



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

**ANNUAL REPORT YEAR ENDED
30 JUNE 2011**



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30 September 2011

To Member Organisations and Stakeholders

I have pleasure in presenting the Annual Report of the Australian and New Zealand Podiatry Accreditation Council Inc (ANZPAC) for the twelve (12) months ended 30 June 2011.

This period has been one of intense activity for ANZPAC as we have addressed our core functions -

- accrediting the Podiatry Courses offered in Australia and New Zealand
- assessing overseas qualifications for registration
- development of further standards for the profession and worked on ancillary projects
- assessment for competency to practice after a break from the profession
- recognition of Australian qualifications overseas

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 Board. I would also like to acknowledge the Board itself, especially Deputy Chairperson Dr Adam Bird, committees and assessment teams for their hard work.

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 bona fide compensation for services rendered or expenses incurred on behalf of ANZPAC.

3 CONSTITUTION AND RULES

No changes were made to the Constitution and Rules during the year:

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

4 MEMBER ORGANISATIONS

The following organisations are members of ANZPAC in accordance with Rule 6 of the Constitution:

- the Podiatry Board of Australia www.podiatryboard.gov.au
- the Podiatrists Board of New Zealand www.podiatristsboard.org.nz

The member organisations assist with the funding of ANZPAC.

5 BOARD OF MANAGEMENT

As at 30 June 2011 the Board of Management consisted 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 the Podiatrists Board of New Zealand:
Ms Michele Garrett
- e) One registered podiatrist nominated by Podiatry New Zealand:
Ms Alexandra Noble-Beasley (Treasurer)
- 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.

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.

Ms Belinda Ihaka (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
Mr Matthew Carroll (NZ)

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 2011 the Executive Committee comprised:

- Dr Rolf Scharfbillig Chairperson
- Dr Adam Bird Deputy Chairperson
- Ms Alexandra Noble-Beasley 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 AND COMMITTEE MEETINGS

a) **Board of Management**

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

26 August 2010	Teleconference
29 October 2010	Adelaide, SA
24 March 2011	Brisbane, Qld

b) **Accreditation Committee**

The Accreditation Committee held **three (3)** meetings during the year:

28 October 2010	Adelaide, SA
15 December 2010	Teleconference
4 February 2011	Teleconference

c) **Overseas Qualifications Assessment Committee (OQAC)**

The Board of Management held **one (1)** meeting during the year:

28 October 2010	Adelaide, SA
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8 ADMINISTRATION

The Council has entered into an agreement with a consultant to provide all Executive, 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
- Competency 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 and Consultation Papers
- 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
- ANZPAC Accredited Podiatry Programs and Accreditation Timetable
- 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
- Competency Assessment Application to sit the Examination
- Competency Assessment Candidate Information Handbook

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 IN AUSTRALIA AND NEW ZEALAND

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) Accredited Podiatry Programs in Australia and New Zealand and Accreditation Timetable

In Australia *The Health Practitioner Regulation National Law Act* (National Law) as in force in each state and territory requires that a course is both accredited by ANZPAC and subsequently approved by the Podiatry Board of Australia before it can be accepted as a qualification suitable for the purpose of registration as a podiatrist. Similarly ANZPAC reports to the Podiatrists Board of New Zealand on the accreditation of podiatry programs in New Zealand.

Accreditation refers to the process of independent assessment by ANZPAC to determine if a podiatry course and the education provider which offers the course meet the ANZPAC 2009 - Accreditation Standards and Procedures for Podiatry Programs for Australia and New Zealand.

