



## APPLICATION FOR ASSESSMENT OF EDUCATIONAL QUALIFICATIONS AND SKILLED EMPLOYMENT

This form can only be used by individuals holding an appropriate, non-expired NAATI certification or accreditation.  
**NAATI will not provide any refund should you find that you are not able to use this assessment.**

Please complete all parts of this form.

### PERSONAL DETAILS

<b>Given names</b>			
<b>Family name</b>			
<b>Practitioner ID</b> <i>(or NAATI Number)</i>		<b>Title</b> <i>(select)</i>	
<b>Nationality</b>		<b>Date of birth</b>	
<b>Address</b> <i>(street)</i>		<b>Suburb</b>	
<b>City</b>		<b>State</b>	
<b>Country</b>		<b>Postcode</b>	
<b>Phone/mobile</b>			
<b>Email</b>			

### APPLICATION DETAILS

<b>What do you wish NAATI to assess?</b> <i>(select)</i>	
NAATI will only make assessments of: 1) Overseas educational qualifications in translating and/or interpreting; and/or 2) Skilled employment as a translator and/or interpreter.	

## OVERSEAS EDUCATIONAL QUALIFICATIONS

For NAATI to make an assessment of a qualification obtained overseas, the qualification must be assessed as comparable to one of the following:

- Australian doctorate degree
- Australian bachelor degree
- Australian diploma or trade qualification

**Please attach the following with your application:**

- 1) A copy of your qualification (in English); and
- 2) A copy of your academic transcript (in English)

## SKILLED EMPLOYMENT HISTORY

For NAATI to make an assessment of skilled employment (which can be based in Australia or overseas), the skilled employment must:

- 1) Be within the occupation of translator or interpreter
- 2) Involve translation or interpreting work of at least a professional level
- 3) Comprise paid and continuous employment for a minimum of 20 hours per week (irregular periods averaging 20 hours per week over several weeks/months will not be considered)

You will need to provide supporting documents as evidence of your skilled employment meeting the above criteria.

**What type of skilled employment are you claiming in this application?** *(select)*

**If Australia-based, what was the length of this employment?** *(select)*

**If Overseas-based, what was the length of this employment?** *(select)*

**To enable an assessment, please attach the following with your application:**

### 1. A work reference for each role within the period indicated above

*Each work reference must:*

- a) Be on company letterhead clearly indicating the full company address, telephone and fax numbers, email and website address.
- b) Detail the exact period of employment.
- c) Detail the job description and task list – including specific details about the types of documents translated and/or situations in which interpreting was undertaken.
- d) State how many hours per week were worked including whether the role was full-time or part-time and the proportion of overall duties which included translating or interpreting.
- e) State whether the role was permanent, temporary or contract.
- f) Be signed by the direct manager, CEO or HR representative – the full name and position of the individual signing must be clearly stated.
- g) Include the direct contact details (telephone number and email) of the person writing the reference.

### 2. Proof of payment for each role (e.g. a payslip)

## PAYMENT DETAILS

All fees are listed in Australian Dollars (\$AUD) and include GST.  
**The fees listed on this form are valid from 1 July 2019 to 30 June 2020.**  
All prices are subject to change without notice.

### Fees (\$AUD)

Assessment fee	\$480.00
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**If you (or another individual) are making payment,  
please complete the *payment by an individual* section.**

If an organisation needs to make payment on your behalf,  
the *payment by an organisation* section must be filled out.

### PAYMENT BY AN INDIVIDUAL

If you are not paying by credit card, you will need to lodge your payment in person at the nearest NAATI office.

Amount (\$AUD)		Payment method	
Cardholder name			
Credit Card number			
Security number		Expiry date	
Cardholder signature			

### PAYMENT BY AN ORGANISATION

Please attach an electronic copy of a purchase order with this application form.

Organisation name			
Contact first name		Contact surname	
ABN		Phone/mobile	
Email address			
Address (street)			
City		State	
Postcode		Country	
Purchase order number			

## DECLARATION

- I declare the information provided in this application form is correct to the best of my knowledge.
- I declare I hold the qualification on which this application is based (if applicable).
- I declare the employment history on which this application is based is true and correct (if applicable).
- I declare I have read and understood the information provided to me in this application form.
- I understand that if the fees for this application have been paid for by an organisation or sponsor that NAATI may provide information to that organisation about the outcome of this application.
- I understand the assessment fee is non-refundable, whether the outcome is positive or negative, unless the application is withdrawn from assessment either by the applicant or by NAATI prior to the commencement of formal assessment.
- I understand the assessment fee is non-refundable, whether the outcome is positive or negative, unless the application is withdrawn from assessment either by the applicant or by NAATI prior to the commencement of formal assessment.
- I understand NAATI will use the personal information collected in this form (plus any further personal information that I provide to NAATI as part of my application) to process my application and determine and record the outcome of my application.
- I understand that if NAATI does not collect my personal information, NAATI will not be able to provide its products and services to me, including certification as a translator or interpreter, and I will not be listed on NAATI's Online Directory.
- I understand that NAATI reserves the right to validate any of the information required if deemed necessary.
- NAATI's Privacy Policy is available at <https://www.naati.com.au/resources/our-policies>. It contains information about how I can access and correct my personal information, how I can complain about a breach of privacy and how NAATI deals with complaints.

<b>Date</b>		<b>Applicant signature</b>	
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Completed forms and applicable attachments must be sent to **[applications@naati.com.au](mailto:applications@naati.com.au)**.

All applicants will need to attach additional files with their application form.

**Document files must meet the requirements set out below.**

Attachments that do not meet requirements may result in delays in processing your application.

### Document Files

- **File format:** doc, docx, pdf
- **File size minimum:** 10KB
- **File size maximum:** 2MB
- Preferred file format is pdf
- Documents must be in full colour