

## VICTORIA UNIVERSITY – REASSESSMENT POLICY

The Victoria University's Skills Assessment Reassessment Policy is effective as at 17 April 2014.

Our clients have the right to appeal assessment judgements and to seek fair and prompt resolution with appropriate confidentiality.

An appeal is the process in which the applicant may dispute the assessment decision made by the University.

Once an applicant has submitted an appeal, Victoria University will conduct a reassessment of the outcome of the previous assessment.

A reassessment may also be initiated as a result of an applicant meeting skills gap/s within a specific period of time, for example a short training program, additional work experience, etc.

In order for the Department of Immigration and Border Protection to manage temporary and permanent migration applications following an unsuccessful skills assessment outcome, the following timelines are required to be adhered to by all Trades Recognition Australia (TRA) Approved RTOs to ensure that appeal and reassessments are managed within a timely manner.

Victoria University has implemented two reassessment processes:

1. Reassessment to appeal the original outcome decision
2. Reassessment to address a skills gap/s identified in the original skills assessment.

Applicants can only request one type of reassessment, either through an appeal of the original decision or by addressing skills gaps identified in the original skills assessment.

For each skills assessment application an applicant can only have ONE reassessment at either the Documentary Evidence assessment stage or the Technical/Practical assessment stage. If an applicant wishes to apply for a reassessment to address a skills gap (at either stage), the applicant must present the required evidence of further documentation/ training/ research/ on-the-job experience etc as recommended by the assessor.

If the evidence/documentation does not demonstrate the applicant has addressed the identified gap/s the result of the reassessment outcome will be Unsuccessful and the application will be closed. If an applicant wishes to have their skills assessed again, they must commence a new skills assessment application.

Applicants are only eligible for a reassessment if they apply within the given timeframe (as listed in this policy). If an applicant is unable to present the required evidence of further documentation/ training/ research/ on-the-job experience etc within this timeframe, the applicant will be considered ineligible for reassessment and the application closed.

### CONTACT US



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**M-F, 9.00am – 5.00pm (Eastern Standard Time)**

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### 1. Reassessment to appeal the original outcome decision

- a. An unsuccessful skills assessment applicant who wishes to lodge an appeal of the assessment decision will be required to do so within **seven (7) business days** of being notified in writing of the unsuccessful outcome.

