

# Skills Assessment Document Planner

Organise documents commonly needed for a skills assessment.

Skills assessment | Prepared by Okapi Migration Services

## How to use this resource

Use this document as a preparation and discussion tool. Tick items that are available, mark items requiring action, and record questions for your migration professional. Not every item will apply to every matter.

## Preparation checklist

|                          |                                                     |                |
|--------------------------|-----------------------------------------------------|----------------|
| <input type="checkbox"/> | 1. Passport and identity documents                  | Status / notes |
| <input type="checkbox"/> | 2. Academic awards and full transcripts             | Status / notes |
| <input type="checkbox"/> | 3. Course completion letters                        | Status / notes |
| <input type="checkbox"/> | 4. Professional registration or licensing           | Status / notes |
| <input type="checkbox"/> | 5. Detailed employment reference letters            | Status / notes |
| <input type="checkbox"/> | 6. Payslips, tax, bank or social insurance evidence | Status / notes |
| <input type="checkbox"/> | 7. Employment contracts and position descriptions   | Status / notes |
| <input type="checkbox"/> | 8. Self-employment or business records              | Status / notes |
| <input type="checkbox"/> | 9. Certified translations                           | Status / notes |
| <input type="checkbox"/> | 10. Explanations for gaps or unavailable records    | Status / notes |

## Questions and issues to discuss

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |

|    |  |
|----|--|
| 4. |  |
| 5. |  |

**Important**

This resource is general information only. It is not legal advice or personalised immigration assistance. Visa criteria, forms, fees, policy and procedures can change. Check the Department of Home Affairs and Administrative Review Tribunal websites where relevant, and obtain advice tailored to your circumstances before acting.