



AUSTRALIAN
INSTITUTE OF
QUANTITY
SURVEYORS

**The Australian Institute of Quantity Surveyors
(ABN 97 008 485 809)**

**SKILLED MIGRATION
ASSESSMENT POLICY**

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1. Introduction

This policy sets out the requirements of the Australian Institute of Quantity Surveyors (AIQS) for assessment of Skilled Migration Applications.

The AIQS is a professional standards body. Through its leadership, standards and Code of Conduct, it ensures that practicing members are dedicated to maintaining the highest standards of professional excellence. The Institute is a national organisation with Chapters and Branches in all States and Territories. It also has a strong overseas membership and is the peak Australian body to the International Cost Engineering Council and the Pacific Association of Quantity Surveyors.

2. About Skilled Migration

If you wish to apply to migrate to Australia as a **Quantity Surveyor** under the General Skilled Migration Program, you will need to have your skills assessed by the AIQS prior to submitting your Expression of Interest (EOI). The AIQS will assess your skills and/or qualifications as either “**suitable**” or “**not suitable**” for your nominated occupation against the AIQS requirements it has established.

The AIQS is nominated by the Minister for Immigration and Border Protection as the relevant assessing authority for the occupation of Quantity Surveying ANZSCO 233213 **only**. Based on the definition by the Australian Bureau of Statistics (2122-11), a Quantity Surveyor:

“Estimates and monitors construction costs from the feasibility stage, through tender preparation, to the construction period and beyond. The entry requirement for this occupation is a Bachelor’s Degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.”

<http://www.abs.gov.au/ausstats/abs@.nsf/66f306f503e529a5ca25697e0017661f/0937F705ECB191E4CA25697E00184E6D?opendocument>

For the purposes of this Policy, the AIQS can assess all skilled migration assessment applications for Quantity Surveyors. *Quantity Surveying* means the science or profession concerned with:

- building and engineering economics
- financial, resource and contractual management
- dispute resolution
- quantification of material and labour inputs
- For all types of building, construction and industrial projects

Quantity Surveyor(s) includes but is not limited to the designations:

- Building or Construction: Economist, Cost Consultant, Cost Manager or Arbitrator
- Cost or Budget: Analyst, Consultant, Controller, Engineer, Manager or Planner
- Estimator
- Project Manager or Planner

Qualifications will be assessed by the AIQS, utilising Country Education Profiles (CEP) Online, a tool maintained by the Australian Government, Australian Educational International, as well as Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

As an assessing authority, the AIQS is **unable to provide migration advice**. It is the responsibility of the applicant to ensure they understand the requirements of the Department Home Affairs for the visa they wish to apply for <https://www.homeaffairs.gov.au>

3. Fraud

The AIQS strictly adheres to Australian immigration laws and will immediately report suspected fraud to the Department of Home Affairs. Please note that it is an offence under Australian immigration law to provide false documents or make misleading statements in a visa application.

4. Assessment Process

4.1 Assessment Processing Time

The processing time is calculated from the date the application is received, provided all required documents have been submitted. Whilst the AIQS will endeavor to undertake all assessments within two months of receiving the application, some more complex applications may take over two months to complete. Applications will be acknowledged via email within five working days of receipt.

If you do have any concerns during this time, please send all enquiries via email to skilledmigration@aiqs.com.au. If there are any deficiencies in your application, your assessing officer will notify you via email. If all relevant documents are not then received within 8 weeks of initial application, the application will be suspended. Once your application has been completed and assessed by the Assessors, you will receive a letter by email advising you of the outcome.

Please only send the requested documents as per the checklist found on the application form. If supporting documents are missing or irrelevant documents are attached, the application will be deemed void.

4.2 Assessment Procedure

It is important to note that assessments under Pathways 2, 3, or 4 consists of two consecutive parts. The primary component is an assessment of your qualifications (minimum Bachelor's degree equivalent to AQF Level 7 or higher). Subsequent to this, an assessment of your work experience will be carried out. Should your qualifications not be deemed 'suitable' then the final outcome of your entire assessment will not be considered 'suitable'.

