



**Australian and New Zealand Podiatry
Accreditation Council Inc**

**ANNUAL REPORT YEAR ENDED
30 JUNE 2010**



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30 September 2010

To All Stakeholders

I have pleasure in presenting the second Annual Report of the Australian and New Zealand Podiatry Accreditation Council Inc (ANZPAC) for the twelve (12) months ended 30 June 2010.

I wish to thank the Executive Officer and staff for the diligent and professional manner in which they have provided services and support to the Council.

A handwritten signature in blue ink, which appears to read 'Rolf Scharfbillig', is displayed on a light blue background.

Rolf Scharfbillig
CHAIRPERSON

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1 CHARTER

The Australian & New Zealand Podiatry Accreditation Council Inc (“**ANZPAC**”) was incorporated in South Australia on 16 April 2008.

ANZPAC is an independent body with membership comprising the Podiatry Board of Australia and the Podiatrists Board of New Zealand. The Board of Management comprises registered podiatrists (nominated by the Registration Boards), nominees from the professional associations (Australasian Podiatry Council and Podiatry New Zealand), nominees from the educational institutions offering podiatric programs and community representation.

The purpose of ANZPAC is to assess and accredit podiatric education programs that aim to graduate persons who are eligible for registration as a podiatrist and to assess the qualifications and skills of overseas trained podiatrists for skilled migration to Australia or suitability to practice in Australia and New Zealand.

In consideration of the Trans Tasman Mutual Recognition Agreement, the Constitution and processes of ANZPAC include stakeholder representation from New Zealand to ensure collaboration and uniformity.

ANZPAC has been assigned by the Ministerial Council the Accreditation functions for the Podiatry Board of Australia under the National Registration and Accreditation Scheme for Health Professions.

2 OBJECTS

Consistent with its purpose, the objects of ANZPAC are to:

- a) Assess for the purpose of granting accreditation to, programs leading to eligibility for registration as a podiatrist.
- b) Advise and make recommendations to the Member Organisations relating to the accreditation status to be granted to a podiatric program.
- c) Advise and make recommendations to the Member Organisations and other relevant interest groups on matters concerning the registration of podiatrists.
- d) Develop, review and maintain accreditation standards and processes to assess podiatric entry-level programs.
- e) Develop and implement an overseas skills assessment process to ensure the knowledge, clinical skills and professional attributes of overseas trained podiatrists is of a comparable standard to registered podiatrists for skilled migration to Australia or practice as a podiatrist in Australia and New Zealand.
- f) Provide information and advice to Government relating to law and policy concerning the accreditation and competency requirements for the registration of podiatrists.
- g) Establish and maintain relationships with bodies or organisations having objects and functions in whole or in part similar to the objects and functions of ANZPAC.

The assets and income of ANZPAC shall only be applied solely in furtherance of the above mentioned objects and no portion shall be distributed directly or indirectly to the members of

ANZPAC except as bone fide compensation for services rendered or expenses incurred on behalf of ANZPAC.

3 CONSTITUTION AND RULES

The following changes have been made to the Constitution and Rules since Incorporation:

- January 2009 Various changes to allow External Advisory Members on the Board of Management to have equal voting rights on the Council and to provide increased representation from the Australasian Podiatry Council and consumers.
- June 2009 Various changes to allow for proxies to attend Board of Management meetings, thus eliminating the need to appoint deputies.
- May 2010 Given the introduction of the National Registration and Accreditation Scheme on 1 July 2010 and the ultimate demise of State and Territory Registration Boards in Australia, changes were made to the Member Organisations and composition of the Board of Management (reducing from 15 to 9 persons).

The Public Officer for ANZPAC is Mr Peter Martin J.P.

4 MEMBER ORGANISATIONS

As at 30 June 2010 the following organisations were members of ANZPAC:

- the Podiatry Board of South Australia;
 - the New South Wales Podiatrists Registration Board;
 - the Podiatrists Registration Board of Victoria;
 - the Podiatrists Registration Board of Tasmania;
 - the Podiatrists Board of Western Australia;
 - the Podiatrists Board of Queensland;
 - the ACT Podiatrists Board;
 - the Podiatrists Board of New Zealand,
- or each of their successors in law.

As at 1 July 2010 the following organisations will be members of ANZPAC:

- the Podiatry Board of Australia;
- the Podiatrists Board of New Zealand

The member organisations assist with the funding of ANZPAC.

