**INFORMATION TECHNOLOGY
(COMPUTING) PROFESSIONAL**
Occupational Classification
ASCO 2231 (part), 1224

This document covers *professional information and communications technology (ICT)* classifications, which are assessed by the Australian Computer Society Inc (ACS) in the following occupations:

Information Technology Manager	ASCO 1224-11
Systems Manager	ASCO 2231-11
Systems Designer	ASCO 2231-13
Software Designer	ASCO 2231-15
Applications & Analyst Programmer	ASCO 2231-17
Systems Programmer	ASCO 2231-19
Computer Systems Auditor	ASCO 2231-21
Computing Professionals not elsewhere classified (nec)	ASCO 2231-79

The above listed classifications may vary from time to time.

In addition to the ASCO Code descriptions for each of the occupations listed above, as the relevant assessing authority, the ACS has set the standards against which the skills of each applicant are assessed. These are set out in this document and are subject to change.

1. JOB DESCRIPTIONS

1.1. Note

1.1.1. The job descriptions are as set out in the ASCO Code and applicants must rely on these job descriptions.

1.1.2. Set out below is indicative information for each job description.

1.2. Information Technology Manager ASCO 1224-11

1.2.1. Plans, administers and reviews activities concerned with the acquisition, development, maintenance and use of computer and telecommunications systems within an organisation at a level which ACS considers to be senior.

1.2.2. Specialisations which are proven senior positions involving large and complex ICT systems:
- Computer Services Manager
- Information Systems Manager
- ICT Project Manager
- ICT Quality Assurance Manager
- ICT Support Manager
- Network Manager
- Technical Support Manager

1.3. Systems Manager ASCO 2231-11

1.3.1. Controls the operating effectiveness of information technology systems and arranges systems maintenance and enhancements to meet user requirements.

1.3.2. Specialisations:
- Database Administrator
- LAN/WAN Administrator
- Network Administrator
- Systems Administrator
- Web Administrator

1.4. Systems Designer ASCO 2231-13

1.4.1. Conducts research into computer and communications systems and develops techniques for their effective application and use.

1.4.2. Specialisations:
- Business Analyst
- Network Designer
- Systems Analyst
- Systems Architect
- WEB Designer

1.5. Software Designer ASCO 2231-15

1.5.1. Designs and modifies the operating environment software which links computer software and hardware.

1.5.2. Specialisations:
- Database Designer
- Software Engineer

1.6. Applications and Analyst Programmer   ASCO 2231-17

1.6.1. Writes, tests and maintains computer programs to meet the application needs of end-users of computer systems.

1.6.2. Specialisations:
- ICT Analyst/Implementer
- Analyst Programmer
- Applications Programmer
- Systems Designer
- Analyst Designer
- Applications Developer

1.7. Systems Programmer   ASCO 2231-19

1.7.1. Writes, maintains and updates programs which control the overall functioning of computers.

1.7.2. Specialisations:
- Software Programmer
- Systems Communications Programmer
- Systems Database Programmer
- Software Analyst
- Software Developer
- Systems Engineer
- Systems Programmer
- Database Programmer (Systems)

1.8. Computer Systems Auditor ASCO 2231-21

1.8.1. Designs and monitors control systems, which ensure the integrity and security of data, and reviews the organisation's computing environment and usage of computer facilities.

1.8.2. Specialisations:
- ICT Security Manager

1.9. Information Communication Technology Professionals (nec) ASCO 2231-79

1.9.1. This residual group covers occupations in Unit group 2231 Computing Professionals not included in occupations 2231-11 to 2231-21 or 1224-11.

1.9.2. Specialisations:
- Computer Analyst
- Computer Scientist
- Computing Tester
- Database Analyst
- Local Area Network (LAN) Controller
- ICT Consultant
- Data Modeller
- ICT Lecturer
- Technical Writer
- ICT Supervisor
- Systems Specialist
- Technical Support Officer
- Senior Service Engineer
- ICT Multimedia Specialist
- Other Specialist ICT Personnel

1.9.3. Recent Graduate of an Australian University
- ICT Recent Graduate of an Australian University

2. SKILL LEVEL REQUIRED FOR VISA PURPOSES

2.1. Introduction

(a) Persons who propose having their skills assessed by the ACS under Pre Application Skills Assessment (PASA) are advised to visit the *Department of Immigration and Citizenship (DIAC) website at www.immi.gov.au* before making an application for PASA. The ACS is authorized to assess qualifications and experience only.

(b) Applicants meeting the requirements for Group A, B or C will be assessed as suitable for the appropriate skilled occupation.

(c) For assessment purposes, all qualifications held by an applicant will be considered.

(d) ACS will use the current Department of Education, Employment and Workplace Relations, (AEI-NOOSR) Country Education Profiles (CEP) (if a relevant country volume has been published) to establish the educational level of the qualifications held by the applicant. Qualifications other than those listed in the relevant CEP are assessed individually.

(e) A Bachelor degree course or higher undertaken by an applicant granted advanced standing, credit(s) or exemption(s) will only be regarded as undertaken where, in the opinion of the ACS, credit(s) or exemption(s) are given for equivalent subjects (particularly in terms of ICT content) taken at an equivalent educational level in an institution of equivalent academic standing.

