



**Stage 1 Desk Top
Full Assessment of
Qualifications and Skills
in Podiatry
for Migration Purposes**

Occupation: Podiatrist (ANZSCO Code 252611)

June 2015

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1. Purpose of a Migration Skills Assessment

Individuals who wish to apply for migration to Australia under the occupation Podiatrist (ANZSCO Code – 252611) under the General Skilled Migration program must gain a migration skills assessment from the Australian and New Zealand Podiatry Accreditation Council (ANZPAC). All such individuals must complete ANZPAC's migration skills assessment process, whether they have qualifications gained in Australia or overseas.

ANZPAC will assess a person's skills as "suitable" or "not suitable" for the occupation Podiatrist against the criteria it has established.

The skills assessment ANZPAC issues to successful applicants must be included with any visa application to the Department of Immigration and Citizenship (DIAC). Applicants should keep a certified copy of their skills assessment and all other relevant documentation for their own records.

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

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 cannot provide advice on migration issues. All questions relating to the migration process should be directed to DIAC - visit www.immi.gov.au for information and contact details.

2. Podiatry in Australia

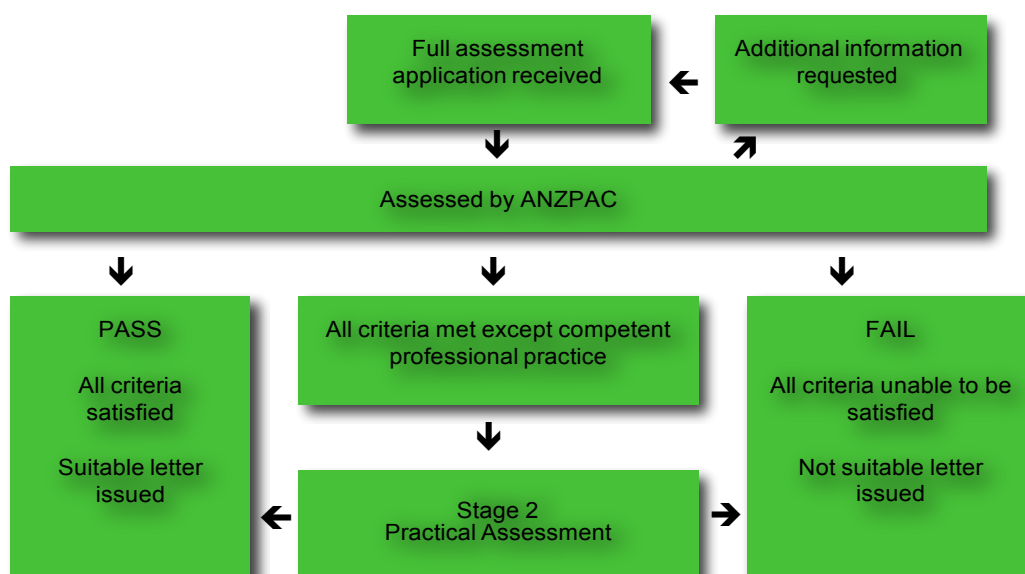
A podiatrist is a registered health professional who deals with the prevention, diagnosis, treatment and rehabilitation of medical and surgical conditions of the feet and lower limbs.

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 also able to diagnose and treat any complications of the above which affect the lower limb, including skin and nail disorders, corns, calluses and in-growing toe nails. Foot injuries and infections gained through sport or other activities are also diagnosed and treated by podiatrists.

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

Further information can be obtained from the Podiatry Board of Australia at www.podiatryboard.gov.au.

3. Migration Skills Assessment - Stage 1 Full Desktop Migration Skills Assessment - Flowchart



4. Migration Skills Assessment - Stage 1 Desk Top Assessment

The Stage 1 Desktop 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 Desktop 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 Desktop Assessment can, in some circumstances, advance to the Stage 2 Practical Assessment (see **section 6**).

Full Assessment

You should apply for a Full Assessment if you are a Podiatrist who answers **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.
- are **not** currently registered as a podiatrist in Australia; *or*
 - did **not** complete an ANZPAC accredited program in Australia or New Zealand within the two years immediately prior to applying for a migration skills assessment.

