



Australian and New Zealand Podiatry
Accreditation Council (ANZPAC)

Candidate Guide – Skills assessment for migration and/or registration in Australia

Occupation: Podiatrist (ANZSCO Code 252611)

Version 3.0 – July 2015

DISCLAIMER: The information contained in this guide, associated forms and documents and on the ANZPAC website is accurate at the date of publication. Small changes that may occur to the content and processes contained within this guide, associated forms and documents and on the ANZPAC website are not routinely notified to potential or actual candidate unless there are substantive in any way, or alter the process in any significant way.

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1. Introduction

The Australian and New Zealand Podiatry Accreditation Council (ANZPAC) is the assessing authority for the Department of Immigration and Border Protection (DIBP) for the assessment of qualifications and skills for migration to Australia; and is responsible for assessments of the knowledge, clinical skills and professional attributes of overseas qualified podiatrists seeking general registration with the Podiatry Board of Australia.

The Qualifications and Skills Assessment Committee (QSAC) is a standing committee of ANZPAC and administers the assessment of qualifications and skills for migration to, and registration in, Australia.

1.1 Podiatry in Australia

A podiatrist is a registered health professional who deals with the prevention, diagnosis, treatment and rehabilitation of medical and surgical conditions of the feet and lower limbs.

The conditions podiatrists treat include those resulting from bone and joint disorders such as arthritis and soft-tissue and muscular pathologies, as well as neurological and circulatory diseases. Podiatrists are able to diagnose and treat any complications of the above that affect the lower limb, including skin and nail disorders, calluses and ingrowing toe nails. Foot injuries and infections gained through sport or other activities are also diagnosed and treated by podiatrists.

1.2 Migration to Australia

In accordance with the *Migration Regulations 1994*, the Minister has specified ANZPAC for Immigration and Border Protection as the assessing authority for the DIBP General Skilled Migration (GSM) program for the occupation Podiatrist (ANZSCO 252611).

If you wish to apply to migrate to Australia as a Podiatrist under the GSM program, you must nominate "Podiatrist" as your occupations from the "Skilled Occupation List" and have your qualifications and skills assessed by ANZPAC using *Form S1-M Stage 1 Modified Desk Top Assessment* (see section 2).

Successfully migrating to Australia as a podiatrist is no guarantee of registration or employment in Australia. Requirements additional to those for migration may need to be met to become registered with the Podiatry Board of Australia.

ANZPAC can provide advice only in relation to applying for a qualifications and skills assessment. All other questions relating to migration should be directed to DIBP (www.border.gov.au) or a Registered Migration Agent (www.mara.gov.au).

1.3 Registration in Australia

Podiatrists in Australia must by law, be registered in order to practice as a podiatrist.

ANZPAC is responsible for performing assessments of the knowledge, clinical skills and professional attributes of overseas-qualified podiatrists seeking registration in Australia with the Podiatry Board of Australia, which is governed by the Australian Health Practitioner Regulations Agency (AHPRA) under the *Health Practitioner Regulation National Law Act 2009*.

ANZPAC will assess and verify your qualifications, skills and competence against the requirements it has established.

All questions relating to registration should be directed to the Podiatry Board of Australia (www.podiatryboard.gov.au) You are encouraged to contact the Podiatry Board of Australia about the requirements for registration in Australia, as the ANZPAC assessment is only one component of a the registration application.

1.4 Trans-Tasman Mutual Recognition Arrangement

The Trans-Tasman Mutual Recognition Agreement, under the *Trans-Tasman Mutual Recognition Act 1997*, states that “a person registered to practise an occupation in Australia is entitled to practise an equivalent occupation in New Zealand, and vice-versa, and without the need for further testing or examination”.

Applicants registered with the Podiatrists Board of New Zealand (PBNZ), who are not intending to migrate to Australia, may apply directly to the Podiatry Board of Australia for registration. Those applying for GSM will need to submit an application to ANZPAC using *Form S1-M Stage 1 Modified Desk Top Assessment* as part of their migration application (see Section 2).

1.5 Privacy notice

ANZPAC and its committees liaise with relevant bodies such as registration/licensing authorities, immigration and employment authorities and podiatry education providers as required. ANZPAC is committed to protecting the privacy, confidentiality and security of personal information held in its records. A copy of the *ANZPAC Privacy Policy* can be found on its website <http://www.anzpac.org.au/publications.html>

1.6 Using an agent

Australia’s privacy laws prohibit ANZPAC from discussing applications with people unless authorised to do so.

