



**Assessment of Qualifications and Skills  
in Podiatry  
for Migration Purposes**

**Occupation: Podiatrist (ANZSCO Code 252611)**

**March 2010**

## Table of Contents

	<u>Page</u>
1. Purpose of a Migration Skills Assessment	1
2. Podiatry in Australia	1
3. Migration Skills Assessment - Flowchart	2
4. Migration Skills Assessment - Stage 1 Desk Top Assessment	2
5. Documentation Required for the Stage 1 Desk Top Assessment	3
6. Migration Skills Assessment - Stage 2 Practical Assessment	6
7. Notification	6
8. Review and Appeals	6
9. Application Process	7
10. Using an Agent	8
11. English language Testing Organisations	8
12. Certification and Translation of Document	9
13. Fees	9
14. Contact Details	10
Appendix 1 Schedule of Fees	
Appendix 2 Applicant Referee Proforma	

## 1. Purpose of a Migration Skills Assessment

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

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

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

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

ANZPAC cannot provide advice on migration issues. All questions relating to the migration process should be directed to DIAC - visit [www.immi.gov.au](http://www.immi.gov.au) for information and contact details.

## 2. Podiatry in Australia

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

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

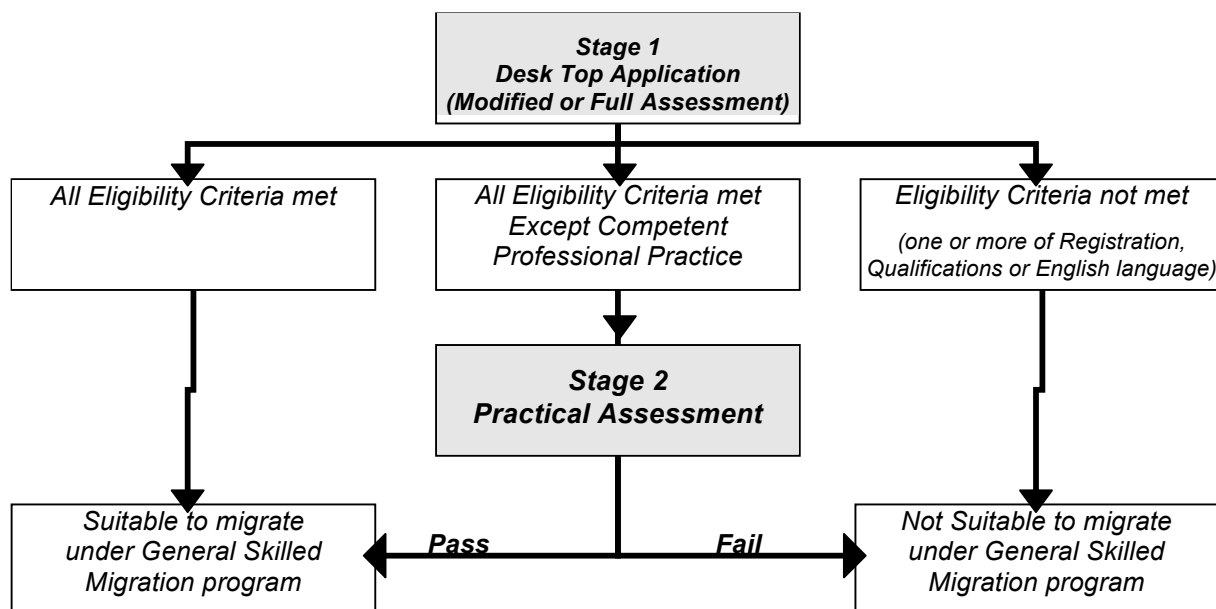
Podiatrists in Australia must by law be registered in order to practise as a podiatrist.

Further information can be obtained from the Podiatry Board of Australia at [www.podiatryboard.gov.au](http://www.podiatryboard.gov.au).

### 3. Migration Skills Assessment - Flowchart

Stage 1 Desktop Application (compulsory)

Stage 2 Practical Assessment



### 4. Migration Skills Assessment - Stage 1 Desk Top Assessment

The Stage 1 Desktop Assessment is a paper-based assessment of applicants' qualifications and skills against ANZPAC's eligibility criteria. Applicants who meet all eligibility criteria of the Stage 1 Desktop Assessment appropriate to their circumstances will be assessed as suitable for migration. Applicants who are not assessed as suitable for migration at the conclusion of the Stage 1 Desktop Assessment can, in some circumstances, advance to the Stage 2 Practical Assessment (see **section 6**).

#### **Modified Assessment**

You should apply for a Modified Assessment if you 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.

The list of ANZPAC-accredited programs is available at [www.anzpac.org.au](http://www.anzpac.org.au) under "Course Accreditation".

## **Full Assessment**

You should apply for a Full Assessment if you:

- 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 or are recent graduates; 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.

## **5. Documentation required for the Stage 1 Desktop Assessment**

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

**All documents submitted in support of an application must be certified copies of the originals. Do not send original documents.** Documents in languages other than English must be accompanied by English translations. See **section 12** for information on certification and translation of documents.