4.3 Assessment Processing Fees

New Assessment Fee: All applications for skilled migration assessment must include payment of the relevant administration fee (deposit) and assessment fee. Before assessment commences, applications can be withdrawn at any stage. The administration fee will be charged in all cases. Once the application has been submitted to the assessor/s, a refund of the assessment fee will not be issued.

Appeal Fee: The AIQS provides an appeal mechanism for consideration of any applicants who object to the finding of an overall “not suitable” result of their skilled migration assessment. Appeals must be submitted in writing within 3 calendar months of the date of the initial assessment outcome letter. Applicants making an appeal must pay the appeal fee. Any additional costs incurred by the applicant as a result of the appeal process are the responsibility of the applicant.

Re-assessment Fee: If you have previously been assessed as “suitable” by the AIQS and wish to have further assessments made within 2 years of your initial assessment, you will need to complete a new application form, and pay the re-assessment fee. However, should you wish to be re-assessed after 2 years of your initial assessment, it will be treated as a new application and a full assessment fee will be charged.

Please note that any applications received from individuals who have previously been deemed “not-suitable” will be required to re-submit their application form and pay the full assessment fee.

The current fees are found on our website here:

http://www.aiqs.com.au/imis/AIQS_Website/Migration/Assessment_Fees/AIQS_Website/Public/Skilled_Migration_Assessment/Assessment_Fees.aspx?hkey=245b6e55-a275-4cbc-bc3a-2e95b45c6291

Note: All fees must be paid in **AUD** only.

4.4 Application Requirements

Applications for Assessment

The AIQS, as an approved assessment authority, will assess your qualification and/or your skilled employment, deeming applications as either suitable or not suitable. The Institute will **only** provide assessments via the following Pathways (your submission should include information as set out below):

Pathway 1 – Australian Accredited Qualification

- Completed application form
- Payment of assessment fee in Australian Dollars
- Certified colour copy of minimum Bachelor’s Degree equivalent to AQF Level 7 or higher
- Certified colour copy of transcripts relating to Bachelor’s degree or higher
- Certified colour copy of current passport
- Certified colour copy of a clear passport photo taken within the last 4 weeks

Pathway 2 – Non-Accredited Australian Qualification with Minimum Two Years of Employment

- Completed application form
- Payment of assessment fee in Australian Dollars
- An up-to-date curriculum vitae
- Certified colour copy of minimum Bachelor’s Degree equivalent to AQF Level 7 or higher
- Certified colour copy of transcripts relating to Bachelor’s degree or higher
- Colour copies of employment references for **each** position held (on corporate letterhead) from a supervisor (quantity surveyor) to include an outline of your role and the main duties performed, specified dates of your role with the organisation and referrer’s qualifications and contact details

- Colour copies of each supervisor's qualifications
- Certified colour copy of current passport
- Certified colour copy of a clear passport photo taken within the last 4 weeks

Pathway 3 –Overseas Qualified Applicants with Minimum Two Years of Employment

- Completed application form
- Payment of assessment fee in Australian Dollars
- An up-to-date curriculum vitae
- Certified colour copy of minimum Bachelor's Degree equivalent to AQF Level 7 or higher
- Certified colour copy of transcripts relating to Bachelor's degree or higher
- Colour copies of employment references for **each** position held (on corporate letterhead) from a supervisor (quantity surveyor) to include an outline of your role and the main duties performed, specified dates of your role with the organisation and referrer's qualifications and contact details
- Colour copies of each supervisor's qualifications
- Certified colour copy of an English Language Test Report at minimum "competent" proficiency level (exclusions may apply)
- Certified colour copy of current passport
- Certified colour copy of a clear passport photo taken within the last 4 weeks

Pathway 4 – Current financial Corporate member of AIQS or Recognised Association with Minimum one Year of Employment