5 BOARD OF MANAGEMENT

As at 30 June 2010 the Board of Management consisted of Board members from the following organisations:

- a) Each of the eight Member Organisations may nominate one registered podiatrist:

SA	Dr Rolf Scharfbillig	(Chairperson)
WA	Dr Jennifer Bryant	(Treasurer)
NSW	Dr Paul Tinley	
VIC	Dr Mark Gilheany	
TAS	Mr David McKay	
NZ	Ms Michele Garrett	
ACT	Ms Helen Matthews	
QLD	Dr Lloyd Reed	

- b) Two registered podiatrists nominated by the Australasian Podiatry Council:

Mr Trent Johnston
Mr Greg McCluney

- c) One registered podiatrist nominated by Podiatry New Zealand:

Ms Alexandra Noble-Beasley

- d) Two registered podiatrists employed to lecture in podiatric education programs nominated by tertiary institutions offering podiatric education programs in Australia and/or New Zealand:

Dr Adam Bird	La Trobe University, Victoria (Deputy Chairperson)
Dr Daniel Poratt	AUT University, Auckland, NZ

- e) Two persons as community representatives:

Ms Joan Russell
Ms Fiona Oliver

From the 1 July 2010 the Board of Management will consist of Board members from the following organisations:

- a) One registered podiatrist nominated by the Podiatry Board of Australia:

Dr Rolf Scharfbillig (Chairperson)

- b) Two registered podiatrists employed to lecture in podiatric education programs nominated by tertiary institutions offering podiatric education programs in Australia and/or New Zealand:

Dr Adam Bird	La Trobe University Victoria	(Deputy Chairperson)
Mr Matthew Carroll	AUT University Auckland NZ	

- c) One registered podiatrist nominee:

Mr David McKay

- d) One registered podiatrist nominated by Podiatrist Board of New Zealand:

Ms Michele Garrett

- e) One registered podiatrist nominated by Podiatry New Zealand:
Ms Alexandra Noble-Beasley
- f) One registered podiatrist nominated by Australasian Podiatry Council:
Mr Trent Johnston
- g) Two persons as consumer representatives:
Ms Joan Russell
Ms Fiona Oliver

Appointments are from 1 July 2010 for a period of 3 years.

Each member of the Board of Management has equal voting rights.

ANZPAC wishes to express its sincere appreciation and thanks to the retiring Board Members for their highly valued contribution. ANZPAC would also like to thank the Australian and New Zealand Podiatry Registration Boards and Registrars for their support, cooperation and tireless effort in the foundation of ANZPAC and its continuing existence and success.

6 COMMITTEES

a) Overseas Qualifications Assessment Committee (OQAC)

The Terms of Reference and structure are as follows:

i) Key Function

To oversee and conduct assessments of an overseas persons qualifications and skills for skilled migration to Australia and/or practice in Australia and New Zealand.

ii) Membership Structure

At least two members from the ANZPAC Board of Management, which should include the Chair or Deputy Chair of ANZPAC (not both).

Dr Adam Bird (Chairperson)
Dr Paul Tinley

At least two academics who are Program Directors (or equivalent) of institutions offering podiatric education programs.

Mr Terry Bradshaw (NZ)
Ms Verona Du Toit

At least one registered podiatrist who is a current practitioner with a breadth of practice experience.

Ms Carol Mioduchowski

At least one community representative.

Dr Susanne Owen

At least 50% of appointments must be registered podiatrists and one person must be from New Zealand.

iii) Role

- 1) To carry out the functions referred to in the Key Functions.
- 2) To recommend to the Board of Management of ANZPAC the most appropriate method of assessment to ensure the qualifications and skills of overseas trained podiatrists is of a comparable standard to registered podiatrists in Australia and New Zealand.
- 3) To undertake a review of the assessment criteria on an annual basis or as required and provide the Board of Management of ANZPAC with any recommendations for amendments.
- 4) To manage the relevant appeals process.
- 5) Report to the Board of Management of ANZPAC at every AGM.
- 6) To manage and conduct the business affairs of the OQAC.
- 7) To review the relevant schedule of fees for the evaluation process and make appropriate recommendations to the Board of Management of ANZPAC for variations.

b) **Accreditation Committee**

The Terms of Reference and structure are as follows:

i) Key Function

To make recommendations to ANZPAC on matters concerning the accreditation of entry level education of podiatrists.

ii) Membership Structure

At least two members from the ANZPAC Board of Management which should include the Chair or Deputy Chair of ANZPAC (not both).

Dr Rolf Scharbillig (Chairperson)
Dr Mark Gilheany

At least two academics who are Program Directors (or equivalent) of institutions offering podiatric education programs. One from Australia and one from New Zealand.

Dr Alan Bryant
Dr Matthew Carroll

At least one registered podiatrist who is a current practitioner with a breadth of practice experience.

Mr Bernard Comerford

At least one community representative.

Ms Joan Russell

At least 50% of appointments must be registered podiatrists.

iii) Role

The “Accreditation Standards and Procedures for Podiatry Programs for Australia and New Zealand” document will guide the Committee.