If you would like someone, such as a family member or Registered Migration Agent to deal with ANZPAC on your behalf, you must complete the relevant section of the application form authorising a specific individual to act as your agent.

2. Stage 1 Modified Desk Top Assessment

The *Stage 1 Modified Desk Top Assessment* is a paper-based assessment of applicants' qualifications and skills against ANZPAC's eligibility criteria. Applicants who meet all eligibility criteria of the *Stage 1 Modified Desk Top Assessment* appropriate to their circumstances will be assessed as "suitable" for migration. Applicants who are not assessed as suitable for migration at the conclusion of the *Stage 1 Modified Desk Top Assessment* can, in some circumstances, advance to the *Stage 2 Practical Assessment* (see section 3.3).

2.1 Eligibility

To be eligible for a *Stage 1 Modified Desk Top Assessment* **you must answer YES to at least one** of the following statements:

1. You currently hold general registration as a podiatrist with the Podiatry Board of Australia;
2. You have completed a recognised, registrable, entry-level qualification in podiatry at a university in Australia or New Zealand within the two years immediately prior to the date you are applying for a skills assessment.

If you cannot answer YES to at least one of the above statements, you will need to complete the requirements for a Stage 1 Full Desk Top Assessment (see section 3).

2.2 Documentation requirements

You must submit documentary evidence that you meet ANZPAC's eligibility criteria for the *Stage 1 Modified Desk Top Assessment*.

Documents in languages other than English must be accompanied by certified English translations. If documents are translated in Australia, the translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) – see www.naati.com.au for more information.

If the authenticity of the documents cannot be verified, ANZPAC reserves the right to decline to assess your application and inform the DIBP. The assessment fee will not be refunded in these circumstances.

If you cannot obtain the required documents, you should attach a letter to the application form identifying those documents you cannot obtain and why.

All applicants must submit copies of the following documentation:

(a) *Personal details*

- Personal information page of your passport or your birth certificate
- Marriage certificate or other document verifying change of name if your name varies between the documents relied upon in your application

(b) *Registration*

- Evidence of registration/licensure from all countries where you have been registered as a podiatrist

- If registration is not required for employment as a podiatrist in countries in which you are currently or have previously been employed within the last three (3) years, evidence of professional practice as a podiatrist during this period must be submitted. A formal letter (signed, dated and on letterhead) from your employer, supervisor or colleague indicating the dates of your employment, your job title and your duties is required)

(c) Education

- Degree award certificate[#]
- Transcripts of qualifications completed, which show subjects, credits/hours, marks and details of practical and clinical education (where practicable)

If you have completed your qualification but not yet had the award conferred, you must produce a letter from the Head of the School of Podiatry (or equivalent) confirming that you have completed all course requirements and are eligible to have the award conferred.

2.3 Lodging your application

ANZPAC’s preferred method of lodgment is electronic. All documents submitted electronically must be scanned colour copies of the original document saved as PDF files. **Do not send original documents.** ANZPAC will not process your application until the application fee has been received and all the requested documentation has been provided. In some circumstances, you may be asked to provide further information in addition to your education provider, referees or certifying officers in other countries.

The information below offers you further guidance in attaching documents to your electronic application:

(a) Compressed files

ANZPAC is not able to accept files that have been compressed. A compressed file is a container for documents, programs or other files that have been packaged together and reduced in size. A common example is files compressed with WinZip ® with a ‘. zip’ file extension. If the document you are attempting to attaché is too large we recommend that you create a PDF document (see <https://createpdf.adobe.com/> for further information).

(b) File formats

ANZPAC is only able to accept the following formats:

Extension	File Type
DOC	Microsoft Word 2002 or older document
DOCX	Microsoft Word 2007 document
JPG	JPEG image file
PDF	Adobe Acrobat Portable Document Format file
PPT	Microsoft PowerPoint presentation document
XLS	Microsoft Excel spreadsheet document

The following table details the maximum number, size and allowable formats you are able to attach to your application:

Maximum number of files	Maximum size each file	Formats allowed
20	5MB	DOC, DOCX, JPG, PDF, PPT, XLS

2.4 Notification of outcome of desktop assessment

ANZPAC will assess your application as “suitable” or “not suitable” for the occupation Podiatrist against the established criteria.

