



Australian  
Institute of  
Management

# Australian Institute of Management

## Application Form for Assessment of Senior 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 in pen clearly, legibly and in English.**

**Please select the Skilled Occupation for which you are applying for assessment (select one only)**

- |  |   |
|--|---|
| <input type="checkbox"/> Chief Executive or Managing Director [111111] | <input type="checkbox"/> Public Relations Manager [131114]        |
| <input type="checkbox"/> Corporate General Manager [111211]            | <input type="checkbox"/> Human Resource Manager [132311]          |
| <input type="checkbox"/> Sales and Marketing Manager [131112]          | <input type="checkbox"/> Engineering Manager [133211]             |
| <input type="checkbox"/> Advertising Manager [131113]                  | <input type="checkbox"/> Supply and Distribution Manager [133611] |
| <input type="checkbox"/> Procurement Manager [133612]                  |   |

### Applicant Details

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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 \_\_\_\_\_

Residential Address \_\_\_\_\_

Country \_\_\_\_\_

Email \_\_\_\_\_

### Appointment of Person to Act as an Agent

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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 (full name)	STUDIED AT (full name)	COUNTRY OF EDUCATION	PERIOD OF STUDY From (month/year) To (month/ year)

## 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

Name \_\_\_\_\_  Referee is not related to applicant

Position/Title \_\_\_\_\_

Company \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone (including country code and area code) \_\_\_\_\_

Email \_\_\_\_\_

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

### Second Referee

Name \_\_\_\_\_  Referee is not related to applicant

Position/Title \_\_\_\_\_

Company \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone (including country code and area code) \_\_\_\_\_

Email \_\_\_\_\_

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

## Employment Details

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Start with your current position. Please attach a cover letter explaining any breaks in employment if applicable. At least eight and up to 10 years (of past ten 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: : \_\_\_\_\_

Number of subordinate managers directly reporting to you: \_\_\_\_\_

Number of subordinate managers in a managerial or supervisory position reporting directly to each of your subordinate managers: \_\_\_\_\_

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.)

## Previous Employment

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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: : \_\_\_\_\_

Number of subordinate managers directly reporting to you: \_\_\_\_\_

Number of subordinate managers in a managerial or supervisory position reporting directly to each of your subordinate managers: \_\_\_\_\_

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: : \_\_\_\_\_

Number of subordinate managers directly reporting to you: \_\_\_\_\_

Number of subordinate managers in a managerial or supervisory position reporting directly to each of your subordinate managers: \_\_\_\_\_

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: : \_\_\_\_\_

Number of subordinate managers directly reporting to you: \_\_\_\_\_

Number of subordinate managers in a managerial or supervisory position reporting directly to each of your subordinate managers: \_\_\_\_\_

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: : \_\_\_\_\_

Number of subordinate managers directly reporting to you: \_\_\_\_\_

Number of subordinate managers in a managerial or supervisory position reporting directly to each of your subordinate managers: \_\_\_\_\_

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: : \_\_\_\_\_

Number of subordinate managers directly reporting to you: \_\_\_\_\_

Number of subordinate managers in a managerial or supervisory position reporting directly to each of your subordinate managers: \_\_\_\_\_

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

**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 Border Protection 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 will take up to 8 weeks to complete. However the assessment will take longer if further information is required.
7. I understand that if I apply for the Express Assessment Service the assessment will take up to 4 weeks to complete. However the assessment will take longer if further information is required.
8. 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 \_\_\_\_\_ Date \_\_\_\_\_

## **Criteria for a Manager for the Purpose of Migration**

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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:

- Currently hold, or have held, the most senior management position across the whole organisation 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 Head of the Government Department who reports directly to the relevant Minister 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 strategy and policy across the entire organisation in accordance with organisational objectives determined by the Board of Directors.
- Be responsible for negotiating, planning and implementing decisions related to mergers, acquisitions or the sale of major assets for the entire organisation.
- Be responsible for designing, developing and implementing financial budgets for the whole organisation to achieve priorities and objectives determined by the Board of Directors.
- Ensure that the organisation structure of the whole organisation is designed to achieve the priorities and objectives determined by the Board of Directors.
- 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.

### **Explanatory Notes**

The positions of both Chief Executive Officer (CEO) and Managing Director (MD) are defined as the most senior managers in the organisation. The incumbent **MUST** have the decision making authority across the whole organisation and not just subsidiary divisions or departments of the organisation. In some organisations the CEO/MD may delegate some or all of this decision making authority to a Corporate General Manager, which is reflected in that manager's Position Description.

### **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; report directly to the Head of Department if the applicant works in the public sector; be a senior management consultant providing consultancy advice to client organisations at CEO, Managing Director or Board level.
- Have delegated authority from the Chief Executive Officer or Managing Director for 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.

