



# Assessment of Educational Qualifications and Skilled Employment Application form

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

Please complete all parts of this form.

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

Application details	
What do wish NAATI to assess?	
NAATI will only make assessments of:	
<ol style="list-style-type: none"><li>1. Overseas educational qualifications in translating and/or interpreting, and/or</li><li>2. Skilled employment as a translator and/or interpreter.</li></ol>	

## 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 (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.

<b>What type of skilled employment are you claiming in this application?</b>	
<b>If Australia-based, what was the length of this employment?</b>	
<b>If overseas based, what was the length of this employment?</b>	

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

- 1. Proof of payment for each role (e.g. a payslip)**
- 2. 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.

## 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 are 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 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 on the NAATI website at [www.naati.com.au](http://www.naati.com.au). 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>Applicant signature</b>		<b>Date</b>	
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All attached documents must meet the following requirements. If not, this may result in delays to your application.

- Preferred file type is PDF
- Documents must be in full colour
- File format options: PDF, DOC, DOCX
- Minimum file size: 10KB
- Maximum file size: 2MB

Email the completed form and supporting evidence to [applications@naati.com.au](mailto:applications@naati.com.au).  
 NAATI will email you an invoice for payment. Your application will be processed once the invoice has been paid.