University/ Campus	Podiatry Program	Length of Program	Type of Accreditation	SER Assessed & site visit Due by	Next SER Due by
University of Western Sydney - School of Biomedical & Health Sciences - Campbelltown Campus	B H Sc (Pass & Hons) / M Pod Med	4 years	Initial	Being undertaken	
	M Pod Med	2 years (grad entry)	Initial	Being undertaken	
University of South Australia – School of Health Sciences – City East Campus	B Pod (Pass & Hons)	4 years	Full (PBA approved)	31/05/2016	30/11/2015
University of Western Australia – Faculty of Medicine, Dentistry and Health Sciences – Crawley Campus	B Pod Med (Pass & Hons)	4 years	Full	31/07/2016	31/01/2016
	D P M	5 years		30/09/2012	30/06/2012
LaTrobe University – Faculty of Health Sciences - Bendigo campus Bundoora Campus	B H Sc(Pass & Hons) / M Pod Prac	4 years		Being undertaken	
	M Pod Prac	2 years (grad entry)		Being undertaken	
	B Pod (Pass & Hons)	4 years		Being undertaken	
Central Queensland University (CQU) – Dept health and Human Services – Rockhampton Campus	B Pod (Pass & Hons)	4 years		31/03/2012	31/09/2011
University of Newcastle – School of Health Sciences - Central Coast (Ourimbah) Campus	B Pod	3 years		Being undertaken	
Charles Sturt University – Albury-Wodonga Campus	B Pod (Pass & Hons)	4 years		31/05/2012	30/11/2011
Auckland University of Technology – Health Sciences – North Shore Campus	B H Sc (Pod)	3 years		30/11/2012	31/05/2012
Queensland University of Technology – School of Public Health – Brisbane Campus	B H Sc (Pod)	4 years		31/05/2013	30/11/2012

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
- ANZPAC recommends accredited programs of study to the Podiatry Board of Australia (PBA) and Podiatrists Board of New Zealand (PBNZ) for approval of the qualifications as suitable for the purpose of registration as a Podiatrist.
- “Due by” is the deadline but can mean earlier by negotiation.
- Universities are required to report annually to ANZPAC of any changes to the Podiatry program and progress toward any recommendations made
- The Assessment Teams are required to provide a report to the Accreditation Committee within 2 months after the site visit.

c) Fees and Charges

The University / Podiatry Schools are usually charged the professional fees and expenses of the Assessment Team members in accordance with the Remuneration policy of ANZPAC. This fee is normally between \$25,000 - \$35,000 depending on the type of accreditation and number of podiatry programs to be accredited.

The ANZPAC Secretariat will issue an invoice to the Universities upon receipt of the final report of the Assessment Team. Payment is due before ANZPAC makes a 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

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 are administered by the Overseas Qualifications Assessment Committee (OQAC) of ANZPAC.

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 or Competency 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.

d) Assessment Results

There has been 39 Stage 1 Desk Top Assessments undertaken during 2010/2011-

United Kingdom

27	-	Suitable for migration /practice in Australia
1	-	Not suitable (undertaking degree conversion)
3	-	In progress

Australia

4	-	Suitable for migration /practice in Australia
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New Zealand

2	-	Suitable for migration /practice in Australia
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U.S.A

1	-	Suitable for migration /practice in Australia
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France

1	-	In progress
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Total **39**

e) DEEWR

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.

DEEWR supports ANZPAC through a range of activities, including annual support meetings, an annual conference to provide updates on Australian Government policy and share information on topics of mutual interest and general information provision.

The Executive Officer represented ANZPAC at the 2010 Assessing Authorities Conference held in Canberra, ACT on 11-12 November 2010.

13 COMPETENCY ASSESSMENTS –PODIATRY BOARD OF AUSTRALIA

Competency Assessments are for applicants for registration to the Podiatry Board of Australia (Pod BA) who hold approved qualifications for registration as a Podiatrist but have been absent from the practice of podiatry for a period of time and have been asked by the Pod BA to undertake a clinical competency assessment through ANZPAC.

The Competency Assessment will normally be scheduled at the closest participating University (refer Candidate Information Handbook) within 6-8 weeks from the time of the application for assessment depending on the workload of the University and availability of assessors.

The results of the assessment will be available within five (5) weeks of the day of the competency assessment.

The fee is \$1300.00 AUD and must be accompanied by an application to sit the examination.