You must include this notification from ANZPAC with any visa application to DIBP. You are encouraged to keep a certified copy of your skills assessment and all other relevant documentation for you own records.

If you are assessed as “not suitable” you will be notified of which eligibility criteria you have not been met and what further action can be taken, including applying for an administrative review or an appeal.

You will be notified in writing of the outcome of the desktop assessment within four (4) weeks of receipt of a completed application and within two (2) working days for priority processing.

A skills assessment remains valid for three (3) years from the date of issue.

2.5 Forms

Form S1-M *Stage 1 Modified Desk Top Assessment*

2.6 Fees

Fees are subject to change without notice and are non-refundable.

Stage 1 – Modified Desk Top Assessment	\$420.00 AUD
Stage 1 – Modified Desk Top Assessment (Priority)	\$620.00 AUD

Payment methods are included in the Form S1-M *Stage 1 Modified Desk Top Assessment*.

Priority processing allows for applications to be processed within 2 working days of the receipt of a complete application and full payment. Please note priority processing may be delayed if payment has not been received, applications are submitted incomplete or incorrectly or additional information is required to finalise the assessment.

3. Stage 1 Full Desk Top Assessment

The *Stage 1 Full Desk Top Assessment* is a paper-based assessment of applicants' qualifications and skills against ANZPAC's eligibility criteria. Applicants who meet all eligibility criteria of the *Stage 1 Full Desk Top Assessment* appropriate to their circumstances will be assessed as "suitable" for migration. Applicants who are not assessed as suitable for migration at the conclusion of the *Stage 1 Full Desk Top Assessment* can, in some circumstances, advance to the *Stage 2 Practical Assessment* (see section 3.3).

3.1 Eligibility

You are required to complete a *Stage 1 Full Desk Top Assessment* if you are an overseas trained podiatrist **and answered NO to BOTH** of the following statements:

1. You currently hold general registration as a podiatrist with the Podiatry Board of Australia; and/or
2. You have completed a recognised, registrable, entry-level qualification in podiatry at a university in Australia or New Zealand within the two years immediately prior to the date you are applying for a skills assessment.

To be assessed as suitable for migration and/or registration, you must demonstrate that you:

- Are registered and in good standing as a podiatrist with the relevant authority, or otherwise officially recognised as a podiatrist in the country in which they are currently practicing
- Hold a podiatry qualification that is comparable to an ANZPAC accredited entry level podiatry program in Australia in terms of:
 - The education level being comparable to an Australian Bachelor degree or higher
 - The duration being a minimum of six semesters full time equivalent study for an undergraduate program, with prior studies taken into consideration for a graduate entry program
 - Supervised clinical practice within the course curriculum including a range of placements and patient situations to develop relevant skills, competencies and show evidence of application of theory to practice
 - The course curriculum including clinical, behavioural and basic sciences, and relevant and sufficiently detailed theoretical and practical content
 - The course curriculum including research and scholarly activity to build evidence-based practices, and develop student skills and responsibility for life long learning
- Have practiced as a competent professional podiatrist within the last three years, or are a recent graduate

ANZPAC may at its discretion require you to undertake the *Stage 2 Practical Assessment* to seek further validation of any of the above points. This is generally required for applicants assessed as meeting all criteria but the competent professional practice criterion. Failure to meet the registration and qualification skills criterion will result in your application being assessed as "not suitable".

3.2 Documentation requirements

You must submit documentary evidence that you meet ANZPAC's eligibility criteria for the *Stage 1 Full Desk Top Assessment*.

Documents in languages other than English must be accompanied by certified English translations. If documents are translated in Australia, the translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) – see www.naati.com.au for more information.

If the authenticity of the documents cannot be verified, ANZPAC reserves the right to decline to assess your application and inform the DIBP. The assessment fee will not be refunded in these circumstances.

If you cannot obtain the required documents, you should attach a letter to the application form identifying those documents you cannot obtain and why.

All applicants must submit copies of the following documentation:

(a) Personal details

- Personal information page of your passport or your birth certificate
- Marriage certificate or other document verifying change of name if your name varies between the documents relied upon in your application

(b) Registration

- Evidence of registration/licensure from all countries where you have been registered as a podiatrist
- If registration is not required for employment as a podiatrist in countries in which you are currently or have previously been employed within the last three (3) years, evidence of professional practice as a podiatrist during this period must be submitted. A formal letter (signed, dated and on letterhead) from your employer, supervisor or colleague indicating the dates of your employment, your job title and your duties is required)
- New graduates must be registered with the professional registration body for their country if one exists.