**All applicants** must submit certified copies of the following documentation.

#### Personal details

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

#### Registration

- Evidence of registration/licensure from all countries where you have been registered as a podiatrist.
- Certificate of professional status from any authority(ies) with which you are currently or have previously been registered as a podiatrist. This evidence must be forwarded directly to ANZPAC by the relevant registering authority. Certificates greater than three months (90 days) old will not be accepted.
- If registration is not required for employment as a podiatrist in countries in which you are currently or have previously been employed within the last three (3) years, evidence of professional practice as a podiatrist during this period must be submitted. A formal letter (signed, dated and on letterhead) from your employer, supervisor or colleague indicating the dates of your employment, your job title and your duties is required.

**Modified Assessment** (ANZPAC-accredited program) and **Full Assessment applicants** must also submit certified copies of the following documentation:

#### Education

- Degree award certificate;
- Transcripts of qualifications completed which show:
  - subjects;
  - credits/hours;
  - marks; and
  - details of practical and clinical education (where practicable).
- If you have completed your qualification but have not yet had the award conferred, you must produce a letter from the Head of the School of Podiatry confirming that you have completed all course requirements and are eligible to have the award conferred.
- Full Assessment applicants must submit evidence of course content, including the course book and syllabus for each subject and evidence of any practical and clinical training completed. Modified Assessment applicants do not need to submit evidence of course content.

Modified Assessment applicants who are currently registered as a podiatrist in Australia do **not** need to submit documentation on their education.

**Full Assessment applicants** must also submit certified copies of the following documentation:

#### Competent professional practice

- Applicant Referee Proforma (see **Appendix 2**) completed and signed by your employer, supervisor or colleague to cover the three (3) year period prior to applying for a migration skills assessment. More than one proforma may be used. A podiatrist must have been engaged in professional practice for at least 12 months in the three-year period.
- Your signed professional curriculum vitae for the last three years, detailing:
  - the dates of each period of your employment or self-employment;
  - your employer's name, address and the nature of their business;
  - your job title and job description; and
  - the nature of your employment or self-employment, including the most important tasks you performed or major projects you completed.

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

Competent professional practice as a podiatrist in Australia is based on the *ANZPAC Podiatry Competency Standards in Australia and New Zealand – August 2009*. The eight Competency Standards are:

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

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

#### English language skills

- Your test report form demonstrating that you achieved an overall pass with grades of A or B only in each of the four sub-tests in the Occupational English Test (OET), within the two (2) years prior to applying for a migration skills assessment.

OR

- Your test report form demonstrating that you achieved 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), within the two (2) years prior to applying for a migration skills assessment.

OR

- Your secondary school certificate from one of the countries listed below **and** evidence from the tertiary institution from which your podiatry qualification was obtained confirming that the qualification was taught and assessed in English in one of the countries listed below:
  - Australia;
  - Canada;
  - New Zealand;
  - Republic of Ireland;
  - South Africa;
  - United Kingdom;
  - United States of America.

OET and IELTS test results must have been obtained within the two (2) years prior to applying for assessment. However, test results more than two years old will be accepted as current if accompanied by evidence that an applicant has actively maintained employment as a podiatrist using English as the primary language of practice in a country listed above.

Results from the English language tests must be obtained in one sitting. The applicant is responsible for the cost involved.

## 6. Migration Skills Assessment - Stage 2 Practical Assessment

The Stage 2 Practical Assessment is an assessment of applicants' professional competence in the practice of podiatry in accordance with the *ANZPAC Podiatry Competency Standards for Australia and New Zealand - August 2009*. It is 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](http://www.anzpac.org.au) under "Overseas Assessment".

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

## 7. Notification

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

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

## 8. Reviews and Appeals

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

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

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

- in writing;
- clearly state why a review of or an appeal against the decision is being sought; *and*
- lodged within ten (10) weeks of the date on which the result was posted by ANZPAC.

In the case of an appeal, any additional documentation that the applicant believes supports their application should be submitted as well. Administrative review and appeal fees are listed in Appendix 1 - Schedule of Fees. Half the fee will be refunded if the review or appeal is successful.

#### Administrative Review – Stage 1 & 2 Assessments

For an administrative review of Stage 1 and Stage 2 assessments, an ANZPAC officer who was not involved in the original assessment checks whether any processing errors have been made and ensures that all relevant information has been collected and considered. The applicant will be notified of the result of the review within four weeks of the date ANZPAC receives the application. The notification will include ANZPAC's reasons for assessing the applicant as suitable or not suitable for migration as a result of the review. If the applicant is still assessed as not suitable as a result of the review, they will be offered telephone counselling by the Executive Officer (Stage 1 Desktop Assessment) or university examiners (Stage 2 Practical Assessment).

Counselling is compulsory before progression to an appeal. Counselling can clarify factors considered in the Stage 1 assessment and explain why the applicant was assessed as not meeting specific criteria. It can also provide feedback on examination performance in the Stage 2 assessment to assist the applicant in identifying or rectifying any weaknesses with a view to re-sitting at a later stage.

