

Fraud management policy

1. Purpose

The purpose of this policy is to describe how the Australian Community Workers Association (ACWA) will manage cases of suspected or confirmed fraud in skills assessment applications.

2. Scope

This policy applies to all documents submitted to ACWA by an individual (an applicant) or a third party (an agent or employer) for a skills assessment.

3. Policy statement

ACWA is committed to ensuring that the claims of those wishing to migrate to Australia as skilled community and human services professionals genuinely meet the occupational assessment standards to work in Australia.

The false representation of information in an application is a serious offence and undermines the integrity of the skills assessment process and the skilled migration program. ACWA has no tolerance for fraudulent conduct.

4. What is fraud in skills assessment?

Fraud occurs when an applicant makes false or deliberately misleading claims in an application. Fraud can be committed in different ways, including:

- Providing false or misleading information in an application
- Deliberately not answering a question in an application
- Providing bogus documents including counterfeit or altered qualifications; English language test results; or employment reference letters and position descriptions
- Asking an employer to provide false or misleading information.

5. Applicant obligations

ACWA considers it the responsibility of all applicants to ensure the information and documents they provide for assessment are accurate and truthful whether submitted by the applicant or by a third party (an agent or employer). If an application is found to be fraudulent, the applicant will be given the opportunity to respond; ignorance of an application's content is not an acceptable excuse.

6. ACWA obligations

ACWA takes all reasonable steps to verify the validity of the information provided for assessment. If ACWA receives false or misleading information or documents it will:

- Issue an UNSUITABLE outcome, **OR** revoke a SUITABLE outcome if fraud is confirmed after the outcome is issued
- Report the fraudulent activity to the Department of Home Affairs
- Set a **two-year** ban before a future skills assessment application will be considered
- Not refund the fee for a skills assessment application that contains false or misleading information nor refund the fee for an application submitted during the two-year ban.