(c) Education

- Degree award certificate
- Transcripts of qualifications completed, which show subjects, credits/hours, marks and details of practical and clinical education (where practicable)
- If you have completed your qualification but not yet had the award conferred, you must produce a letter from the Head of the School of Podiatry (or equivalent) confirming that you have completed all course requirements and are eligible to have the award conferred
- Evidence of course content[#] including the course book and syllabus for each subject and evidence of any practical and clinical training completed

UK degree qualified and HCPC registered podiatrists do not need to submit evidence of course content at the time of application. ANZPAC may request this content if required during processing of your application

(d) Competent professional practice

In the case of a graduate who has qualified within three years immediately before the date of application undergraduate university studies are considered evidence of competent professional practice and no further evidence is required to be submitted.

In all other cases the following evidence is required:

- *Applicant Referee Proforma* (available from <http://www.anzpac.org.au/publications.html>) completed and signed by your employer, supervisor or colleague to cover the three (3) year period prior to applying for a skills assessment. More than one proforma may be used. A podiatrist must have been engaged in professional practice for at least 12 months in the three-year period
- Signed professional curriculum vitae for the last three years, detailing:
 - The dates of each period of your employment or self-employment
 - Your employer's name, address and the nature of their business
 - Your job title and job description
 - The nature of your employment or self-employment, including the most important tasks you performed or major projects you completed

Professional practice means any role in which you use your podiatric knowledge and skills. It includes clinical podiatry, clinical education and placement, administration, study, teaching or research in the field of podiatry.

Competent professional practice as a podiatrist in Australia is based on the *ANZPAC Podiatry Competency Standards in Australia and New Zealand* (revised May 2015). The eight Competency Standards are:

Competency Standard 1:	Practise Podiatry in a Professional Manner
Competency Standard 2:	Continue to Acquire and Review Knowledge for Ongoing Clinical and Professional Practice Improvement
Competency Standard 3:	Communicate and Interrelate Effectively in Diverse Contexts
Competency Standard 4:	Conduct Patient/Client Interview and Physical Examination
Competency Standard 5:	Analyse, Interpret and Diagnose
Competency Standard 6:	Develop a Patient/Client Focused Management Plan
Competency Standard 7:	Implement and Evaluate Management Plan
Competency Standard 8:	Provide Education and Contribute to an Effective Health System

(e) English language requirement

From 1 July 2015, ANZPAC will no longer require you to provide evidence of English language proficiency.

You do need to be aware that the Australian Health Practitioner Regulation Agency (AHPRA) will require you to provide evidence of English language proficiency to register as a podiatrist in Australia. Go to <http://www.podiatryboard.gov.au/Registration-Standards.aspx> to find out more about AHPRA's English requirements.

The current English language requirements relating to visas should be researched at www.border.gov.au

3.3 Stage 2 Practical Assessment (if required)

The Stage 2 Practical Assessment is an assessment of a candidate's professional practice of podiatry in accordance with the *ANZPAC Podiatry Competency Standards in Australia and New Zealand* (revised May 2015). It is open to candidates who meet the qualification and registration skills criteria, **but not the competent professional practice criterion** of the *Stage 1 Full Desk Top Assessment*.

ANZPAC however may at its discretion require applicants to undertake the *Stage 2 Practical Assessment* to seek further validation of any of the criteria outlined in points 3.2 (a) – (e). Candidates who successfully complete the Stage 2 Practical Assessment will be assessed as “suitable” for migration.

Applicants must make a separate application, accompanied by the correct fee, to sit the Stage 2 Practical Assessment.

Further information is contained within the *Stage 2 Practical Assessment Candidate Guide* available from http://www.anzpac.org.au/australian_assessment.html

3.4 Lodging your application

ANZPAC’s preferred method of lodgment is electronic. All documents submitted electronically must be scanned colour copies of the original documents saved preferably as PDF files. ANZPAC will not process your application until the application fee has been received and all the requested documentation has been provided. In some circumstances, you may be asked to provide further information in addition to your education provider, referees or certifying officers in other countries.