- 1) To assess and recommend to the ANZPAC Board of Management podiatric undergraduate and post-graduate courses in Australia (and New Zealand if applicable) which aim to prepare individuals for registration as a podiatrist.
- 2) To recommend to the ANZPAC Board of Management how to implement processes for the accreditation of podiatry programs.
- 3) To recommend to the ANZPAC Board of Management any changes required to the document “Accreditation Standards and Procedures for Podiatry Programs for Australia and New Zealand”.
- 4) To appoint appropriate Assessment Teams.
- 5) To manage and prepare timetables for the Assessment Teams.
- 6) To manage and conduct the business affairs of the Accreditation Committee.
- 7) To manage the appeals process.

c) **Executive Committee**

As at 30 June 2010 the Executive Committee comprised:

- Dr Rolf Scharfbillig Chairperson
- Dr Adam Bird Deputy Chairperson
- Dr Jennifer Bryant Treasurer

The Executive Committee conducts the business of ANZPAC between meetings of ANZPAC as directed by the Board of Management. The Board of Management may confer upon the Executive Committee any of the powers exercisable by the Board of Management.

7 BOARD OF MANAGEMENT MEETINGS

The Board of Management held **three (3)** meetings during the year:

28 August 2009 Auckland, NZ (including AGM)
 27 February 2010 Sydney, NSW
 17 June 2010 Teleconference

Attendance at meetings was as follows (not including observers):

Dr R Scharfbillig (Chair)	3	Ms A Noble-Beasley	3
Dr A Bird (Deputy Chair)	3	Dr M Gilheany	3
Dr J Bryant (Treasurer)	3	Dr P Tinley	2
Mr T Johnston	3	Ms J Russell	2
Ms H Matthews	3	Dr Lloyd Reed	2
Mr D McKay	3	Ms F Oliver	1
Ms M Garrett	3	Mr J Warnock (Past Chair)	1
Dr D Poratt	3	Mr G McCluney	-

8 ADMINISTRATION

The Council has entered into an agreement with a consultant to provide all administrative and financial services to the Council and its Committees.

The following persons provide these services:

- Peter Martin, JP Executive Officer/Consultant
- Trisha Bird Executive Assistant

Office hours are from Monday to Friday, 9:00 am to 4:00 pm. The office is located at Suite 3, 154 Fullarton Road, Rose Park, South Australia.

9 WEBSITE

The Council has established a comprehensive website at the address www.anzpac.org.au.

The website contains information about:

- ANZPAC, the Board of Management and Standing Committees
- Podiatry in Australia and New Zealand
- Course Accreditation
- Overseas Assessment
- Various publications and policies

Any person who does not have access to the internet can contact the office of the Council to obtain these documents.

The website is updated regularly and has many links to associated web sites nationally and internationally.

10 PUBLICATIONS / POLICIES

The following publications / documents appear on the Council's website:

- Public Releases, September 2009 and March 2010
- ANZPAC Constitution and Rules – Revised May 2010
- ANZPAC Accreditation Standards & Procedures for Podiatry Programs for Australia & New Zealand - August 2009
- ANZPAC Podiatry Competency Standards for Australia and New Zealand – August 2009
- WHO/WFME Guidelines for Accreditation of Basic Medical Education - Geneva 2005
- Professions Australia Standards for Professional Accreditation Processes – June 2008
- ANZPAC Handbook for Assessment Teams – November 2009
- ANZPAC University Guidelines for Completion of Self-Evaluation Report – June 2010
- Podiatry Specialisations Education and Training Accreditation Standards Project – 2010
- Accreditation Timetable for Universities and Assessment Teams

- Annual Reports since 2009
- Strategic Plan 2009/2010
- ANZPAC Privacy Policy – August 2009
- Stage 1 Desktop Assessment Application Form
- Stage 2 Practical Assessment Application to sit the Examination
- Assessment of Qualifications & Skills in Podiatry for Migration Purposes - March 2010
- Candidate Information Handbook for Stage 2 Practical Assessment

The following publications / guidelines are internal documents:

- ANZPAC Assessment Tool for Accreditation Team Members
- Guidelines on Confidentiality and Conflict of Interest
- Remuneration Policy
- Overseas Applicants Assessors manual for Stage 2 Practical Assessment – April 2010
- OQAC Internal Operations Manual – April 2010
- Risk Management Policy – February 2010

11 ACCREDITATION OF PODIATRY PROGRAMS

a) Introduction

An important responsibility of the Australian and New Zealand Podiatry Accreditation Council is to ensure that registered podiatrists have the knowledge, skills and attitudes necessary for the safe and competent practice of podiatry.

As part of discharging this responsibility ANZPAC must satisfy itself that the entry-level qualifications in podiatry recognised for the purpose of registration provide appropriate education and training in podiatry. This is done by a process of accreditation.

Accreditation of podiatric courses provides the community, government, the profession and students assurance that graduates of accredited podiatric courses are competent for the independent practice of podiatry and are responsive to the health needs of an evolving community.

While ANZPAC must inquire into podiatric courses to establish that the standards of education and training are acceptable, those inquiries and the processes of accreditation should not stifle diversity and innovation in education nor challenge the independence of Institutions.