To be assessed as suitable for migration, Full Assessment applicants must demonstrate that they:

- 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 practising;
- hold a podiatry qualification that is comparable to an ANZPAC accredited entry level podiatry program in Australia in terms of :
 - the educational 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 lifelong learning;
- have practised as a competent professional podiatrist within the last three years or are recent graduates.

If Full Assessment applicants are assessed as meeting all criteria but the competent professional practice criterion, they will be offered the opportunity to sit the Stage 2 Practical Assessment. If they do not meet the registration or qualification skills criteria, they will be assessed as not suitable for migration.

5. Documentation required for the Stage 1 Full Desktop Assessment

You must submit documentary evidence that you meet ANZPAC's eligibility criteria for the Stage 1 Desktop Assessment. The documentation you must submit varies according to the type of assessment.

All documents submitted in support of an application must be electronic scanned colour copies of the originals. Documents in languages other than English must be accompanied by certified English translations. See **section 12** for information on the submission of supporting documents.

All applicants must submit copies of the following documentation.

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.

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.

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 have not yet had the award conferred, you must produce a letter from the Head of the School of Podiatry 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.

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 of competent professional practice is required to be submitted.

In all other cases the following evidence is required:

- Applicant Referee Proforma (see **Appendix 2**) completed and signed by your employer, supervisor or colleague to cover the three (3) year period prior to applying for a migration 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.
- Your 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; and
 - 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 the podiatrist uses their 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 – August 2009*. The eight Competency Standards are:

- Competency Standard 1: Practice 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 a Safe and Effective Health System

Further details are provided at <http://www.anzpac.org.au>

English language skills

- English language skills are not assessed by ANZPAC. The Podiatry Board of Australia will assess English language skills when you apply for registration.

6. Migration Skills Assessment - Stage 2 Practical Assessment (if required)

The Stage 2 Practical Assessment is an assessment of applicants' professional competence in the practice of podiatry in accordance with the *ANZPAC Podiatry Competency Standards for Australia and New Zealand - August 2009*. It is open to candidates who **met** the qualification, registration and English language skills criteria, **but not the competent professional practice criterion**, of the Stage 1 Desktop Assessment (Full Assessment). 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.

The Stage 2 Practical Assessment is offered twice per year, in June/July and November/December. It is conducted at one of Australia's Schools of Podiatry by university examiners. The assessment is conducted in two stages over a full day.

First stage (3-4.5 hours):

- Clinical Observation - three hours of direct patient care by the candidate;
- Clinical Record Audit of documentation completed by the candidate during Clinical Observation.

Second stage (4 hours):

- interview;
- four Objective Structured Clinical Examinations.

ANZPAC's Candidate Information Handbook, which includes preparatory material, competency standards and a recommended reading list, is available at www.anzpac.org.au

A maximum of two attempts (2) attempts may be made in a two year period.

7. Notification

ANZPAC will notify you in writing of the outcome of your assessment. Reasons for assessment decisions and details of applicable counseling, review and appeal processes will be given to unsuccessful applicants.

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

8. Reviews and Appeals

If an applicant has been unsuccessful in the Stage 1 or Stage 2 assessment, the notification will state which eligibility criteria have not been met and will describe what further action can be taken, including applying for an administrative review or an appeal.

Applicants are encouraged to contact ANZPAC before submitting an application for a review or an appeal, as it may be possible to resolve the matter by communication with the Executive Officer rather than by a 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 posted by ANZPAC. In the case of an appeal, any additional documentation that the applicant believes supports their
- application should be submitted as well. Administrative review and appeal fees are listed in Appendix 1 - Schedule of Fees. Half the fee will be refunded if the review or appeal is successful.

Administrative Review – Stage 1 & 2 Assessments

- For an administrative review of Stage 1 and Stage 2 assessments, an ANZPAC officer who was not involved in the original assessment checks whether any processing errors have been made and ensure that all relevant information has been collected and considered. The applicant will be notified of the result of the review within four 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 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 telephone counseling by the Executive Officer (Stage 1 Desktop Assessment) or university examiners (Stage 2 Practical Assessment).
- Counseling is compulsory before progression to an appeal. Counseling can clarify factors considered in the Stage 1 assessment and explain why the applicant was assessed as not meeting specific criteria. It can also provide feedback on examination performance in the Stage 2 assessment to assist the applicant in identifying or rectifying any weaknesses with a view to re-sitting at a later stage.

