in supervisory, technical or skilled positions.

To meet the requirements for assessment as a functional manager for migration purposes, an applicant must:

- Hold the most senior management position within the applicant's functional area of responsibility
- Report directly to the owner of the business, Corporate General Manager or CEO/Managing Director; or/ report directly to the Department Head if the applicant works within the public sector; or/ be a senior management consultant providing consultancy advice to client organisations at the level of Corporate General Manager or above
- Have the final decision making responsibility through the delegation of functional authority to three or more subordinate managers in a range of broader responsibilities such as administration, finance, data gathering and public relations
- Be wholly responsible for achieving his/her functional responsibilities within the organisation
- Have had a proven and successful experience in a broad range of managerial responsibilities prior to being appointed to the top functional position

For all applications, 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.

**To be assessed as a senior manager for migration purposes, the complexity and size of the organisation will influence the assessment.** The larger the organisation, the greater would be the responsibilities of the senior managers. Applicants will normally require senior management experience across a diverse range of functional areas including managerial authority over subordinates who are also at a management 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. 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. An important criterion is that the organisation chart shows that the applicant supervises a number of direct reporting managers.

The criteria for recognition as a senior manager for migration purposes make it clear that the applicant must be responsible for a range of responsibilities at a level which is concerned with the implementation of the organisation's strategies and policies.

Our assessment is based upon a review of an entire career history, but with an emphasis on the immediate past three (3) 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 their career to date, including current employment. A review of the entire career history will be made, with an emphasis on the past 3 years. The documentation required is:

**1. Organisation charts covering the past 8 years showing both upward and downward reporting relationships which MUST include:**

- The Chief Executive Officer/Managing Director
- All positions reporting to your immediate superior
- Your own position
- All positions reporting to you
- All positions reporting to your direct subordinates

The Organisation Charts MUST be original company documents on company letterhead and MUST be verified by your immediate superior or CEO. A company seal by itself is not sufficient. Documents MUST be signed.

**2. Detailed position descriptions covering the past 8 years showing management responsibilities and accountabilities.**

The position descriptions MUST be provided as original company documents on company letterhead and MUST be verified by your immediate superior or CEO. A company seal by itself is not sufficient. Documents MUST be signed.

**3. Brief position descriptions of all subordinate managers who currently report to you, or who previously reported to you, over the past 8 years.**

The position descriptions MUST be provided as original company documents on company letterhead and must be verified by your immediate superior or CEO. A company seal by itself is not sufficient. Documents MUST be signed.

**4. Any relevant certified documents covering your experience prior to the 8 years.**

**5. Certified copies of testamurs and academic transcripts covering all post secondary qualifications.**

These MUST be certified by an individual as identified below under the heading "Certifying your Documents".

**6. If possible include letters of appointment and/or promotion, payslips, company reports and any other relevant documents.**

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

### 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.

If applicants are unable to obtain official verification from their place of employment AIM will accept if the employment documents are recreated. However, they MUST be submitted with a signed and witnessed statutory declaration advising that the information provided is true and correct. Note that statutory declarations must be witnessed by an individual as identified above. Please see [www.ag.gov.au/statdec](http://www.ag.gov.au/statdec) for further specifics.

### Important

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

AIM recommends that you make a copy of your full application prior to submitting to AIM.

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## 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\$600.00 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.
8. If these are variations of your name or you have had a name change throughout your application ensure you attach certified documentation verifying the change i.e. marriage certificate, statutory declaration, deed poll documentation.

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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)
- Referees provided are not related to you
- Application Fee of AU\$475.00 (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 8 continuous years. Ensure ALL supporting documentation reflects your application form.**

- 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 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)

## 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)
  
- Educational Qualifications/Documents
- I have read the Criteria for a Manager (page 6), Supporting Documentation (page 8) and Notes (pages 9)
- I have read the Frequently Asked Questions on the AIM website ([www.aim.com.au/migration](http://www.aim.com.au/migration))
- I have read, agreed to and signed the Terms & Conditions (pages 9)
- 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\$475.00 (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.