For this reason the approach taken in ANZPAC's accreditation procedures is to require the Institutions seeking recognition of a podiatric course for the purpose of registration to show that their course meets defined standards that collectively give assurance that graduates of the course are competent. ANZPAC outlines the standards it expects podiatric courses to achieve in order for a course to be accredited. The standards set out the principles, Institutional processes, settings and resources that ANZPAC regards as requirements for successful entry level podiatric education. It is the responsibility of individual Institutions to develop and implement a curriculum that will enable students to attain the desirable attributes of podiatric graduates.

b) Accreditation Timetable

University	Program	SER Assessed and site visit due by	Assessment Teams appointed to date	Status
University of Western Sydney (UWS)	B H Sc / M Pod Med B H Sc (Hons)/ M Pod Med M Pod Med	SER – 31/12/2009 Site Visit – undertaken	Dr A Raspovic (TL) Ms J Russell Mr M Slattery Mr B Baxter	Initial Accreditation Sept 2010
University of South Australia	B Pod B Pod (Hons)	31/10/2010 Site Visit – undertaken	Dr L Reed (TL) Dr A Bryant Ms N Frescos Mr M Slattery	
University of Western Australia (UWA)	B Pod Med B Pod Med (Hons) D P M (starts 2013)	30/11/2010 30/08/2011	Dr A Raspovic (TL) Ms J Russell Mr B Comerford Mr T Abrahams	
LaTrobe University	B H Sc / M Pod Prac B H Sc(Hons) / M Pod Prac M Pod Prac B Pod B Pod (Hons)	31/05/2011	Mr M Carroll (TL) Mr T Johnston Ms H Uden Mr B Matthews	
<u>Note</u> B Pod program was accredited by A Pod C in 2007 for 5 years				
University of Newcastle	B Pod	31/10/2011		
<u>Note</u> B Pod program was granted conditional accreditation by the NSW Board in 2009 for 2 years				
Charles Sturt University (CSU)	B Pod B Hlth Sc (Pod)	31/05/2012		
Auckland University of Technology (AUT)	B H Sc (Pod)	30/11/2012		
<u>Note</u> This program will be assessed if requested by the NZ Board				
Queensland University of Technology (QUT)	B H Sc (Pod)	31/05/2013		
<u>Note</u> B H Sc (Pod) program was accredited by A Pod C in 2008 for 5 years				

Note

- SER is a comprehensive self-evaluation report from the University of how the course meets the Accreditation and Competency Standards and must be made electronically or on disc available to ANZPAC
- “Due by” is the deadline but can mean earlier by negotiation.
- TL means Team Leader

c) Fees and Charges

ANZPAC undertakes assessments on a cost-recovery basis. Podiatry schools pay the direct cost of the assessment.

The ANZPAC Secretariat will issue an invoice for the total cost when it completes the assessment. Payment is due before ANZPAC makes the decision on accreditation.

d) Appeals Process

ANZPAC has in place a process of internal review of accreditation decisions. There are two types of review – a Review of Process or a Review of Decision.

An application for a Review of Process would be lodged if a university believed there was evidence that the manner in which the accreditation process was conducted was procedurally unfair. The Review of Process is limited to review of the procedures related to the accreditation process of the program and may include consideration of matters such as the sequence and timing of the accreditation process, the process of review and evaluation of documentation and the conduct of the site visit.

An application for Review of Decision would be lodged if a university believed there was evidence that the decision of the ANZPAC Board of Management was unjustified or patently unreasonable in the circumstances. The onus is on the university to prove that the decision was not supported by substantial evidence on the record or that the decision was made on capricious or arbitrary grounds and not the application of objective standards.

The university applying for a Review of Process or Review of Decision will be required to pay for the cost of the review. The fee will be refunded in full if the outcome of the review is in favour of the university.

An application for a Review must be lodged in writing within 30 days from the date of the letter advising the university of the decision made by the Board of Management. The application must set out the precise grounds for the request and include the necessary evidence.

Upon receipt of an application for a Review, a Review Panel will be nominated by the Accreditation Committee and ratified by ANZPAC. The University may only object to the nominations on the grounds of bias.

The Review Panel shall comprise –

- One Head of a School of Podiatry
- One senior academic of another School of Podiatry
- One person with experience in the practice of podiatry.

The people selected for the review Panel must not have been involved in the accreditation of the program that is the subject of the review, in accordance with procedural fairness. The Review Panel shall be provided with a complete record of the accreditation process of the program including submissions by the university, all correspondence and the accreditation reports.

Although the Panel will predominately make its decision based on documentary material, it has the discretion to make any such inquiries as it feels necessary, to review the decision before coming to its conclusions.

The outcome of the review by the Panel will be conveyed in writing within 90 days of their appointment to the Executive Officer of ANZPAC and will include the reasons for the outcome.

The University will be given opportunity to respond to any issues raised in the report before ANZPAC makes a final decision on accreditation status.

