



## FORM S1-F

### STAGE 1 – FULL DESK TOP ASSESSMENT APPLICATION FORM

This form is to be used by Podiatrists who answer **no** to **both** of the following statements:

1. You currently hold registration as a podiatrist from 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 migration skills assessment.

**If you answer YES to one of the above statements please complete Form S1-M for a Stage 1 Modified Desk Top Assessment**

Please read the *Full Assessment of Qualifications and Skills in Podiatry for Migration Purposes* booklet before deciding whether to apply.

#### ANZPAC Skills Assessment Questions

**E-mail:** [qsa@anzpac.org.au](mailto:qsa@anzpac.org.au)

**Website:** [http://www.anzpac.org.au/qualifications\\_&\\_skills\\_assessment.html](http://www.anzpac.org.au/qualifications_&_skills_assessment.html)

**Occupation Podiatrist – ANZSCO Code 252611**

#### IMPORTANT:

**Your application cannot be processed unless it is accompanied by the required documentation and the application fee**

### 1. Type of assessment

I intend to apply for:

Registration in Australia                      Yes                         No  

Skilled Migration to Australia              Yes                         No  

### 2. Personal details

<b>Title</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other
<b>Family Name</b>	
<b>Given Name</b>	
<b>Previous Names</b>	
<b>Date of Birth</b>	
<b>Country of Birth</b>	
<b>First Language</b>	
<b>Postal Address</b>	
<b>Phone number</b>	
<b>Mobile number</b>	
<b>Email address</b>	

### 3. Third party authorisation (if required)

If you complete this option all correspondence will be made via the third party.

I consent to this application being discussed with and correspondence being sent to:

<b>Title</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other
<b>Name</b>	
<b>Relationship</b>	(e.g. Spouse, Migration Agent)
<b>Postal Address</b>	
<b>Phone number</b>	
<b>Email address</b>	

**4. Registration**

Refer to Section 5 of the *Full Assessment of Qualifications and Skills in Podiatry for Migration Purposes* booklet. .

**Are you currently registered or licensed as a podiatrist, or have you ever been registered or licensed as a podiatrist in any country?**

Yes       No       - You must hold current registration in your country of practice  
- New Graduates must hold registration in their qualifying country

Please provide the name and country of the relevant authority(ies) and period(s) of registration. Attach a separate sheet if there are more than three authorities.

<b>Name of Authority</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Registration Number</b>	
<b>Registration Period</b>	

<b>Name of Authority</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Registration Number</b>	
<b>Registration Period</b>	

<b>Name of Authority</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Registration Number</b>	
<b>Registration Period</b>	

## 5. Podiatry education

Refer to Section 5 of the *Full Assessment of Qualifications and Skills in Podiatry for Migration Purposes* booklet. Attach a separate sheet if there are more than two podiatry qualifications. Applicants must give details of all post-secondary or higher education qualifications they have completed which relate to their profession as a podiatrist

### Primary podiatry qualification

<b>Qualification name</b>	
<b>Language of instruction</b>	
<b>Name of institution</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Course Supervisor</b>	
<b>Course entry requirements</b>	
<b>Normal length of full-time program, including any compulsory practical or clinical time</b>	
<b>Length of each semester</b>	
<b>Length of time to complete</b>	
<b>Date commenced</b>	
<b>Date completed</b>	
<b>Mode of study</b>	Full time <input type="checkbox"/> Part Time <input type="checkbox"/>
<b>Was a period of practical/clinical experience compulsory?</b>  Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, what was the length of time of this experience in clinical settings

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**Additional podiatry qualification**

<b>Qualification name</b>	
<b>Language of instruction</b>	
<b>Name of institution</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Course Supervisor</b>	
<b>Course entry requirements</b>	
<b>Normal length of full-time program, including any compulsory practical or clinical time</b>	
<b>Length of each semester</b>	
<b>Length of time to complete</b>	
<b>Date commenced</b>	
<b>Date completed</b>	
<b>Mode of study</b>	Full time <input type="checkbox"/> Part Time <input type="checkbox"/>
<b>Was a period of practical/clinical experience compulsory?</b>  Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, what was the length of time of this experience in clinical settings

**6. Competent professional practice\***

Applicants must be able to show that they have practised as a competent professional podiatrist within the last three years. \*Podiatrists who have graduated within the 3 years immediately preceding the application date are not required to demonstrate Competent professional practice.

**Have you practised as a podiatrist for at least twelve (12) months within the last three (3) years?** Yes  No

**Is your employer, supervisor or colleague willing to attest to your professional competence throughout that period?** Yes  No

## 7. Requirements for electronic applications (Certification not required)

All documents submitted electronically must be scanned colour copies of the original document saved as PDF files. This information offers you guidance in attaching documents to your email application.

### 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 using 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/>

### What can you attach?

ANZPAC is only able to accept the following file 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 of files you are able to attach to your application:

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

## 9. Document Checklist

### 9.1 Identification

- Copy of your valid passport photo page
- Change of name documentation (if applicable)

If the name on any of your documents is not the same as that on your passport, you must provide a certified copy of one of the following with your original application as evidence of your change of name:

- Marriage certificate
- Divorce papers
- Deed poll
- Statutory declaration

If your documentation is in a language other than English, you must provide a copy of an official translation of this document.

### 9.2 Qualification certificate

- Copy of your Podiatry qualification award certificate\*. Your qualification certificate must include the official university stamp.