Appeal – Stage 1 & 2 Assessments

- For an appeal of Stage 1 and Stage 2 assessments, the assessment result is reconsidered and any new information provided by the applicant taken into account. The Qualifications and Skills Assessment Committee (QSA) appoints one of its members to assess each appeal. This person will not have previously been involved in assessing the applicant.
- The 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 the applicant and the reasons the administrative review was rejected.
- The applicant will be notified of the result within eight weeks of the date ANZPAC receives the appeal application. The notification will include ANZPAC's reasons for assessing the applicant as suitable or not suitable for migration as a result of the appeal. If the applicant is still found not suitable as a result of the appeal, they will be offered telephone counseling by the Chairperson of QSA.

9. Application Process

To apply for a migration skills assessment, you must send the following to ANZPAC via email;

- your completed and signed application form;
- your supporting documents; and
- the assessment fee.

ANZPAC will:

- process your assessment fee and issue a receipt;
- assess you against its eligibility criteria;
- request any additional information required;
- finalise assessments on the basis of the evidence provided; and
- send you the results of your migration skills assessments stating whether you have been found suitable or not suitable as a podiatrist for the purposes of migration to Australia.

It is your responsibility to provide all relevant information to ANZPAC and keep ANZPAC informed of:

- your current contact details; and
- any new information which has the potential to affect your skills assessment.

ANZPAC will not process applications until the application fee has been received and all the requested information and documentation has been provided. In some circumstances, further information may be sought from the applicant, their educational institution, their referees or certifying officers in other countries.

ANZPAC aims to finalise assessments within four (4) weeks of the receipt of an application for a Stage 1 Desktop Assessment or within five (5) weeks of a candidate sitting the Stage 2 Practical Assessment. If further information needs to be sought, the assessment may take longer.

10. Using an Agent

Australia's privacy legislation prohibits ANZPAC from discussing applications with other people unless authorised to do so. If you would like someone, such as a family member or 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.

11. Submitting Supporting Documents

Documents must be submitted electronically. 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. PDF is our preferred format:

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

Translation of Documents

Documents in languages other than English must be accompanied by certified English translations. If documents are translated in a country other than Australia, the translator must be approved by the authorities in the country where the translation was made.

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 documents cannot be verified, ANZPAC reserves the right to decline to assess an application and will inform the Department of Immigration and Border Protection. The assessment fee will not be refunded in these circumstances.

If you cannot obtain the required documents, you should identify in your covering email which documents you cannot obtain and why.

12. Fees

The fees for application for Stage 1 and Stage 2 assessments and for Reviews and Appeals appear in Appendix 1. The fee is subject to change without notice. Priority processing may be delayed if:

- payment has not been received
- applications are submitted incomplete, incorrectly or
- additional information is required.

Fees must be made payable to ANZPAC in Australian Dollars by one of the following methods:

- a bank cheque 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
Account Number: 283534
Bank Address: 108 Acland Street, St Kilda South, VIC 3182, Australia
SWIFT Code: WPACAU2S (for international transfers only)

Refunds are not issued under any circumstances for Stage 1 Desk Top Assessment applications.

The cut-off date for Stage 2 applicants to withdraw their application and apply for a refund is no later than two (2) weeks before the scheduled date of the Practical Assessment.

If you wish to withdraw your application, ANZPAC reserves the right to retain an administrative fee of 20% if the application has been processed.

13. Contact Details

All applications should be lodged via email to qsa@anzpac.org.au

Enquiries: [E-mail is ANZPAC's preferred mode of communication](#)

E-mail: qsa@anzpac.org.au

Phone: 1300 267 687 (local call within Australia) (International calls cannot be returned)

For more information about the assessment process, Please contact ANZPAC or read the information available at – www.anzpac.org.au.