12 ASSESSMENT OF OVERSEAS QUALIFICATIONS AND SKILLS IN PODIATRY

a) Skilled Migration to Australia

The Australian Government's Skilled Migration programme is implemented through a partnership between government and industry. The Department of Immigration and Citizenship and the Department of Education, Employment and Workplace Relations work with industry, represented by professional migration assessing authorities, to ensure that policies and procedures for assessing the skills of prospective migrants are appropriate, transparent and do not pose unreasonable barriers to migration.

From 1 July 2010 the Australian and New Zealand Podiatry Accreditation Council (ANZPAC) has been specified by the Minister for Immigration and Citizenship in accordance with the *Migration Regulations 1994* as the assessing authority for the occupation Podiatrist (ANZSCO Code 252611)

Individuals who wish to apply for migration to Australia under the occupation Podiatrist under the General Skilled Migration program must gain a migration skills assessment from ANZPAC by completing the ANZPAC overseas assessment process, whether they have qualifications gained overseas or in Australia.

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

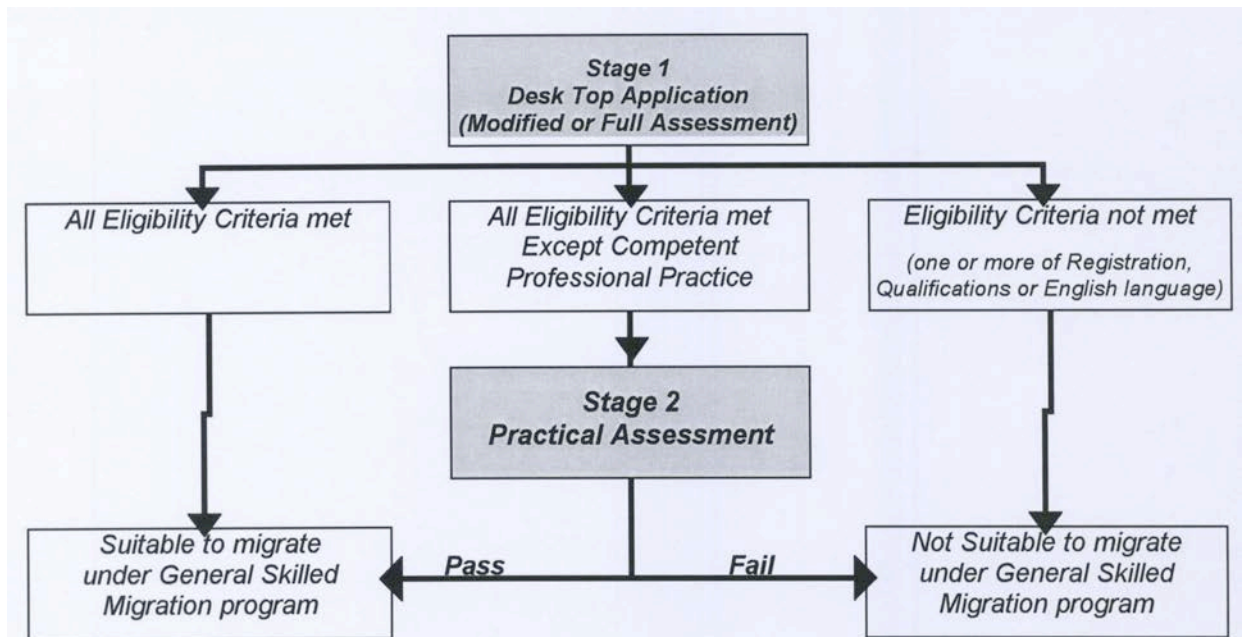
The skills assessment must be included with any visa application to the Department of Immigration and Citizenship (DIAC). Applicants should keep an original or certified copy of their skills assessment and all other relevant documentation for their own records.

A skills assessment remains valid for three (3) 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.

The assessment process has two (2) stages which is administered by the Overseas Qualifications Assessment Committee (OQAC) of ANZPAC.

A flow chart of the process is as follows:



i) 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.

Modified Assessment

Persons should apply for a Modified Assessment if they either:

- hold current registration as a podiatrist in Australia, regardless of country of training; *or*
- completed an ANZPAC-accredited program within the two years prior to applying for a migration skills assessment.

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

- are currently registered as a podiatrist in Australia; *or*
- completed an ANZPAC-accredited program within the two years prior to the date of their application to ANZPAC; *and*
- are currently registered or eligible for registration as a podiatrist in Australia.

Full Assessment

Persons should apply for a Full Assessment if they:

- are **not** currently registered as a podiatrist in Australia; *or*
- did **not** complete an ANZPAC-accredited program within the two years 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; and
- have the required English language skills, as demonstrated by:
 - achieving an overall pass with grades of A or B only in each of the four sub-tests in the Occupational English Test (OET); *or*
 - achieving a minimum score of seven (7) in each of the four modules (listening, reading, writing and speaking) in the International English Language Testing System (IELTS) test (Academic version); *or*
 - completing secondary school education *and* a podiatry qualification in English in one of the following countries:
 - Australia;
 - Canada;
 - New Zealand;
 - Republic of Ireland;
 - South Africa;
 - United Kingdom;
 - United States of America.