(\*If you are applying before the date of your graduation ceremony and do not yet have your qualification certificate, you **MUST** provide a letter from your university stating the date that your qualification certificate will be conferred.)

### 9.3 Official results transcript

- Copy of the official transcripts for your initial podiatry qualification.

Your official transcripts must include:

- a statement that confirms that you have completed the course requirements
- a list of each individual subject in your entire podiatry course
- the grade or result you were awarded for each subject
- the official university stamp

### 9.4 Evidence of course content<sup>#</sup>

**(#UK Degree qualified and HCPC registered Podiatrists do not need to supply evidence of course content at the time of application. ANZPAC may request this evidence if required at the time of processing)**

- Copy of the official course book for your initial podiatry qualification.
- Copy of the official syllabus for each subject for your initial podiatry qualification.
- Copy of the records relating to practical and clinical training completed for your initial podiatry qualification.

### 9.5 Registration\*\* (\* You must hold current registration in your country of practice) (# New Graduates must hold registration in their qualifying country)

- Copy of your current practicing certificate(s).
- Evidence of previous or current registration in Australia or New Zealand (if applicable)
- Copy of evidence of registration/licensure from all countries where you have been registered as a podiatrist.

If your certificate is written in a language other than English you must provide a copy of an official translation of this document.

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## 9.6 Competent professional practice\*

\*Podiatrists who have graduated within the 3 years immediately preceding the application date are not required to demonstrate competent professional practice.

- Copy of Applicant Referee Proforma (available for download from <http://www.anzpac.org.au/publications.html> completed and signed by your employer, supervisor or colleague to cover the last three (3) years. More than one proforma may be used.
- Copy of your signed professional curriculum vitae, 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; and
  - the nature of your employment or self-employment, including the most important tasks you performed or major projects you completed.

### English Language Requirement for Australia

English language skills are not assessed by ANZPAC.

The Podiatry Board of Australia will assess English language skills when you apply for registration.

The Department of Immigration and Border Protection will test english language skills when you apply for a visa.



## 10. Application Fee

The application fee is listed below please tick your preferred option;

- \$670\* Australian Dollars for standard processing within 4 weeks of receipt of a complete application and full payment.

**Payment Method** – please tick:

- EFT/Direct Deposit \*\* (Electronic Lodgement, Recommended)  
Bank Cheque (Hard copy lodgement only)

### \*\* ELECTRONIC FUNDS TRANSFER/DIRECT DEPOSIT

The applicant's name must be included as the reference for the payment. A copy of the deposit receipt or similar evidence of the funds transfer must be included with the application. The applicant is liable for all bank fees incurred for Electronic Funds Transfers.

**Fees must be made payable to ANZPAC by one of the following methods:**

- a bank cheque in Australian Dollars drawn by a bank outside Australia that has bank clearance arrangements with an Australian bank;
- a bank cheque drawn by an Australian bank;
- electronic transfer to ANZPAC's bank account

**Account Name:** Australian and New Zealand Podiatry Accreditation Council  
**Bank:** Westpac  
**BSB:** 033082 (International transfers use the account number and the SWIFT code only. Do not use the BSB.)

**Account Number:** 283534  
**Bank Address:** 108 Acland Street, St Kilda South, VIC 3182, AUSTRALIA  
**SWIFT Code:** WPACAU2S  
(International transfers only. Australia does not use IBAN numbers)

## 11. Applicant declaration

You must read and sign this declaration. I declare that:

- the information I have supplied on this form and in the attached documentation is complete, correct and up-to-date;
- I undertake to inform the Australian and New Zealand Podiatry Accreditation Council (ANZPAC) of any changes to my circumstances while my application is being considered;
- I authorise ANZPAC to make any inquiries necessary to assist in the assessment of my application and to use any information supplied in this application for that purpose; and
- I have read and understood the information supplied to me in the *Assessment of Podiatry Qualifications and Skills for Migration Purposes* booklet accompanying this application.

**Signature:** ..... **Date:** .....

**Print Full Name:**.....

## 12. Privacy Statement

The Australian and New Zealand Podiatry Accreditation Council (ANZPAC) is required to observe the provisions of the Commonwealth Privacy Amendment (Private Sector) Act 2000, which sets out the requirements for the collection and use of personal information.

ANZPAC is required to include a statement relating to ANZPAC's privacy procedures in each of its application forms. Each application form must be signed by the applicant to give formal consent for ANZPAC to collect and hold personal information. **If consent is not provided, ANZPAC will not be able to process your application.**

Your privacy is respected by ANZPAC. Information on applicants collected by ANZPAC may be provided to persons involved in the migration skills assessment process.

The ANZPAC privacy procedures are set out in a Policy Statement which can be obtained from ANZPAC or from its website [www.anzpac.org.au](http://www.anzpac.org.au). If you have any privacy concerns or would like to verify information held about you, please contact the Privacy Officer, ANZPAC, 12-16 Parker St, Williamstown, VIC 3016.

Consent to Collect Information:

**Signature:** ..... **Date:** .....

**Print Full Name:**.....

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### **13. Lodgement**

Email your application including the colour scans of the S1-F application form and supporting documents to [qsa@anzpac.org.au](mailto:qsa@anzpac.org.au)

### **ANZPAC Skills Assessment Questions**

**E-mail:** [qsa@anzpac.org.au](mailto:qsa@anzpac.org.au)

**Website:** [http://www.anzpac.org.au/qualifications\\_&\\_skills\\_assessment.html](http://www.anzpac.org.au/qualifications_&_skills_assessment.html)