

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 MM software interface with the 'Applicants' tab selected. The 'Skills Assessment Applications' grid is visible, showing columns for Assessment Type, Occupation, Decision, Dec Date, Use, and Authority. Below the grid, there are fields for Assessing Authority, Office, Case Officer, Telephone, Email address, and Details. The Details section includes Assessment Type, Occupation, ANZSCO Code, Lodgement Date, Receipt Ref No, Decision, Decision Ref, and Decision Date.

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, Telephone, Fax, Email, Street Address, Suburb, State, Postcode, and Country.

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	Approved	13/04/2002	User	Authority

Assessing Authority: Australian Computer Society

Case Officer: Name, Country, Area, Number, Telephone, Email address

Details

Assessment Type: Skills Assessment for Migration - General Computer

Occupation: Software Engineer

ANZSCO Code: 261313

Unemployment Date: 6/24/2002

Review Ref No: A1234567

Decision: Approved

Decision Ref: A1234567

Decision Date: 13/04/2002

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.

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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