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, qualification or English language skills criteria, they will be assessed as not suitable for migration.

ii) Stage 2 Practical Assessment

The Stage 2 Practical Assessment is an assessment of an 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 only 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 under "Overseas Assessment".

A maximum of five (5) attempts may be made.

b) Practising in Australia or New Zealand

Overseas trained podiatrists who wish to practise in Australia (and do not require skilled migration) will need to undertake the same process as for skilled migration to Australia.

ANZPAC will determine whether a persons qualifications and skills are "suitable" or "not suitable" for the occupation of Podiatrist for the purpose of applying for registration with the Podiatry Board of Australia.

It does not entitle persons to automatic registration in Australia.

The skills assessment must be included with any application for registration to the registration Board. Applicants should keep on original or certified copy of their skills assessment and all other relevant documentation for their own records

Registration is a legal requirement to practise as a podiatrist in Australia and severe penalties will apply if any person practices unregistered.

Overseas trained podiatrists who wish to practise in New Zealand will need to contact the Podiatrists Board of New Zealand.

Processing time for assessments

Stage 1 - Will take up to ten (10) weeks to process depending on complexity and whether further information is sought.

Stage 2 - Within five (5) weeks of the day of the practical examination.

c) Fee Schedule

1.	<u>Stage 1 - Desk Top Assessment</u>	
	Modified Assessment	\$400
	Full Assessment	\$650
2.	<u>Stage 2 - Practical Assessment</u>	
	Examination	\$1300
3.	<u>Reviews/Appeals</u>	
	Administrative Review	-
	Appeal	\$250

- All amounts are in Australian Dollars.
- The above fees are GST-free under Section 38-110 of *A New Tax System (Goods and Services Tax) Act 1999*.
- If persons wish to withdraw their application, ANZPAC reserves the right to retain an administrative fee.
- If a review or appeal is successful, half the fee will be refunded.

13 FORUM OF AUSTRALIAN HEALTH PROFESSIONS COUNCILS

ANZPAC is a member of the Forum of Australian Health Professions Councils which comprises the following national accreditation Councils assigned (by the Ministerial Council) the accreditation functions for the National Boards of Australia under the National Registration and Accreditation Scheme for health professions.

- Australian Dental Council
- Australian Medical Council
- Australian Nursing and Midwifery Council
- Australian Pharmacy Council
- Australian Physiotherapy Council
- Australian Psychology Accreditation Council
- Council on Chiropractic Education Australasia
- Optometry Council of Australia and New Zealand
- Australian Osteopathic Council
- Australian and New Zealand Podiatry Accreditation Council

The purpose of the Forum is:

- 1) To work together on issues of national importance to the regulated health professions.
- 2) To identify areas of common interest and concern in relation to the regulated health professions.
- 3) To work toward a position of consensus on identified issues and concerns.
- 4) To take joint action in areas of importance to the regulated health professions.
- 5) To develop joint position statements which provide recommended policy directions for governments and other relevant stakeholders.

The collective expertise of the Councils is in:

- Setting educational standards for health professionals to develop safe and competent practitioners able to adapt to changes in professional practice over time.
- Encouraging improvements in the education and training of health professionals to respond to evolving health needs and practices.
- Assessing and accrediting education programs.
- Assessing overseas qualified practitioners.
- Collaborating and consulting with a wide range of stakeholder bodies and actively engaging members of their profession in the regulation of professional practice.
- Regional and international developments, capacity building and partnerships.

The website for the Forum is:

<http://healthprofessionscouncils.org.au>

Meetings attended:

- | | |
|-----------------------------|-----------------------------|
| 4 December 2009 (Melbourne) | – Dr R Scharfbillig |
| 31 March 2010 (Melbourne) | – Mr P Martin and Dr A Bird |
| 5 May 2010 (Teleconference) | – Mr P Martin and Dr A Bird |

14 PROJECTS

The Podiatry Registration Board of Victoria funded ANZPAC to undertake a project on “Podiatry Specialisations Education and Training Accreditation Standards”.

The Project was undertaken by Dr Susanne Owen from Owen Educational Consultancy.

The intention was to provide a snapshot of benchmark information on requirements for specialist training in other health professions and podiatric specialisations in the Australian and overseas context, particularly in relation to the emerging national agenda within Australia.

Other purposes also included proposing some appropriate accreditation standards for education and training, with possible application across various podiatric specialisations in the future. To achieve this, the project methodology primarily involved desk-top research and direct contact with selected podiatry and other professional and health groups. During the project timeframe, the Podiatry Board of Australia was informed by the Australian Health Ministers' Advisory Council that specialist recognition of the podiatry profession for podiatric surgeons had achieved broad support under the Council of Australian Government National Registration and Accreditation scheme.

Current education and training programs for podiatry specialisations and special interest areas are outlined in the report. Various health specialisations such as dental surgeons and obstetricians and gynaecologists, as well as overseas podiatric surgery programs are presented as examples of other educational and training models for consideration.

