

Community Work Australia skill assessment checklist

– VERSION 22052026

	Document / Evidence required	Yes/No
	<p>SECTION 1, SECTION 2, SECTION 3</p> <p><i>Please check the link below.</i></p> <p>https://dlegal.com.au/articles/migration/checklists/general-checklist/</p>	
	SECTION 5 – SKILLS, QUALIFICATIONS & INDUSTRY EXPERIENCE	
5.1	<p>Colour scan of qualification/Letter of completion</p> <p><i>Showing the start date and end date, the applicant was deemed to have completed the course</i></p>	
5.2	Colour scan of the transcript of results	
5.3	For graduates of Community Work Australia accredited courses and recognised relevant qualifications	
5.3.1	a colour scan of a letter from your education provider showing details of field placements (evidence of total hours in at least two different placements)	
5.3.2	fieldwork placement reports. These can be in the form of workbooks completed during the placements.	
5.4	For overseas applicants, Submit a detailed course outline/syllabus	
5.5	Industry Experience	
5.5.1	<p>Resume</p> <p><i>Including 2 referees with contact details, one of whom must have been your workplace supervisor</i></p>	
5.5.2	<p>Position Description</p> <p><i>for all relevant work experience</i></p>	
5.5.3	<p>Statement of service or letter from employer</p> <p><i>Please check 5.2.1 using the link below.</i></p> <p>https://dlegal.com.au/articles/migration/checklists/general-checklist/</p>	
5.5.4	<p>For applicants nominating Welfare Centre Manager,</p> <p><i>Copy of organisational structure for all relevant management positions</i></p>	
5.6	Industry currency <i>(one of the following)</i>	
5.6.1	Evidence of qualification awarded within the last 4 years	
5.6.2	Position description for the industry experience	
5.6.3	Letter from current employer showing details of the position including title, type, whether part-time or full-time, and start and end dates	
	<p>SECTION 6 – English proficiency</p> <p><i>Please check the link below for more information.</i></p> <p>https://dlegal.com.au/articles/migration/checklists/general-checklist/</p> <p>One of the following:</p>	

6.1	English language test results	
6.2	Colour scan of qualification (or letter of completion)	
6.3	Previous suitable skills assessment outcome letter	
	SECTION 7 – Other Supporting Evidence	
7.1	If Applicable, <i>Colour Scan of the registration certificate or an online registration verification number for a professional registration/membership in your country of training</i>	
	SECTION 8 - Agent Authorisation Form	

Disclaimer

You must provide high-resolution colour scans of original documents. Photos and low-quality scans will not be accepted.

All documents for your skills assessment application must be:

- colour scans of the original documents
- no larger than 10 MB
- high-resolution (we recommend 600 dpi)
- in the following file formats: PDF, JPEG/JPG, PNG

If a particular document cannot be easily scanned (e.g., large award certificate), a photo may be uploaded as an exception. The photo must be in high-resolution, in colour and present the entire document against a clear background. Please note that this will only be accepted if a document cannot be easily scanned. We will not accept photos for all documents.

Please DO NOT submit the following:

- Certified true copies of original documents.
- Black and white scans – unless the original document was issued in black and white.
- Low resolution scans.
- Scans of photocopies.
- Copies that are incomplete or missing parts (e.g., header/footer or border cut off).

Note: Submitting the wrong documents will delay the processing of your application.

Translations

If an original document is not written in English, you must provide a [NAATI Accredited](#) translation into English along with colour scans of the originals.