



**Skills Assessment
Application Guidelines –
revised procedures for
the duration of the
COVID-19 pandemic
(until further notice)**

Skills Assessment Application Guidelines (as at 20 April 2020)

Please read all the following guidelines carefully before completing the application form

Please note:

1. This application is for assessment of veterinary science qualifications immediately acceptable to Veterinary Registration Boards in Australia (for migration purposes) with optional assessment of work experience and/or a further qualification (PhD).
2. To submit a skills assessment application, the applicant must first have full registration* with an Australian Veterinary Registration Board.

* Full registration means without limitation or condition and does not include provisional registration.

SECTION 1 Information for intending migrants

To migrate to Australia under a points-tested skilled migration category one of the requirements is to nominate an occupation from the list of eligible skilled occupations which fits your skills and qualifications, and have your skills and qualifications assessed by the relevant assessing authority.

If your nominated occupation is “veterinarian”, the Australasian Veterinary Boards Council Inc. (AVBC Inc.) is the relevant assessing authority and you should use this form to apply for an assessment of your skills and qualifications to determine if they are suitable for the occupation of veterinarian for migration purposes. AVBC is the only authority that can issue you with the assessment statement required by the immigration authorities

Please note that under immigration law, you will need to apply for this assessment whether your qualifications were gained overseas or from an Australian tertiary institution.

You can only apply for an assessment if your qualifications fall into the category of qualifications immediately acceptable to Veterinary Registration Boards and you are already registered with one of the Veterinary Registration Boards. Please consult the AVBC website for more information www.avbc.asn.au

Please note, if you have already been issued with a skills assessment and are applying for a skills assessment qualification and/or work experience up-date, you need to complete a separate form (contact comms@avbc.asn.au)

AVBC does not provide information about how to migrate to Australia. Information is available from the Australian Government’s Department of Home Affairs <https://www.homeaffairs.gov.au/>

SECTION 2 Submission of documents

This application process requires you to email three sets of information to the AVBC at comms@avbc.asn.au

1. Your completed application form; and
2. Scanned copies of the original documents, required to support your application, as listed in the application form (Section E). These documents must meet certain requirements, as set out below; and
3. A separate scanned copy of a certified passport photo (see instructions below).

1. Completing the application form

- Answer all questions in English, unless otherwise requested.
- Initial and date any alterations to any hand-written form.
- Ensure that your signature on the declaration in Section G of the application form is consistent with that shown on your photo ID (see Section E)
- The [Digital Skills Assessment Form](#) is a **FILLABLE FORM**. You can either:
 - i. Print the form and complete it clearly and legibly by hand and then scan your completed form at 600 dpi; or
 - ii. Complete the form electronically. You will need to use the latest version of Adobe Acrobat DC or Adobe Acrobat Reader DC to fill this form. You can download the free latest version of Adobe Acrobat Reader DC from: <http://www.adobe.com/go/reader>.
 - iii. Signing the form:
You can digitally sign within Adobe Acrobat DC or Adobe Acrobat Reader DC or upload a scanned image of your signature. The following image files are accepted: JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files. For more information, [click here](#).
Alternatively, you can print, sign and re-scan the document for submission.
 - iv. Attach your completed application form to your email.

2. Supporting document requirements

Your documents must meet the following requirements.

- Be a colour scan of the ORIGINAL document at 600dpi resolution. No black and white documents will be accepted unless the original document is black and white.
- Include all edges and corners
- Have all text be readable
- Have visible security features (such as the issuing authority's official stamp, seal, signatures, hologram etc)
- Be in .pdf format.
- Each document provided in a separate pdf.

Where a document has more than one page and/or side, please ensure all pages

and sides are scanned and combined into the one file.