This is a background document for Podiatric specialisations in Australia and New Zealand. There will be considerable further work required to expand on the information, processes and country/state differences described in this report.

15 FINANCES

The Council recorded an operating loss of \$15,949.00 for the 2009/2010 financial year and as at 30 June 2010 had total equity of \$28,476.00.

The Council is registered for GST and has an ABN – 91 454 059 309.

The accounts of the Council have been audited and the financial statements for the year ended 30 June 2010 together with accompanying notes and the audit report appear as follows:

**AUSTRALIAN AND NEW ZEALAND PODIATRY
ACCREDITATION COUNCIL INC**

INCOME STATEMENT FOR YEAR ENDED 30 JUNE 2010

	Note	2010 \$	2009 \$
REVENUES FROM ORDINARY ACTIVITIES			
Member Contributions	3	86,850	83,751
Program Accreditation	4	29,024	0
Project Grant	5	20,000	0
Interest		334	153
		<hr/>	<hr/>
Total Revenues from ordinary activities		136,208	83,904
		<hr/>	<hr/>
EXPENSES FROM ORDINARY ACTIVITIES			
Projects	6	39,562	34,812
Consultant Service Fee	7	36,000	30,000
Accreditation Team Fees and Expenses	8	29,024	0
Board & Committee Member Expenses	9	16,268	1,130
Board & Committee Member Fees	10	14,788	0
Administrative Expenses	11	8,705	6,983
Computer / IT	12	3,298	0
Rent	13	3,000	3,000
Consultative Forums	14	1,512	1,428
		<hr/>	<hr/>
Total Expenses from ordinary activities		152,157	77,353
		<hr/>	<hr/>
OPERATING SURPLUS/(LOSS)		(15,949)	6,551
		<hr/> <hr/>	<hr/> <hr/>

**AUSTRALIAN AND NEW ZEALAND PODIATRY
ACCREDITATION COUNCIL INC**

BALANCE SHEET AS AT 30 JUNE 2010

	2010	2009
	\$	\$
CURRENT ASSETS		
Cash at Bank	31,448	48,568
Receivables	8,191	4,360
	<hr/>	<hr/>
Total Current Assets	39,639	52,928
	<hr/>	<hr/>
TOTAL ASSETS	39,639	52,928
CURRENT LIABILITIES		
Accounts Payable & Accruals	11,163	8,503
	<hr/>	<hr/>
Total Current Liabilities	11,163	8,503
TOTAL LIABILITIES	11,163	8,503
	<hr/>	<hr/>
NET ASSETS	28,476	44,425
	<hr/> <hr/>	<hr/> <hr/>
EQUITY		
Accumulated Surplus	44,425	37,874
Current Year Surplus/(Loss)	(15,949)	6,551
	<hr/>	<hr/>
TOTAL EQUITY	28,476	44,425
	<hr/> <hr/>	<hr/> <hr/>

AUSTRALIAN AND NEW ZEALAND PODIATRY ACCREDITATION COUNCIL INC

NOTES TO & FORMING PART OF THE FINANCIAL STATEMENTS

1 COUNCIL FORMATION AND OBJECTIVES

The Australian & New Zealand Podiatry Accreditation Council Inc (“**ANZPAC**”) was incorporated in South Australia on 16 April 2008.

The ANZPAC is an independent body comprising members consisting of the eight (8) State / Territory Podiatry Registration Boards in Australia and New Zealand. The Board of Management comprises registered podiatrists (nominated by the Registration Boards), nominees from the professional associations (Australasian Podiatry Council and Podiatry New Zealand), nominees from the educational institutions offering podiatric programs and community representation.

The objects of ANZPAC are to:

- Assess for the purpose of granting accreditation to, programs leading to eligibility for registration as a podiatrist.
- Advise and make recommendations to the Member Organisations relating to the accreditation status to be granted to a podiatric program.
- Advise and make recommendations to the member Organisations and other relevant interest groups on matters concerning the registration of podiatrists.
- Develop, review and maintain accreditation standards and processes to assess podiatric programs.
- Develop and implement an overseas skills assessment process to ensure the knowledge, clinical skills and professional attributes of overseas trained podiatrists is of a comparable standard to registered podiatrists for skilled migration to Australia or practice as a podiatrist in Australia and New Zealand.
- Provide information and advice to Government relating to law and policy concerning the accreditation and competency requirements for the registration of podiatrists.
- Establish and maintain relationships with bodies or organisations having objects and functions in whole or in part similar to the objects and functions of ANZPAC.

2 SIGNIFICANT ACCOUNTING POLICIES

The Financial Statements have been prepared in accordance with Statements of Accounting Concepts and appropriate Australian Accounting Standards.

The accounts have been prepared on the basis of historical cost and do not take into account changing money values. The accounting policies have been consistently applied unless otherwise stated.