**Senior Functional Manager** - this category covers the following positions:

**Sales and Marketing Manager [131112]**  
**Public Relations Manager [131114]**  
**Engineering Manager [133211]**  
**Procurement Manager [133612]**

**Advertising Manager [131113]**  
**Human Resource Manager [132311]**  
**Supply and Distribution Manager [133611]**

To be assessed as Senior Functional Manager for migration purposes, an applicant must:

- Have 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 subordinate managers each of whom hold positions requiring the delegation of work to three or more subordinates in managerial or supervisory positions;
- Hold the most senior management position within the applicant's functional area of responsibility within the organisation;
- Report directly to the Owner of the business, Corporate General Manager, Chief Executive Officer or Managing Director; or report directly to the Department Head if the applicant works within the public sector: or provide consultancy advice as a Senior Management Consultant to client organisations at the level of Corporate General Manager or above;
- Have the decision making responsibility, through delegation to three or more subordinate managers, for a range of specific responsibilities in the applicant's functional area;
- 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.

## **Explanatory Notes**

To be assessed as a senior manager for migration purposes, the complexity and size of the organisation will influence the assessment. Applicants will require senior management experience over a diverse range of responsibilities including authority over three or more subordinates who are also at managerial level. Senior functional managers would therefore have a high level of discretionary 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 must show that the applicant supervises three or more 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.

## Supporting Documentation

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**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 10 years showing both upward and downward reporting relationships which MUST include:
  - The Chief Executive Officer/Managing Director
  - Your own position
  - All other positions reporting to the Chief Executive Officer or Managing Director
  - 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 and include your immediate supervisor's printed name and position title.

2. **Detailed position descriptions covering the past 10 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 and include your immediate supervisor's printed name and position title.

3. **Brief position descriptions of all subordinate managers who currently report to you, or who previously reported to you, over the past 10 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 and include your immediate supervisor's printed name and position title.

4. **Any relevant certified documents covering your experience prior to the 10 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, 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 of documents from their place of employment AIM will accept recreated documents. 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.

Any discrepancies between the application form and the accompanying documents may lead to the application being declined.

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



## Notes

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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. 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. A fee of AUD\$700.00 will be payable on any appeal of an assessment decision.
5. Membership grades conferred by AIM do 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 positive skills assessment. Recent university graduates with limited or no senior level management experience **DO NOT** meet the criteria for assessment as a senior manager.
8. If there 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.
9. I understand documents will not be returned and it is recommended you make a full copy of your application and supporting documentation.

## Notes Regarding Organisation Charts

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Each organisation chart must be an original company document on company letterhead which is verified and personally signed by the applicant's immediate superior at work or by the company's CEO. The position title and name of the person verifying the chart must be included and must be readable. The letterhead must include the company logo, business address, postal address and email address.

An applicant may forward a photocopy of the original organisation chart, in which case it must be officially verified as a true copy of the original document. Verification must be provided by a Commissioner for Oaths, Justice of the Peace, Lawyer, Notary Public or Registered Migration Agent. If the accuracy of the copy is verified by a migration agent, the registration number of the agent must be included. The copy must be stamped and personally signed and the signature, title and name of the person verifying the accuracy of the document must be readable.

If an applicant cannot access an original copy of the organisation chart, he/she may re-create it based on his/her best knowledge of the original document. The reason for re-creation must be genuine, for example, the company may have ceased operations or may have refused to supply an original organisation chart to the applicant.

In this instance, the re-created chart must be forwarded as a Statutory Declaration witnessed by an official such as a Notary Public who has the legal authorisation to endorse documents and legal declarations or witness sworn affidavits.

Please ensure that the information included in your organisation charts accurately matches the information you have included in your application form. For example – your position title, your immediate superior's job title and your immediate superior's name in organisation charts must match the information in your application form.

**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\$550.00 (plus 10% GST if applicable). The application fee is non-refundable.

**OR**

- Express Assessment Fee of AU\$750.00 (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 11)
- Australian Money Order

**Current Position 1:**

**Documentation must be supplied for all current and previous positions covering a minimum period of 10 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)

**Positions 2 to 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)

**Other requirements**

- Educational Qualifications/Documents
- I have read the Criteria for a Manager (page 6), Supporting Documentation (page 8) and Notes (page 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 (page 5)
- I have checked all supporting documents to ensure the information contained in those documents exactly match the information contained in the application form.

**All applications are to be sent to:****Postal Address**

Management Skills Assessment Unit  
 Australian Institute of Management or  
 PO Box 200  
 Spring Hill Qld 4004, Australia

**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.**

## Credit Card Authorisation Form

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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 **(please circle which amount applies)**

AUD\$550.00 (plus 10% GST if applicable\*) from my credit card in payment for a Management Skills Assessment

**OR** AUD\$750.00 (plus 10% GST if applicable\*) from my credit card in payment for an **Express** Management Skills Assessment for:

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Card Type:  MasterCard       Visa       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.