- Completed application form
- Payment of assessment fee in Australian Dollars
- An up-to-date curriculum vitae
- A colour copy of the AIQS or Recognised Association membership certificate with a current letter on letterhead stating that you are are financial corporate member with no outstanding complaints against you
- Proof of CPD compliance as indicated by AIQS
- Certified colour copy of minimum Bachelor's Degree equivalent to AQF Level 7 or higher
- Certified colour copy of transcripts relating to Bachelor's degree or higher
- Colour copies of employment references for **each** position held (on corporate letterhead) from a supervisor (quantity surveyor) to include an outline of your role and the main duties performed, specified dates of your role with the organisation and referee's qualifications and contact details
- Colour copies of each supervisor's qualifications
- Certified colour copy of an English Language Test Report at minimum "competent" proficiency level (exclusions may apply)
- Certified colour copy of current passport
- Certified colour copy of a clear passport photo taken within the last 4 weeks

4.5 Certified Copies

Certified copy is a copy of an original document which is certified as a true copy by an authorised person. Authorised persons include: Justices of the Peace (JPs), legal practitioners and Police Officers. For a full list of professionals who can certify and endorse documents please refer to Department of Home Affairs website listed below:

<https://www.homeaffairs.gov.au/Trav/Citi/Appl/What-documents-do-you-need/Designated-list-of-occupations-and-professions>

If your application/qualifications are not in English, you must provide certified colour copies of both the original language document and an English translation carried out by an authorised translator.

Please ensure that your certified documents are dated no older than 12 months from the date of submission.

4.6 Academic Transcripts

An academic transcript is a document issued to you, in your name, by your educational institution outlining the subjects studied in your qualification course, years studied and often your results in each subject. Assessment of qualifications includes an assessment of your course content so please provide transcripts for each year of the course.

In regard to Transcripts or Statements of Marks, the documents provided need to meet the following criteria:

- Be on University letterhead
- Clearly state subjects studied
- Clearly state semester each subject was studied
- Clearly state the course in which the subjects were studied
- Clearly state the assessment grade of each subject

4.7 Reference Letters

Reference letters must meet the following requirements:

- Must be written by a Quantity Surveyor who has directly supervised your work
- Must be on company letterhead (if the Supervisor writing your reference has moved to another organisation, they may use the letterhead of the company they now work for and state the name of the company where they worked with you)
- Must be dated (include the date the letter was signed)
- Must outline your role and the main duties performed in this role
- Must include specified commencement and end dates of your role with the organisation
- Must include contact details of the referrer
- Must include the **qualifications** and post nominals of the person signing the reference letter (ie: BSc QS if has a Bachelor of Science in Quantity Surveying and MRICS if a chartered member of RICS etc.)
- Must include a copy of all referrer's qualifications
- Where multiple reference letters are provided, each letter should be uniquely written by your supervisor and must not contain in whole or part, copied sections or paragraphs from other reference letters.

An appropriate supervisor (not a professional or HR Manager) must meet one of the following criteria:

- A direct supervisor that is practicing and qualified as a Quantity Surveyor who has studied and graduated from a minimum of 3 years full time in quantity surveying or an allied discipline;

- A direct supervisor who is a practising Quantity Surveyor recognised as a financial Corporate member of the AIQS or is a member equivalent to a financial Corporate member of a body formally recognised by the Institute;
- A direct supervisor who is a practising Quantity Surveyor that gained their construction related qualification/degree (minimum of 3 year full-time) in Australia.

4.8 Evidence of Employment

Evidence of Employment should illustrate the required level of professional competence covering the broad range of expertise provided by the modern quantity surveyor and extend beyond some of the more traditional quantity surveying services. You are expected to demonstrate skills and abilities across at least two of the three core competencies and one support or specialist competency as detailed in the *Competency Standards for Quantity Surveyors Construction Economists and Cost Engineers* document from the Australian Institute of Quantity Surveyors.