(f) No grant of advanced standing, credit or exemption given on the basis of Qualifications from overseas will be considered in relation to an Australian Graduate Diploma or higher degree qualification."

2.2. GROUP A
Qualifications Criteria

2.2.1. Courses must contain at least a *major* in ICT, and a predominant *objective* should be to educate persons to be professionals in ICT.

2.2.2. Applicants with

(a) an Australian Bachelor degree, or Graduate Diploma, or higher degree qualification, with a major in information communication technology (ICT); or

(b) an overseas qualification assessed as being comparable to an Australian Bachelor degree, or Graduate Diploma, or higher degree qualification, with a major in ICT.

2.2.3. As a guide, a major in a Bachelor degree must have a minimum of two equivalent full-time semesters of ICT content. Such ICT content must progress through all years of the program with at least one third of it being at a demonstrably advanced level (final year level).

2.2.4. The same criteria in relation to ICT content and progression as described for a Bachelor degree in 2.2.3 apply to programs which are postgraduate in time but substantially undergraduate in content.

2.2.5. As a guide, to meet the criteria a Graduate Diploma or Masters degree which is undergraduate in content and taken usually after a qualification other than an ICT degree or equivalent, must:

(a) Contain a minimum of three semesters*; and

(b) Contain a minimum of twelve units; and

(c) Contain two semesters* of full-time equivalent ICT content; and

(d) Be underpinned by an ICT or non-ICT degree level qualification or an AQF Advanced Diploma or Diploma or equivalent; and

(e) Have at least one semester* of ICT study at a demonstrably advanced level.

* Duration of study is expressed for full-time study. Where study is completed at a rate less than full-time, then scaling to the equivalent of full-time is applied.

2.2.6. As a guide, a major in ICT for a Post Graduate Diploma or higher degree qualification which follows a degree-level qualification in ICT or equivalent must have an ICT content of at least one third, all of which must be at post graduate level.

2.2.7. The qualification criteria above are similar to those required for membership at Member level of the ACS (MACS CP (PCP)). Applicants must be current financial members and must provide documentation to prove their claim. Applicants using membership of the ACS must have been a Member at the listed level for at least one year before being eligible to apply under the membership category.

Experience Criteria

2.2.8. Applicants in Group A must have at least four (4) equivalent years of full-time relevant ICT experience at professional level prior to the date of their application for Pre Application Skills Assessment (PASA).

2.3. GROUP B
Qualifications Criteria

2.3.1. Applicants with

(a) an Australian AQF Diploma or Australian AQF Advanced Diploma with a major in ICT, or an Australian Bachelor degree, or Graduate Diploma, or higher qualification with a minor (sub-major) in ICT; or

(b) an overseas qualification assessed as being comparable to an Australian AQF Diploma or an Australian AQF Advanced Diploma with a major in ICT, or an Australian Bachelor degree, or Graduate Diploma, or higher qualification with a minor (sub-major) in ICT.

2.3.2. As a guide for an AQF Diploma or an AQF Advanced Diploma or overseas equivalent, the ICT content must be at least 50%.

2.3.3. As a guide for a minor (sub-major) for a Bachelor degree the ICT content must be at least 20%.

2.3.4. As a guide for a Graduate Diploma or higher degree qualification described in 2.2.5 above, a minor (sub-major) must relate to a program with an ICT content of at least 50%.

2.3.5. As a guide for a Post Graduate Diploma or higher degree qualification described in 2.2.6 above, a minor (sub-major) must relate to a program with ICT content of at least 15% and less than 33%.

Experience Criteria

2.3.6. Applicants in Group B must have at least six (6) equivalent years of full-time relevant ICT experience at professional level prior to the date of their application for PASA.

2.4. GROUP C Recent Graduates of an Australian University

Recent Work Experience Exemption

2.4.1. Applicants are assessed in this group when the Application for Skills Assessment submitted to ACS indicates that the applicant is seeking exemption from recent work experience because of study in Australia. Specific details of the *study in Australia* requirements are available from the DIAC website *www.immi.gov.au* .

2.4.2. Qualifications of Group C applicants are assessed as specified in Group A. (see Section 2.2.1 through 2.2.6).

2.4.3. There is no requirement for work experience for Group C applicants who apply within completion of the degree but within 18 months of course completion.

The length of study in Australia and the time limit for submitting an application for an Onshore Overseas Student General - Skilled Migration (GSM) visa are not components of the PASA (Pre Application Skills Assessment) and are not assessed by ACS. These requirements are set and assessed by DIAC.

2.5. GROUP D – Unsuitable

2.5.1. Applicants assessed as not meeting any of the above criteria will be assessed as **unsuitable** for the nominated skilled occupation applied for.

2.6. GROUP E – Unsuitable

2.6.1. Applicants who do not provide sufficient documentation within the specified time frame to enable their skills to be assessed will be assessed as **unsuitable**.