A Certificate of Completion of Competency Assessment will be issued to successful applicants and this certificate should be presented to the Australian Health Practitioners Regulation Agency (AHPRA) as part of their application for registration as a podiatrist in Australia.

During the year three (3) podiatrists applied to undertake the competency assessment.

One person successfully completed the assessment undertaken over a full day at La Trobe University. Assessments for the other 2 persons are being arranged at the University of SA and Charles Sturt University.

14 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 and New Zealand 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.

During the year the Forum has been working closely with the Australian Health Practitioners Regulation Agency (AHPRA) and the National Boards to develop a draft Agreement for Accreditation Functions (which includes funding and reporting arrangements) and the agreement is nearly finalised.

The website for the Forum is:

<http://healthprofessionscouncils.org.au>

Meetings attended:

6 August 2010	– Chair and Executive Officer
26 October 2010	– Chair and Executive Officer
3 December 2010	– Nil
4 March 2011	– Ms F Oliver
6 & 7 June 2011	– Executive Officer

15 PROJECTS

a) International Mutual Recognition

Funding was received from the Department of Education, Employment and Workplace Relations (DEEWR) under the Professional Services Development Program grant scheme to develop a discussion paper (including a mapping of ANZPAC and UK accreditation standards and competencies) in relation to the compatibility of overseas podiatry programs with Australian podiatry programs.

Dr S Owen was engaged as the project officer and was overseen by a steering group comprising the Chair and Deputy Chair of ANZPAC. A report was submitted to DEEWR in June 2011 and accepted.

This desktop research and mapping formed Stage 1 of the overall project.

An application for Stage 2 funding of \$51,259 which involves establishing overseas networks and face to face discussions with overseas organisations has been approved by DEEWR. Stage 2 is due to be completed by 29 February 2012.

Stage 3 will hopefully involve a mutual recognition agreement to be finalised by 2013.

b) Endorsement of Scheduled Medicines

Funding was received from AHPRA on behalf of the Podiatry Board of Australia to develop accreditation standards for podiatrists to be approved for an Endorsement for Scheduled Medicines within guidelines provided by the Board and consistent with the Health Practitioners Regulation National Law Act 2009.

The business benefits expected are –

- Establish national benchmark for minimum training standards
- Enhance consumer protection through standardized national pathways
- Reduce the potential for complaints to the Podiatry Board of Australia
- Improved application process for Australian and overseas trained registrants seeking Endorsement for Scheduled Medicines

Dr S Owen was engaged as the project officer and was overseen by the Project Leader, Dr A Bird, Deputy Chair.

A report and recommendations was forwarded to the Podiatry Board of Australia on 17 June 2011.

The Board has asked ANZPAC to address a number of matters in the report before re-submitting the accreditation standard to the Board by 29 September 2011.

c) Podiatric Surgery

Funding was received from AHPRA on behalf of the Podiatry Board of Australia to develop accreditation standards for the training of podiatric surgery to ensure a minimum standard could apply across Australia.

Prior to July 2010 there were varying qualifications and training programs for podiatric surgery that were accepted for specialist registration by State and Territory Podiatry Boards.

Dr S Owen was engaged as the project officer and was overseen by the Project Leader Dr R Scharfbillig, Chair.

A report and recommendations was forwarded to the Podiatry Board of Australia in early July 2011

The Board will provide ANZPAC with feedback after its Board meeting on 24 August 2011.

16 FINANCES

The Council recorded an operating surplus of \$20,284 for the 2010/2011 financial year and as at 30 June 2011 had total equity of \$48,760.00.

Most of the surplus was unspent funds from the grant received from AHPRA for the Podiatric Surgery and Endorsement of Scheduled Medicines projects. The balance of funds for these projects will be expended in 2011/2012.