5. Pathway 1 – Australian Accredited Qualification

Australian applicants must hold an accredited Bachelor's or Post-Graduate Degree from one of the Australian tertiary institutions as set out in the *AIQS Tertiary Course Guide* (see http://www.aiqs.com.au/AIQS_Website/Careers%20and%20Education/Accredited_Courses/AIQS_Website/Public/Careers/Accredited_Courses.aspx?hkey=e98e5691-d111-4105-933b-73c798c4a281).

Only graduates who hold Australian qualifications which are accredited by the AIQS are eligible for assessment under Pathway 1. The accredited Bachelor's degree must have been obtained in Australia in order to apply through Pathway 1.

Please note that applicants with accredited qualifications who wish to also have their employment assessed must follow Pathway 2 and provide evidence of a minimum of two years of employment. We do not perform separate assessments of work experience.

6. Pathway 2 – Non-accredited Australian Qualification with Minimum Two Years of Employment

6.1 Australian Qualification

Australian applicants must hold a Bachelor's or Post-Graduate Degree in quantity surveying or allied profession, obtained in Australia; in a course recognised by the CRICOS <http://cricos.deewr.gov.au/Course/CourseSearch.aspx>.

6.2 Skilled Employment

Applicants must demonstrate at least two (2) years full time experience in quantity surveying since receiving their Quantity Surveying/Construction Management and Economics Bachelor's degree (minimum equivalent to AQF Level 7) and must be able to provide evidence of this. Evidence of skilled employment must be demonstrated via a written reference, on corporate letterhead from the applicants' supervisor. It must outline the role/main duties undertaken whilst under their supervision, and the dates of this work must be clearly specified. The supervisor must include their qualifications

and post-nominals beneath their signature. Contact details for the supervisor must be provided, in the event that the assessment officer requires further clarification. Experience gained more than ten years prior to the date of application will not be assessed.

Any employment prior to receiving your Bachelor's Degree is not to be included as part of the assessment.

An appropriate supervisor (not a professional or HR Manager) must meet one of the following criteria:

- A direct supervisor that is practicing and qualified as a Quantity Surveyor who has studied and graduated from a minimum of 3 years full time in quantity surveying or an allied discipline;
- A direct supervisor who is a practising Quantity Surveyor recognised as a financial Corporate member of the AIQS or is a member equivalent to a financial Corporate member of a body formally recognised by the Institute;
- A direct supervisor who is a practising Quantity Surveyor that gained their construction related qualification/degree (minimum of 3 year full-time) in Australia.

7. Pathway 3 – Overseas Qualified Applicants with Minimum Two Years of Employment

7.1 Overseas Qualification

Overseas applicants must hold an approved qualification in the discipline of Quantity Surveying/Construction Management & Economics, or a post-graduate qualification in Quantity Surveying/Construction Management & Economics, regardless of the undergraduate qualification held.

An approved qualification is one that denotes comparability to a Bachelor's Degree obtained in Australia (equivalent to Australian Qualifications Framework "AQF" Level 7). Whether a degree is recognised as comparable to a Bachelor's Degree in Australia is assessed in conjunction with the Australia Government Country Education Profile.

7.2 Skilled Employment

Overseas applicants must demonstrate a minimum two years full-time experience in quantity surveying since achieving their approved qualification (minimum equivalent to AQF Level 7). Evidence of skilled employment must be demonstrated via a written reference, on corporate letterhead from the applicant's supervisor. It must outline the role/main duties undertaken whilst under their supervision and the dates of this employment must be clearly specified. The supervisor must include their qualifications and post-nominals beneath their signature. Contact details for the supervisor must be provided, in the event that the assessment officer requires further clarification. Experience gained more than ten years prior to the date of application will not be assessed.

Any employment prior to receiving your Bachelor's Degree is not to be included as part of the assessment.