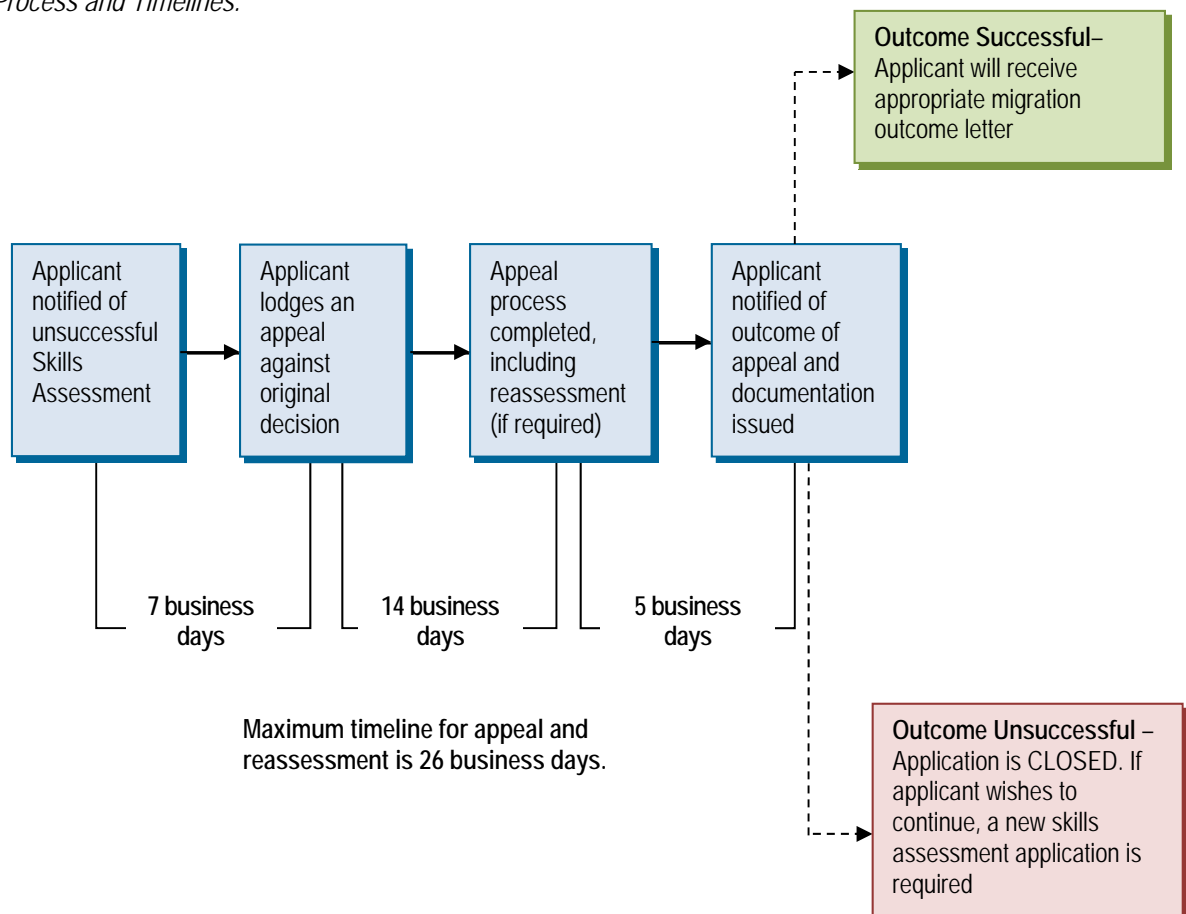
If the temporary or permanent migration visa application process has commenced, the applicant (or their agent) will be required to notify the Department of Immigration and Border Protection (DIBP) that an appeal has been lodged.

- b. Victoria University will conduct a review of the initial assessment decision, and if deemed appropriate, conduct a reassessment of the applicant within **fourteen (14) business days** of lodgement of the appeal by the applicant. No new information can be provided by the applicant.
- c. Victoria University will notify the applicant of the outcome of the appeal within **five (5) business days** of completion of the appeal process and issue appropriate documentation (the Successful Outcome Letter or Unsuccessful Outcome and recommendations).

#### *Reassessment Fees:*

If an applicant would like a reassessment to be conducted they must complete the **Reassessment Payment Form** (available on the website) and pay the **\$400.00** fee for Documentary Reassessment or **\$700** fee for Technical Reassessment.

#### *Process and Timelines:*



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### 2. Reassessment resulting from the applicant addressing skills gaps identified during the initial assessment process:

- a. If an unsuccessful skills assessment applicant wishes to undertake a reassessment within the same application process, they will be required to apply for a reassessment within **twelve (12) months** of being notified in writing of the unsuccessful outcome.

If a reassessment is not requested within the appropriate timeframe, the applicant will be deemed ineligible for reassessment and the skills assessment application closed. If the applicant wishes to continue, a new skills assessment application must be commenced.

- b. A reassessment must be conducted within **eleven (11) weeks** from the date the request was received. The assessor will review the new evidence/documentation provided by the applicant – supplied to demonstrate the identified skills gap/s have subsequently been addressed.
- c. The applicant must be notified of the outcome of the reassessment within **five (5) business days** of completion of the reassessment, and be issued with the appropriate documentation (the Successful Outcome Letter or Unsuccessful Outcome and recommendations).

#### *Reassessment Fees:*

If an applicant would like a reassessment to be conducted they must complete the **Reassessment Payment Form** (available on the website) and pay the **\$400.00** fee for Documentary Reassessment or **\$700** fee for Technical Reassessment.

#### *Process and Timelines:*