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 2011 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 2011

	Note	2011 \$	2010 \$
REVENUES FROM ORDINARY ACTIVITIES			
Member Contributions	3	79,698	86,850
Project Grants	4	68,250	20,000
Program Accreditation	5	47,075	29,024
Overseas Assessments	6	24,499	0
Competency Assessments	7	3900	0
Interest		503	334
		<hr/>	<hr/>
Total Revenues from ordinary activities		223,925	136,208
		<hr/>	<hr/>
EXPENSES FROM ORDINARY ACTIVITIES			
Accreditation Team Fees and Expenses	8	54,567	29,024
Projects	9	50,539	39,562
Consultant Service Fee	10	45,000	36,000
Board & Committee Member Fees	11	16,310	14,788
Board & Committee Member Expenses	12	10,616	16,268
Administrative Expenses	13	9,345	8,705
Consultative Forums	14	7,886	1,512
Rent	15	6,000	3,000
Computer / IT	16	3,378	3,298
		<hr/>	<hr/>
Total Expenses from ordinary activities		203,641	152,157
		<hr/>	<hr/>
OPERATING SURPLUS/(LOSS)		20,284	(15,949)
		<hr/> <hr/>	<hr/> <hr/>

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

BALANCE SHEET AS AT 30 JUNE 2011

	2011 \$	2010 \$
CURRENT ASSETS		
Cash at Bank	68,541	31,448
Receivables	16,451	8,191
	<hr/>	<hr/>
Total Current Assets	84,992	39,639
	<hr/>	<hr/>
TOTAL ASSETS	84,992	39,639
CURRENT LIABILITIES		
Accounts Payable & Accruals	36,232	11,163
	<hr/>	<hr/>
Total Current Liabilities	36,232	11,163
	<hr/>	<hr/>
TOTAL LIABILITIES	36,232	11,163
	<hr/>	<hr/>
NET ASSETS	48,760	28,476
	<hr/> <hr/>	<hr/> <hr/>
EQUITY		
Accumulated Surplus	28,476	44,425
Current Year Surplus/(Loss)	20,284	(15,949)
	<hr/>	<hr/>
TOTAL EQUITY	48,760	28,476
	<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 Podiatry Registration Boards in Australia and New Zealand. The Board of Management comprises registered podiatrists nominated by the Registration Boards (Podiatry Board of Australia and the Podiatrists Board of 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).

	2011	2010
	\$	\$
Podiatry Board of Australia (AHPRA)	72,068	0
Podiatrists Board of New Zealand	7,630	6,480
Victoria	0	21,360
New South Wales	0	20,800
Queensland	0	13,120
South Australia	0	13,000
Western Australia	0	7,280
Tasmania	0	2,990
Australian Capital Territory	0	1,820
	79,698	86,850

4 PROJECT GRANTS

- a) An amount of \$18,250 was received (and expended) from the Department of Education, Employment and Workplace Relations (DEEWR) under the Professional Services Development Program (PSDP) grant scheme to develop a discussion paper and to establish networks toward establishing mutual recognition with various overseas countries in relation to the comparability of overseas podiatry programs with Australian podiatry programs. This is a 3 stage process finalising in 2012/2013.
- b) An amount of \$50,000 was received from the Australian Health Practitioners Regulation Agency (AHPRA) on behalf of the Podiatry Board of Australia to develop accreditation standards for –
- Endorsement of Scheduled Medicines
 - Podiatric Surgery

in Australia with guidelines provided by them and consistent with the Health Practitioner Regulations National Law Act 2009.

These projects are nearing finalisation with an amount of \$32,289 expended during 2010/2011.

5 PROGRAM ACCREDITATION

ANZPAC undertakes the accreditation of Australian and New Zealand Podiatry programs with recommendations being made to the Podiatry Board of Australia and the Podiatrists Board of New Zealand for approval of the qualifications as suitable for the purpose of registration as a Podiatrist.

The Universities / Podiatry Schools are charged the professional fees and expenses of the Assessment Team members in accordance with the Remuneration Policy of ANZPAC.