#### Appeal – Stage 1 & 2 Assessments

For an appeal of Stage 1 and Stage 2 assessments, the assessment result is reconsidered and any new information provided by the applicant taken into account. The Overseas Qualifications Assessment Committee (OQAC) appoints one of its members to assess each appeal. This person will not have previously been involved in assessing the applicant.

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

The applicant will be notified of the result within eight weeks of the date ANZPAC receives the appeal application. The notification will include ANZPAC's reasons for assessing the applicant as suitable or not suitable for migration as a result of the appeal. If the applicant is still found not suitable as a result of the appeal, they will be offered telephone counselling by the Chairperson of OQAC.

## **9. Application Process**

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

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

ANZPAC will:

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

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

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

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

ANZPAC aims to finalise assessments within ten (10) weeks of the receipt of an application for a Stage 1 Desktop Assessment or within five (5) weeks of a candidate sitting the Stage 2 Practical Assessment. If further information needs to be sought, the assessment may take longer.

## 10. Using an Agent

Australia's privacy legislation prohibits ANZPAC from discussing applications with other people unless authorised to do so. If you would like someone, such as a family member or migration agent, to deal with ANZPAC on your behalf, you must complete the relevant section of the application form authorising a specific individual to act as your agent.

## 11. English Language Testing Organisations

Further information about these English language tests can be obtained as follows:

### **The OET Centre**

GPO Box 372

MELBOURNE VIC 3001

Tel: +61 3 9825 3800

Fax: +61 3 9825 3899

E-mail: public enquiry form available under "Contact Us" on the website below

Web: <http://www.occupationalenglishtest.org>

### **IELTS Australia**

GPO Box 2006

CANBERRA ACT 2601

Tel: +61 2 6285 8222

Fax: +61 2 6285 3233

E-mail: [ielts@idp.edu.au](mailto:ielts@idp.edu.au)

Web: <http://www.ielts.org>

## 12. Certification and Translation of Documents

All copies of original documents must be clearly certified as true copies of the original. ANZPAC will accept documents certified by the following individuals:

- Justice of the Peace (JP);
- Peace Commissioner;
- Commissioner of Oaths;
- Notary Public;
- Legal Practitioner;
- Judge or Magistrate;
- Registrars or Admissions Officers of universities;
- Authorised officers from an Australian Embassy, High Commission or Consulate.

To have your copies certified you must present both the original and the copy to the person carrying out the certification. Each copy of the document must be certified separately and must show clearly:

- The words “*certified true copy of the original*”;
- The signature of the certifying officer; and
- The name, address, or provider/registration number (where applicable) of the certifying officer legibly printed below the signature. It must be possible, from the details provided, for ANZPAC to contact the certifying officer if necessary.

**All documents submitted in support of an application must be certified copies of the originals.**

Original documents should not be submitted and will not be returned. Any application accompanied by documents that are not properly certified or lacking a significant number of required documents will be returned to the applicant.

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

If documents are translated in Australia, the translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) - see [www.naati.com.au](http://www.naati.com.au) for more information.

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

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

## 13. Fees

The fees for application for Stage 1 and Stage 2 assessments and for Reviews and Appeals appear in Appendix 1. Fees in Australian dollars must accompany any application to ANZPAC by one of the following methods:

- A bank cheque drawn by a bank outside Australia that has bank clearance arrangements with an Australian bank;
- A foreign draft on an Australian bank;
- A money order issued by Australia Post;
- A bank cheque drawn by an Australian bank;
- A personal cheque drawn on an Australian bank account;
- Electronic transfer to ANZPAC’s bank account. You must contact the office of ANZPAC to obtain the relevant bank account details.

Please do not send cash via post.

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

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

#### **14. Contact Details**

All applications should be sent to ANZPAC via post to the following address:

Postal Address:           Level 31, 120 Collins Street  
                                  MELBOURNE VIC 3000  
                                  AUSTRALIA

Phone:                     1300 267 687  
Outside Australia:       +61 3 8080 2953

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

E-mail is ANZPAC's preferred mode of communication.

For more information about the assessment process, Please contact ANZPAC or read the information available on its website – [www.anzpac.org.au](http://www.anzpac.org.au).

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## AUSTRALIAN & NEW ZEALAND PODIATRY ACCREDITATION COUNCIL INC

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### OVERSEAS QUALIFICATION ASSESSMENT COMMITTEE

#### SCHEDULE OF FEES

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 you wish to withdraw your application, ANZPAC reserves the right to retain an administrative fee.
- If a review or appeal is successful, half the fee will be refunded.

## Applicant Referee Proforma

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

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

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

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

**Competency Standard 1: Practise Podiatry in a Professional Manner**

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

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

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

**Competency Standard 3: Communicate and Interrelate Effectively in Diverse Contexts**

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

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

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

**Competency Standard 5: Interpret, Diagnose and Analyse**

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

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

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

**Competency Standard 7: Implement & Evaluate Management Plan**

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

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

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

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