An appropriate supervisor (not a professional or HR Manager) must meet one of the following criteria:

- A direct supervisor that is practicing and qualified as a Quantity Surveyor who has studied and graduated from a minimum of 3 years full time in quantity surveying or an allied discipline;
- A direct supervisor who is a practising Quantity Surveyor recognised as a financial Corporate member of the AIQS or is a member equivalent to a financial Corporate member of a body formally recognised by the Institute;
- A direct supervisor who is a practising Quantity Surveyor that gained their construction related qualification/degree (minimum of 3 year full-time) in Australia.

8. Pathway 4 – Current financial Corporate member of AIQS or Recognised Association with Minimum One Year of Employment

8.1 AIQS Corporate members

Current AIQS (or Recognised Association) Corporate members having held membership and worked in quantity surveying for a minimum of 12 months and are CPD compliant may apply through this pathway.

8.2 Skilled Employment

Applicants must hold a bachelor's degree and have at least twelve months' full-time experience in quantity surveying since achieving their AIQS (or Recognised Association) Corporate membership and provide evidence of this. A maximum of ten years post obtaining AIQS (or Recognised Association) Corporate membership may be accepted. Evidence of skilled employment must be demonstrated via a written reference, on corporate letterhead from the applicants' supervisor. It must outline the role/main duties undertaken whilst under their supervision, and the dates of this work must be clearly specified. The supervisor must include their qualifications and post-nominals beneath their signature. Contact details for the supervisor must be provided, in the event that the assessment officer requires further clarification. Experience gained more than ten years prior to the date of application will not be assessed.

Any employment prior to receiving your Corporate membership is not to be included as part of the assessment.

An appropriate supervisor (not a professional or HR Manager) must meet one of the following criteria:

- A direct supervisor that is practicing and qualified as a Quantity Surveyor who has studied and graduated from a minimum of 3 years full time in quantity surveying or an allied discipline;
- A direct supervisor who is a practising Quantity Surveyor recognised as a financial Corporate member of the AIQS or is a member equivalent to a financial Corporate member of a body formally recognised by the Institute;
- A direct supervisor who is a practising Quantity Surveyor that gained their construction related qualification/degree (minimum of 3 year full-time) in Australia.
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9. English Language Skills

All overseas applicants must undertake an English Language Test at the applicant's own expense. We accept all English Language Tests that are approved by the Department of Home Affairs. The current list can be found here:

<https://www.homeaffairs.gov.au/Lega/Lega/Form/Immi-FAQs/aelt>

To meet the English Language proficiency requirement of the AIQS, you must show a band score of at least 6 against the IELTS band scale on each of the four components – speaking, reading, listening and writing.

The following table found on the Department of Home Affairs illustrates alternative test scores benchmarked as against the IELTS band scale.

Alternative test scores benchmarked as against the IELTS band scale

English Language proficiency level	Test component	IELTS	TOEFL iBT	PTE Academic	Cambridge English: Advanced (CAE)*	OET
Functional	Average/total/overall across test components only	4.5	32	30	147	n/a
Vocational	Listening	5.0	4	36	154	B
	Reading	5.0	4	36	154	B
	Writing	5.0	14	36	154	B
	Speaking	5.0	14	36	154	B
Competent	Listening	6.0	12	50	169	B
	Reading	6.0	13	50	169	B
	Writing	6.0	21	50	169	B
	Speaking	6.0	18	50	169	B
Proficient (for points tested Skilled visas)	Listening	7.0	24	65	185	B
	Reading	7.0	24	65	185	B
	Writing	7.0	27	65	185	B
	Speaking	7.0	23	65	185	B
Superior (for points tested Skilled visas)	Listening	8.0	28	79	200	A
	Reading	8.0	29	79	200	A
	Writing	8.0	30	79	200	A
	Speaking	8.0	26	79	200	A

The test must have been undertaken no more than two years prior to submitting the application to the AIQS for a skilled migration assessment.