**AUSTRALIAN AND NEW ZEALAND PODIATRY
ACCREDITATION COUNCIL INC**

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (Cont)

3 MEMBER CONTRIBUTIONS

Member contributions are based on a dollar value per registrant given any shortfall in an approved operating budget and charged to the member organisations (Registration Boards).

	2010	2009
	\$	\$
Victoria	21,360	22,610
New South Wales	20,800	24,310
Queensland	13,120	12,240
South Australia	13,000	8,160
Western Australia	7,280	7,735
New Zealand	6,480	5,721
Tasmania	2,990	1,870
Australian Capital Territory	1,820	1,105
	86,850	83,751

4 PROGRAM ACCREDITATION

The University of Western Sydney were charged (on a cost recovery basis) the fees and expenses of ANZPAC's Assessment Team who carried out an inspection of the podiatry courses at the University during the year.

5 PROJECT GRANT

An amount of \$20,000 was given by the Victorian Podiatrists Board to ANZPAC to carry out a project on podiatry specialisations in Australia and New Zealand.

6 PROJECTS

Costs associated with projects involving the following:

	\$
Podiatric Specialisations	21,687
Assessment of overseas trained Podiatrists	17,875
	39,562

Dr S Owen from Owen Educational Consultants undertook both projects.

7 CONSULTANT SERVICE FEE

The Council has entered into an agreement with a Consultant to provide all administrative and financial services to ANZPAC.

8 ACCREDITATION TEAM FEES AND EXPENSES

This relates directly to note 4.

**AUSTRALIAN AND NEW ZEALAND PODIATRY
ACCREDITATION COUNCIL INC**

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (Cont)

9 BOARD AND COMMITTEE MEMBER EXPENSES

Includes all expenses incurred for Board and Committee members attending face to face meetings.

10 BOARD AND COMMITTEE MEMBER FEES

Includes all fees paid to Board and Committee members to attend face to face meetings and teleconferences in accordance with the Remuneration Policy of ANZPAC.

11 ADMINISTRATIVE EXPENSES

	2010	2009
	\$	\$
Meetings	3,530	0
Insurance	2,215	2,199
Audit	700	700
Sundries	579	162
Postage	478	379
Printing	432	229
Website	355	2,100
Telephone	201	860
Stationery	165	354
Credit Card	50	0
	<u>8,705</u>	<u>6,983</u>

12 COMPUTER / IT

Costs associated with developing and implementing a database system and online processing for persons applying for a skills assessment or wishing to practice in Australia as a Podiatrist.

13 RENT

The Chiropractic and Osteopathy Board of South Australia charged a nominal rent of \$250/month for use of part of their premises.

14 CONSULTATIVE FORUMS

Costs primarily associated with expenses of the Chairperson and Executive Officer attending the Forum of Australian Health Professions Councils in Melbourne on 4 December 2009 and 31 March 2010.

**AUSTRALIAN AND NEW ZEALAND PODIATRY
ACCREDITATION COUNCIL INC**

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (Cont)

15 RECONCILIATION OF OPERATING SURPLUS TO NET CASH PROVIDED BY OPERATING ACTIVITIES

	2010	2009
	\$	\$
Operating Surplus / (Loss)	(15,954)	6,551
Changes in Assets and Liabilities		
(Increase) Decrease in Receivables	(3,832)	(3,660)
Increase (Decrease) in Accounts Payable & Accruals	2,660	3,463
	<hr/>	<hr/>
Net Cash (used in) provided by Operating Activities	(17,126)	6,354
	<hr/> <hr/>	<hr/> <hr/>

**AUSTRALIAN AND NEW ZEALAND PODIATRY
ACCREDITATION COUNCIL INC**

CERTIFICATE

In our opinion:

- a) The foregoing Income Statement and Balance Sheet, and notes thereto present fairly, in accordance with Australian Accounting Standards, the financial position of the Australian and New Zealand Podiatry Accreditation Council Inc (ANZPAC) as of 30 June 2010 and the results of its operations for the year then ended; and
- b) Internal controls over financial reporting have been effective throughout the year.



**R SCHARFBILLIG
CHAIRPERSON**



**P J MARTIN
EXECUTIVE OFFICER**

**AUSTRALIAN AND NEW ZEALAND PODIATRY
ACCREDITATION COUNCIL INC**

AUDIT REPORT

AUDIT REPORT

AUSTRALIA AND NEW ZEALAND PODIATRY ACCREDITATION
COUNCIL INCORPORATED

Audit report to the Chairperson,

We have audited the Financial Statements of Australian and New Zealand Podiatry Accreditation Council Inc. for the year ended 30 June 2010, in accordance with Australian Auditing Standards.

Subject to the substantive testing performed, I am of the opinion that the accompanying Financial Statements present fairly the financial position of the ANZPAC as at the 30 June 2010, and the results of its operations for the year then ended in accordance with Australian Accounting Standards.



Frank Scarfo CPA
Auditor

Firm: ODV Accountants & Financial Services
61 Henley Beach Road
Mile End SA 5031

Dated: 9 September 2010