QUALIFICATION AND SKILLS ASSESSMENT COMMITTEE

SCHEDULE OF FEES

Applications for Australia

1.	<u>Stage 1 - Desk Top Assessment</u>	
	Modified Assessment (Processed within 4 weeks of receipt)	\$420
	Priority Modified Assessment (Processed within 2 working days of receipt)	\$620
	Full Assessment (Processed within 4 weeks of receipt)	\$670
	Priority Full Assessment (Processed within 2 working days of receipt)	\$1000
2.	<u>Stage 2 - Practical Assessment</u>	
	Examination	\$2000
3.	<u>Competency Assessment</u>	\$2000
4.	<u>Reviews/Appeals</u>	
	Administrative Review	-
	Appeal	\$300
2.	<u>Professional Practice and Culture Open Book Examination</u>	\$275
3.	<u>Reviews/Appeals</u>	
	Administrative Review	-
	Appeal	\$300
	Skills Assessment Notification Letter Re-issue Fee	\$50

- All amounts are in Australian Dollars.
- Applicants to New Zealand must complete **both** the Desk Top Assessment **and** the Professional Practice and Culture Open Book Examination
- The above fees are GST-free under Section 38-110 of *A New Tax System (Goods and Services Tax) Act 1999*.
- If you wish to withdraw your application, ANZPAC reserves the right to retain an administrative fee.
- If a review or appeal is successful, half the fee will be refunded.
- Priority processing may be delayed if:
 - payment has not been received
 - applications are submitted incomplete, incorrectly or additional information is required.

Applicant Referee Proforma

The following has been provided as a guide for the information ANZPAC is seeking to establish the professional competence of the applicant podiatrist. The referee should provide as much detail as possible.

Applicants name		
Referees name		
Address :		
Email Address:		
Contact phone Numbers	(BH)	(AH)
Referee's Position		
Referee's place of employment		
Referee's relationship to the applicant podiatrist		
Length of time working with the applicant podiatrist		
Communication	Please describe the applicant podiatrist's standards of verbal and written communication.	
Professional Relationships	Please describe the applicant podiatrist's standards of professional relationships with colleagues and patients.	
Standards of care	Please describe the applicant podiatrist's standards of podiatric care.	

Competency	Please provide a description of your experience of the applicant podiatrist's competency in practice.
Additional comments	Please provide any additional comments
Signature and Date of Referee	* Note – Referee must also provide a Certificate of current registration from their registration/licensing authority to establish identity.

Please consider summary aspects of ANZPAC's Competency Standards as a guide:

Competency Standard 1: Practise Podiatry in a Professional Manner

- *(Working within legislative and professional codes of ethics and standards, displaying an organised and professional manner and continually updating skills)*

Competency Standard 2: Continue to Acquire and Review Knowledge for Ongoing Clinical and Professional Practice Improvement

- *(Applying theory to practice, acquiring and critiquing new knowledge and being committed to lifelong learning and reflective practice)*

Competency Standard 3: Communicate and Interrelate Effectively in Diverse Contexts

- *(Using a range of relevant verbal, written and interpersonal skills to work in partnership with diverse clients/groups and interprofessional colleagues and organisations)*

Competency Standard 4: Conduct Patient/client Interview and Physical Examination

- *(Conducting appropriate history-taking and diagnostic examinations and making referrals as appropriate)*

Competency Standard 5: Interpret, Diagnose and Analyse

- *(Interpreting and evaluating data considering presenting symptoms, diagnostic test results and communicating with patients and other health professionals)*

Competency Standard 6: Develop a Patient/Client-focused Management Plan

- *(Developing a management plan and providing education for patients that is appropriate for various targeted groups and individuals)*

Competency Standard 7: Implement & Evaluate Management Plan

- *(Providing an appropriate primary health care service matched to client needs and operating within ethical and occupational health and safety frameworks)*

Competency Standard 8: Provide Education and Contribute to an Effective Health Care System

- *(Delivering effective and efficient services and resources and operating safely within the broader health care context, while providing education)*

Further details are provided at: <http://www.anzpac.org.au/publications.htm>.