



Applying for Certification offline

Information sheet

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ACS certification assures employers, clients and the public that an individual has expert knowledge, professional skills, a commitment to a code of ethics, and keeps up to date with ongoing professional development.

Individual ACS members can apply for certification assessment online via the ACS website at <https://www.acs.org.au/>. You may be submitting your certification application offline if:

- a) Your assessment comes under a corporate partnership and ACS is arranging block interviews;
or
- b) You have had issues submitting an online submission and ACS is providing assistance.

If you come under a) or b) above, this information sheet will help you to submit the necessary information for certification assessment to ACS by email.

How will I be assessed?

You will be asked to demonstrate competence in your field, breadth of ICT knowledge and professionalism

- Your qualifications and professional practice history will be reviewed
- You will be assessed to international and Australian standards for skills and knowledge
- You will need to upload a curriculum vitae and documents verifying qualifications and career episodes (see 'Supporting evidence to be submitted' below)
- You will need two referees to verify your capabilities (see "Referees" below)
- You need to be available for phone or video interview

Am I eligible?

To become certified you will need to demonstrate that you have responsibilities and accountabilities at level 5 for CP or level 4 for CT, under the Skills for the Information Age (SFIA) framework:

<https://sfia-online.org/en/sfia-7/responsibilities>

ACS certification is aimed at those in (or eligible for) professional ICT roles, who may have ICT qualifications or may have learned on the job. For more information on pathways, click this link to the ACS Certification web page and scroll down to the links 'View the pathway to Certified Professional' or 'View the pathway to Certified Professional':

<https://www.acs.org.au/professionalrecognition/certification-landing-page.html>

To apply for ACS certification you will also need to have full ACS membership or apply simultaneously for full ACS membership.

Supporting evidence to be submitted

To conduct your assessment we will require the following documentation in PDF format. Note that with COVID-19 we now accept high quality colour copies in place of certified copies of qualifications.



1. CV

- Detailed history of your ICT employment: list of qualifications; basic personal details; summary of each role (most recent first) with start and end dates, and a description of your key activities, outcomes and levels of responsibility

2. Qualifications

- Digital copy of qualifications: certificate and transcript
- Digital copy of TAFE qualifications: provide units/subjects and grades
- Vendor certificate with online validation details (not older than five years)

3. Experience

We need details for each of your relevant job roles in your current and previous employment (this may be listed in email or Word document with pdf supporting documents attached). For each job role this may include:

- A list of your main roles and responsibilities for the position. This may be taken (or expanded) from your Curriculum Vitae
- Employment performance reviews, project reports or position descriptions
- Copies of presentations, newspaper articles, magazine or newsletter contributions
- Client testimonials, YouTube videos, LinkedIn profile
- Endorsements, evidence of work undertaken or publicised

Referees

For an individual application please nominate two referees to vouch for your professional experience, ensuring their availability to respond to ACS enquiries in the next month. For each referee provide name, email address, phone number, company and role.

For applications under a corporate partnership, we may arrange for two senior ICT people in your organisation to vouch for a group of applicants and will obtain collective written support for applicants.

Why be a Certified Professional (CP) or Certified Technologist (CT)?

- Demonstrate that you are a rounded professional with competence in your field, breadth of ICT knowledge and commitment to ethical practice and lifelong learning
- Complement your qualifications, vendor certificates and on-the-job learning with an overarching ACS badge of professionalism
- Be part of a growing group of ICT professionals increasingly recognized by employers, clients and government bodies
- Support professionalism in ICT and help grow public recognition for ICT professionals
- Future-proof yourself for market expectations of ICT credentials
- For CP members, be protected by a special ACS member insurance policy and capped liabilities under a Professional Standards Scheme

Further information:

<https://www.acs.org.au/professionalrecognition/certification-landing-page.html>

Please direct certification enquiries to: certification@acs.org.au