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

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

6 OVERSEAS ASSESSMENTS

ANZPAC has been specified by the Minister for Immigration and Citizenship in accordance with the *Migration Regulations Act 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 also assesses the qualifications and skills of overseas podiatrists wishing to practice in Australia hence being eligible to apply for registration with the Podiatry Board of Australia. A Fee Schedule lists the relevant application fees.

7 COMPETENCY ASSESSMENTS

Competency Assessments are undertaken by applicants for registration as a podiatrist in Australia who are qualified for registration but have been absent from the practice of podiatry for a period of time and have been asked by the Podiatry Board of Australia to undertake a competency assessment through ANZPAC.

The fee for this assessment covers the cost of a participating University and University assessors conducting the assessment over a period of one day.

8 ACCREDITATION TEAM FEES AND EXPENSES

This relates directly to note 5.

9 PROJECTS

This relates directly to note 4.

10 CONSULTANT SERVICE FEES

The Council has entered into an agreement with a Consultant to provide all Executive, administrative and financial services to ANZPAC and its Committees and Assessment Teams and the Consultant is paid a yearly retainer.

11 BOARD AND COMMITTEE MEMBER FEES

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

12 BOARD AND COMMITTEE MEMBER EXPENSES

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

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

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

13 ADMINISTRATIVE EXPENSES

	2011	2010
	\$	\$
Meeting Expenses	4,166	3,530
Insurance	2,491	2,215
Telephone	817	201
Audit	800	700
Website	482	355
Postage	225	478
Stationery	180	165
Printing	115	432
Credit Card	55	50
Sundries	14	579
	<u>9,345</u>	<u>8,705</u>

14 CONSULTATIVE FORUMS

Costs associated with expenses of the Chairperson (or delegate) and/or Executive Officer attending regular face to face meetings of the Forum of Australian Health Professions Councils and other meetings deemed necessary by ANZPAC or the Executive Committee.

15 RENT

The Occupational Therapy Board of South Australia charges a nominal rent of \$500/month for use of part of their premises in Rose Park, SA.

16 COMPUTER / IT

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

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

	2011	2010
	\$	\$
Operating Surplus / (Loss)	20,284	(15,954)
Changes in Assets and Liabilities		
(Increase) Decrease in Receivables	(8,260)	(3,832)
Increase (Decrease) in Accounts Payable & Accruals	25,069	2,660
	<u>37,093</u>	<u>(17,126)</u>
Net Cash (used in) provided by Operating Activities	37,093	(17,126)

**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 2011 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

INDEPENDENT AUDIT REPORT OF

AUSTRALIAN AND NEW ZEALAND PODIATRY ACCREDITATION COUNCIL INCORPORATED

Scope

We have audited the Income and Expenditure Statement of Australian and New Zealand Podiatry Accreditation Council Incorporated for the period 01 July 2010 to 30 June 2011. We have conducted an independent audit of these financial statements in order to express an opinion on it to the Board.

Our audit has been conducted in accordance with the Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures include examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements, so as to present a view which is consistent with our understanding of the Australian and New Zealand Podiatry Accreditation Council Incorporated financial position, the results of its operations and its cash flows. Our audit was limited to the verification of the reported figures in the financial statements. No compliance testing of internal controls and procedures was performed.

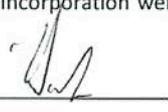
The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion, the financial statements:

- (1). Give a true and fair view of the receipt and expenditure of the funds of the Australian and New Zealand Podiatry Accreditation Council Incorporated for the period 1 July 2010 to 30 June 2011;
- (2). Comply with Australian Accounting and Auditing Standards;
- (3). Is in accordance with the Australian and New Zealand Podiatry Accreditation Council Incorporated and namely that the funds paid to the Incorporation were expended for the purpose defined in the Agreement.

Auditor: Frank Scarfo CPA
Dated: 31/05/11

Signed: 

ODV Accountants and Financial Services

61 Henley Beach Road Mile End SA 5031

Telephone: (08) 83522522