

Personal Documentation & Identification

1. Background



One of the most important initial steps of the refugee settlement experience is having personal documentation and identification verified and validated. Without these key documents in place, interactions with government and private businesses in Australia will be curtailed.

Some of the initial work may have been commenced by their assigned caseworker but it may not yet be completed.

Detailed below are some of the elements which you should check with the adult members of your family as part of the development of your initial Support Plan.

2. 100 points of identification



Proof of identity for individuals involved providing 100 points of identification. The combination of identity documents must include the individual's full name; date of birth; and a photograph.

To meet the 100-point threshold, relevant documents from either Category A, B or C are required. Check online for details.

We recommend you provide each adult member of the family with a personal folder in which they can store reference copies of the documents. It is also advisable that this is validated by a JP (where possible).

3. Online Identity



Check that all adult members of the family are enrolled on the MyGOV (Commonwealth) site; the State government site (e.g. SAGov).

Within MyGOV, they should be linked to Medicare Health Records; Centrelink; and the Australian Tax Office.

4. Recognition of Prior Learning (RPL)



Recognition of Prior Learning (RPL) is an assessment process that determines whether your Mentee's current skills, knowledge and experience align to those required by one or more units of competency, based on what they have learnt through their work and life experience.

Be aware that refugees who arrived on a Temporary Humanitarian Stay (449) visa currently have limited immediate access to tertiary education pathways until their formal visa status is conferred. However, check this resource for additional courses that are available across Australia.

Contacting vocational business associations may lead to work placements in line with their current skill set.

5. Preparing an updated Resume



Helping new arrivals document their resume is an important task that should be prioritised.

Mapping their past employment history to focus on transferrable skills and capacity takes time.

There are many online resume templates that can help guide you in this work.