The information below offers you further guidance in attaching documents to your electronic application:

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ANZPAC is not able to accept files that have been compressed. A compressed file is a container for documents, programs or other files that have been packaged together and reduced in size. A common example is files compressed with WinZip ® with a ‘.zip’ file extension. If the document you are attempting to attach is too large we recommend that you create a PDF document (see <https://createpdf.adobe.com/> for further information).

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3.5 Notification of outcome of desktop assessment

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You must include this notification with any visa application to DIBP. You are encouraged to keep a certified copy of your skills assessment and all other relevant documentation for your own records.

Applicants assessed as “not suitable” will be notified of which eligibility criteria have not been met and what further action can be taken, including applying for an administrative review or an appeal.

Applicants will be notified in writing of the outcome of the desktop assessment within four (4) weeks of receipt of a completed application and within two (2) working days for priority processing.

A skills assessment remains valid for three (3) years from the date of issue.

If, for any reason a skills assessment notification letter needs to be re-issued a fee will apply.

3.6 Forms

Form S1-F *Stage 1 Full Desk Top Assessment*

3.7 Fees

Fees are subject to change without notice and are non-refundable.

Stage 1 – Full Desk Top Assessment	\$670.00 AUD
Stage 1 – Full Desk Top Assessment (Priority)(UK Only)	\$1000.00 AUD
Re-issue of Skills Assessment Notification Letter	\$ 50.00 AUD

Payment methods are included in the Form S1-F *Stage 1 Full Desk Top Assessment*.

Priority processing allows for applications from graduates qualifying in the United Kingdom to be processed within 2 working days of the receipt of a complete application and full payment. Priority processing is not available for graduates from Europe, Canada or the USA. Please note priority processing may be delayed if payment has not been received, applications are submitted incomplete or incorrectly or additional information is required to finalise the assessment.

4. Review/Appeals Process

If you are unsuccessful in either the *Stage 1 Modified Desk Top Assessment* or the *Stage 1 Full Desk Top Assessment* you will receive a notification stating which eligibility criteria have not been met and what further action can be taken, including applying for an administrative appeal or an appeal.

You are encouraged to contact ANZPAC before submitting an application for an administrative review or an appeal, as it may be possible to resolve the matter by communication with the Executive Officer rather than by an administrative review or an appeal.

All applications for an administrative review or an appeal must be:

- In writing
- Clearly state why a review of or an appeal against the decision is being sought; and
- Lodged within ten (10) weeks of the date on which the result was issued by ANZPAC

In the case of an appeal, any additional documentation that you believe supports your application should also be submitted.

(a) Administrative Review

There is no cost associated with an administrative review.

For an administrative review of a *Stage 1 Desk Top Assessment*, an ANZPAC representative who was not involved in the original assessment will check whether any processing errors have been made and ensure that all relevant information has been collected and considered. You will be notified of the result of the review within four (4) weeks of the date ANZPAC receives the application. The notification will include ANZPAC's reasons for assessing the applicant as suitable or not suitable for migration and/or registration as a result of the review. If the applicant is still assessed as not suitable as a result of the review, they will be offered counselling by the Executive Officer.

Counselling is compulsory before progression to an appeal. Counselling can clarify factors considered in the *Stage 1 Desk Top Assessment* and explain why the applicant was assessed as not meeting specific criteria.

(b) Appeal

The cost of an appeal is \$300 (Australian dollars).

For an appeal of a *Stage 1 Assessment*, the assessment result is reconsidered and any new information you have provided is taken into account. The Qualifications and Skills Assessment Committee (QSAC) will appoint one of its members to assess each appeal. This person will not have previously been involved in your assessment.

The ANZPAC Executive Officer will provide a written report to the appeal assessor describing the outcome of the applicant's assessment, including all documentation submitted in support of the original application and appeal; all communication with you and the reason/s the administrative review was rejected.

You will be notified of the result of the appeal within eight (8) weeks of the date ANZPAC receives the appeal application. The notification will include ANZPAC's reasons for assessing you as suitable or not suitable for migration and/or registration as a result of the appeal.

If you are still found to be unsuccessful as a result of the appeal, you will be offered telephone counselling by the Chairperson of the QSAC.

5. Further Information

For further information about the assessment process, please contact ANZPAC via any of the following methods:

Email: gsa@anzpac.org.au (preferred method of communication)

Website: www.anzpac.org.au