2.7. RECOGNITION OF PRIOR LEARNING (RPL)

2.7.1. It is recognised that many applicants may have spent a considerable length of time in professional-level ICT employment without having acquired a formal qualification equivalent to an Australian Degree or Diploma. This employment may have been supplemented by informal study and/or training in courses conducted by education or industry based organisations.

2.7.2. The purpose of RPL is to give applicants the opportunity to demonstrate that they have acquired a level of knowledge equivalent to that of a formal tertiary ICT qualification. Emphasis is on demonstrating what has been learned rather than what has been done. For this reason, applicants are asked to address as many of the areas referred to in the ACS Core Body of Knowledge (CBOK) they consider are covered by their acquired knowledge.

2.7.3. Sufficient detail must be provided to demonstrate the depth and breadth of knowledge associated with a formal course of study. In addition applicants are required to submit two Project Reports, each providing a detailed description of a career episode in the applicant's employment in sufficient detail as evidence of applying the claimed knowledge to a working situation.

2.7.4. ACS will decide what qualification level is appropriate and based on this will assess the applicant's skills as suitable or unsuitable for the nominated skilled occupation applied for.

2.7.5. Applicants who apply for RPL and do not hold a recognised academic tertiary qualification will have deducted from their total work experience a period of relevant ICT professional experience deemed necessary to have reached the level of qualification allocated. For example, if an applicant is allocated a qualification level equivalent to a 2-year diploma, they will have two years deducted from the total of their recognized work experience, and therefore eight years in total will be needed.

3. PROCEDURES FOR ASSESSMENT

3.1. The ACS will make the assessment of skills based on the information and documents supplied by the applicant, which the applicant warrants to be correct and not misleading, and such other information and documents as ACS considers necessary in the circumstances.

In Australia, serious penalties apply for false, misleading, or fraudulent information.

3.2. An applicant may be requested to provide further documentation to enable his/her skills to be assessed. If this requested documentation is not received within the specified time frame – currently 35 days if the applicant lives in Australia and 49 days if the applicant lives overseas – a result will be issued based on the documentation held.

4. APPLICATION FEE

4.1. A remittance in Australian currency in the form of either an international bank draft for the appropriate amount drawn on an Australian bank and payable to the Australian Computer Society or by credit card should accompany each application submitted to ACS.

Note: Fees for assessments, appeals and Recognition of Prior Learning (RPL) may be varied over time and are located on the ACS web-site. The application fee is non-refundable.

5. CERTIFICATION OF DOCUMENTS

5.1. Applicants should not supply original documents with their application. If at any stage the ACS requires an original document it will be requested. Applicants should provide 'certified copies' of original documents. This means a copy, authorised as a true copy by a person or agency recognized by law in the person's home country. In Australia, a copy needs to be authorised as a true copy by a person in front of whom a Statutory Declaration can be made. Authorised persons include the following: Magistrate, Justice of the Peace, Commissioner for Declarations, Commissioner for Affidavits, Solicitor, Registered Medical Practitioner, Bank Manager, or an Australian Public Service Officer with five years or more service.

5.2. Documents in languages other than English must be accompanied by a complete English translation completed by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) or by a translation service that has been approved by the relevant authorities overseas.

6. ASSESSMENT ADVICE

    6.1.   Applicants who apply to ACS for assessment will receive one of two advices: the applicant's skills are **suitable** for the nominated skilled occupation applied for, or the applicant's skills are **unsuitable** for the nominated skilled occupation applied for.

    6.2.   An Assessment advice of suitable is valid for 1 year from its date of issue

7. APPEAL PROCEDURES

    7.1.   Applicants have 60 days from the date of advice to appeal the assessment made by ACS. The fee for an appeal is non-refundable.

    7.2.   Applicants who believe that they have grounds for appeal of the assessment made by ACS may lodge with ACS an appropriate application for appeal, payment and such additional documentation as the applicant wishes to submit for consideration.

    7.3.   ACS will decide the appeal by having a different assessment officer assess the skills of the applicant. This assessment is based on the documentation submitted by the applicant with the original application and additional documentation if provided. The appeal will be considered under the same criteria used for the original assessment.

    7.4.   As the outcome of the appeal, ACS will issue an advice in accordance with clause 6.1.

    7.5.   The applicant will not be entitled to any further appeal and the letter of advice will state that fact.

8. FURTHER INFORMATION

    8.1.   The ACS provides additional documentation and requisite forms on the website www.acs.org.au/assessment.

    8.2.   Applicants may obtain a copy of the AEI-NOOSR Guide to Recognition in Australia

    8.3.   Applicants intending to apply for General Skilled Migration are advised to visit the DIMA website prior to applying for a skills assessment.

    8.4.   Registration - Not normally required for ICT professionals.

    8.5.   Membership of ACS may enhance employment prospects.

9. ADDRESS OF THE AUSTRALIAN COMPUTER SOCIETY

Australian Computer Society	or	Australian Computer Society
The National Office		Queen Victoria Building
Level 3, 160 Clarence Street		PO Box Q534
Sydney NSW 1230		Sydney NSW 1230
Tel: (02) 9290 3422 (9.30am-1pm)		E-mail: assessment@acs.org.au
Fax: (02) 9299 3997		http://www.acs.org.au