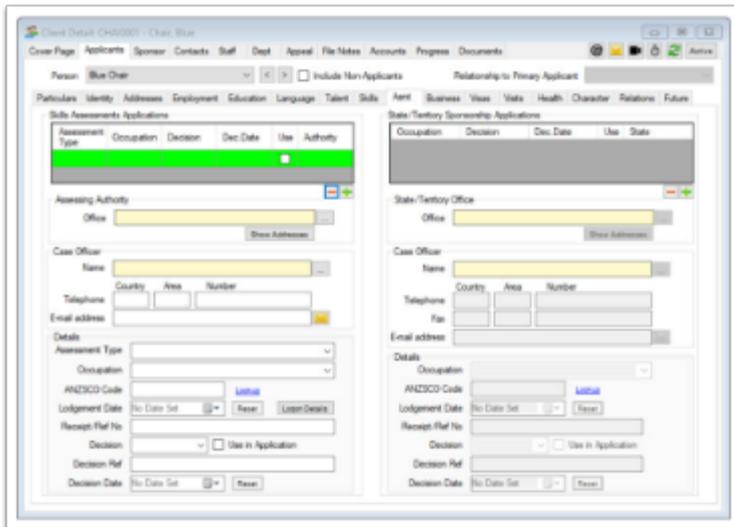


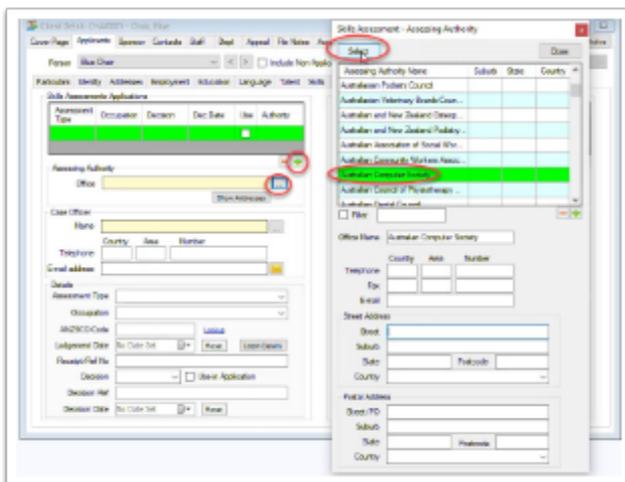
Recording Skills Assessments application details in MM

MM can help you draft and record various applications for your clients, including Skill Assessment applications. MM allows you to input this skills assessment information into the client matter in the **Applicants** tab and the **Asmt** sub-tab.



The screenshot shows the 'Skills Assessment Applications' form in the MM software. The form is divided into two main sections: 'Skills Assessment Applications' on the left and 'State/Territory Sponsorship Applications' on the right. Each section contains a table with columns for 'Assessment Type', 'Occupation', 'Decision', 'Dec Date', and 'Use'. Below the tables are fields for 'Assessing Authority' and 'State/Territory Office', each with a 'Show Address' button. There are also fields for 'Case Officer' (Name, Country, Area, Number, Telephone, Fax, Email address) and 'Details' (Assessment Type, Occupation, ANZSCO Code, Lodgement Date, Receipt Ref No, Decision, Decision Ref, Decision Date). The 'Assessing Authority' section has a green plus button at the bottom right.

To add the Skills Assessing Authority information, press the green plus button at the bottom of the **Skills Assessment Applications** grid. A pop-up screen will ask you to **select** the specific assessing authority from an extensive list.



The screenshot shows the 'Skills Assessment - Assessing Authority' pop-up screen. It features a 'Select' button at the top left. Below it is a table with columns for 'Assessing Authority Name', 'Suburb', 'State', and 'Country'. The table lists various Australian assessing authorities, with 'Australian Computer Society' highlighted in green. Below the table are fields for 'Office Name', 'Country', 'Area', 'Number', 'Telephone', 'Fax', 'E-mail', 'Street Address' (Street, Suburb, Sub, Postcode), and 'Postal Address' (Street/PO, Suburb, Sub, Postcode).

The relevant Skills Assessing Authority will then appear in the grid. You will then be able to enter the details for the assessment, including the assessment type and the ANZSCO occupation. Once the skills assessment has been lodged with the assessing authority, you record the lodgement date and receipt or Reference number in the details section on this page. If you have created reports for ongoing monitoring of your case lodge, this is where the data is stored that populates your reports.

Particulars: Identity Address Employment Education Language Talent Skill

Skills Assessments Applications

Assessment Type	Occupation	Decision	Dec Date	User	Authority
Skills Assessment for Migration - General Computer	Software Engineer				

Assessing Authority
Office: Australian Computer Society

Case Officer
Name: [Redacted]
Country: [Redacted] Area: [Redacted] Number: [Redacted]
Telephone: [Redacted]
Email address: [Redacted]

Details

Assessment Type: Skills Assessment for Migration - General Computer
Occupation: Software Engineer
ANZSCO Code: 261313 JobId: [Redacted]
Employment Date: 6/24/2002 [Redacted] [Redacted] [Redacted]
Assessment Ref No: A1234567

Decision: [Redacted] Use in Application: [Redacted]
Decision Ref: [Redacted]
Decision Date: 10/24/02 [Redacted] [Redacted]

When a decision has been made on the skills assessment, you can record the decision and decision date in the details section. These fields are beneficial for ongoing caseload or status reports.

Particulars: Identity Address Employment Education Language Talent Skill

Skills Assessments Applications

Assessment Type	Occupation	Decision	Dec Date	User	Authority
Skills Assessment for Migration - General Computer	Software Engineer	Approved	11/22/02		

Assessing Authority
Office: Australian Computer Society

Case Officer
Name: [Redacted]
Country: [Redacted] Area: [Redacted] Number: [Redacted]
Telephone: [Redacted]
Email address: [Redacted]

Details

Assessment Type: Skills Assessment for Migration - General Computer
Occupation: Software Engineer
ANZSCO Code: 261313 JobId: [Redacted]
Employment Date: 6/24/2002 [Redacted] [Redacted] [Redacted]
Assessment Ref No: A1234567

Decision: Approved Use in Application: [Redacted]
Decision Ref: A1234567
Decision Date: 11/22/02 [Redacted] [Redacted]

Skills Assessing applications and eLodge

The eLodge feature can assist with drafting skills assessment applications with the Australian Computer Society (ACS), Australian Nursing & Midwifery Accreditation Council (ANMAC), CPA Australia, CPA Australia, Institute of Public Accountants, and VetAssess.

eLodge Online Lodgement ? X

eLodge

Application Type: Skills Assessment

Sub-Type:

- ACS
- ANMAC - Modified Assessment
- ANMAC - Modified Plus Assessment
- ANMAC - Modified Full Assessment
- CPA Australia
- Engineers Australia Skills Assessment
- Institute of Public Accountants
- VETASSESS - Full Skills Assessment
- VETASSESS - Qualifications Only
- VETASSESS - Trade Occupations