The following applicants are considered to be exempt from providing an English Language Test report:

- The holder of a valid passport, and are a citizen of one of the following countries:
 - Australia

- Canada
- New Zealand
- the Republic of Ireland
- the United Kingdom
- the United States of America
- Applicants who have completed an Australian Bachelor's Degree; and
- Applicants who have completed a Quantity Surveying / Construction Management and Economics post-graduate qualification at an Australian university.

Please note the exemptions to providing evidence of English Language skills can be determined on a case by case basis and the AIQS reserves the right to insist on an English Language Test Report if it is deemed necessary by the assessment officer.

10. Appeal Process

The AIQS provides an appeal process for consideration of any applicants who object to the overall *not suitable* findings of their skilled migration assessment.

Appeals must be submitted in writing within three (3) calendar months of the date of the initial assessment outcome letter. Applicants making an appeal must complete the Appeal Request Form with the details of the appeal. Payment of the Appeal Fee must be included at the time of submitting the Appeal Request Form. This fee is non-refundable.

The appeal will be reviewed by an Appeal Panel consisting of two Skilled Migration Assessors who have been appointed by the Institute, but will not include the Assessor who made the initial decision which is being appealed. Assessors are all senior members of the AIQS who have a wealth of experience working in the Quantity Surveying profession in Australia.

If an applicant lodges several consecutive applications through different pathways, only the latest dated outcome letter will be deemed valid. Therefore, appeals may only be considered on the most recently dated outcome letter.

Applicants may submit differing information from the initial application, however, all Pathway requirements must be satisfied accordingly. Where an employment period was deemed unsuitable and an alternative reference letter is supplied, justification must be provided to fully support the new referrer (this may include org charts, qualifications, etc).

Once an appeal has been made, the results of this is considered final. No further appeals can be lodged on the same application.

11. Definitions

Allied Discipline shall mean Architecture, Building and Engineering Economics, Cost Engineering, Construction Management or similar discipline.

Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. Please refer to www.aqf.edu.au for further information.

Qualification/Degree means having undertaken theoretical study and been awarded a degree by an accepted educational body having undertaken the equivalent of a three-year full-time course, as listed in the AQF.

Tertiary Course Guide means the tertiary course guide published annually by the institute setting out details of university courses accredited or recognised by the Institute.

Recognised Institutes of Quantity Surveying and Allied Professions shall mean those bodies recognised as such formally by the AIQS and includes:

- *The Association of South African Quantity Surveyors (+ Registration) (ASAQS)*
- *The Canadian Institute of Quantity Surveyors (CIQS)*
- *The Hong Kong Institute of Surveyors (QS Division) (HKIS)*
- *The Institute of Quantity Surveyors, Sri Lanka (IQSSL)*
- *Institution of Surveyors, Malaysia (QS Division) (ISM)*
- *The New Zealand Institute of Quantity Surveyors (NZIQS)*
- *The Royal Institution of Chartered Surveyors (Construction faculty – QS designation) (RICS)*
- *The Singapore Institute of Surveyors and Valuers (SISV)*

Equivalent Corporate member grades

The Australian Institute of Quantity Surveyors	AAIQS/MAIQS; FAIQS
The Association of South African Quantity Surveyors (+Registration)	PMAQS; MAQS with PrQS
The Canadian Institute of Quantity Surveyors	PQS; CEC; PQS(F)
The Hong Kong Institute of Surveyors (QS Division)	MHKIS; FHKIS
The Institute of Quantity Surveyors, Sri Lanka	Associate; Fellow
Royal Institution of Surveyors, Malaysia (QS Division)	MRISM; FRISM
The New Zealand Institute of Quantity Surveyors	MNZIQS; FNZIQS
The Royal Institute of Chartered Surveyors (Construction Faculty – QS Designation)	MRICS; FRICS
The Singapore Institute of Surveyors and Valuers	Member; Fellow

Successfully migrating to Australia as a Quantity Surveyor does not guarantee Membership of the AIQS, registration with the relevant State or Territory (where applicable), or employment in Australia as a Quantity Surveyor.