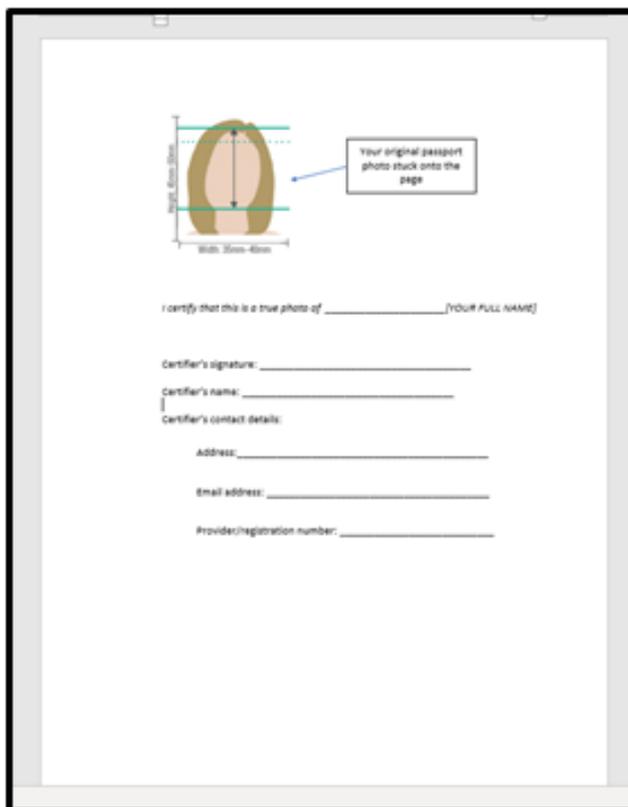
Name each file with your SURNAME and content. For example, SMITHApplicationform.pdf, SMITHPassport.pdf, SMITHTranscript.pdf

Compressed files (eg .zip) will not be accepted and AVBC will not accept scans that are illegible.

Your assessment will be delayed if your documents do not meet the above requirements and, in all cases, the AVBC reserves the right to request to see the original document(s).

3. Passport photo requirements

You are required to provide a **colour passport photograph**, taken within the past twelve months and scanned at **600dpi**.



You are required to **also** provide a scanned page which includes a colour passport photograph, taken within the past twelve months, together with a **certifier's signature**.

Step 1 – Create a single-page document as illustrated here, which includes your passport photograph at the top.

Step 2 – Beneath your photograph, request a person who is eligible to certify documents to certify that "This is a true photo of [YOU]" (See Section 3 following for details of people eligible to be certifiers)

Step 3 – Ensure that your certifier has included a legible

signature, together with contact and registration details and an email address.

Step 4 – Scan the entire page at 600dpi, in colour, ready to email with your completed application form and supporting documents.

SECTION 3 FAQs

What if I cannot provide a colour scan of the ORIGINAL document?

Under these circumstances you must provide a colour scan of the document which has been certified as a copy of the original and scanned at 600dpi.

What is a certified copy?

A certified copy of an original is clearly authorised as a true copy of the original by an appropriate person.

A person on the list of authorised witnesses is generally acceptable to the AVBC to certify a document:

<http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>

X.
These persons include Justices of the Peace (JP), Notaries public, legal practitioners, veterinarians and admissions officers of all Australian universities.

To have your copies certified you will need to present both the original and the copy of each document to the person certifying the copies. Each copy of the document must be certified separately and must indicate:

- i. the words “certified true copy of the original”.
- ii. the signature of the certifying officer.
- iii. the name and address, and provider/registration number (where applicable) of the certifying officer legibly printed below the signature.
- iv. the certifier’s email address and telephone number.

From the details provided, it must be possible for AVBC to contact the certifying officer if necessary.

What if my documents are not in English?

If your supporting documents are written in a language other than English, you must provide:

- i. All supporting documents in the original language; and
- ii. Official English translated versions of all documents.

The translations must be included in the .pdf file for the documents to which they refer (extract translations will not be accepted).

All scanned documents (both in the original language and translated) must meet the supporting document requirements, as set out in Section 2.

Please note that AVBC reserves the right to request applicants to provide translations completed by a translator in Australia, accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

What if I can’t send all of my documents in one email?

If you cannot attach all of your documents in one email, send separate emails. However, please let us know how many separate emails you are sending. Contact comms@avbc.asn.au if you have difficulties emailing your supporting document.

What happens next after you receive my application?

We will acknowledge receipt of your application by email. If we are satisfied that your application is complete, we will process the payment of your application and complete the assessment. Once payment has been taken, we can issue an AVBC file reference number. Your Skills Assessment will be emailed to you upon completion.

What if there are any issues with my application?

If there are any problems with your application form or any of your supporting documents, we will be in touch by email to let you know, with guidance on how to resolve any issues.

Can I ask for my assessment to be reviewed?

If you disagree with the assessment once it has been provided, you may request a review. Your request must be in writing and a review fee will be required. Your request for a review should include the reasons why you disagree with the assessment and any supplementary information or documents that you consider support your claim. For further information about the review process you should contact comms@avbc.asn.au

What if I want to use an agent?

AVBC normally deals directly with applicants seeking an assessment of their qualifications. Australia's privacy legislation prohibits AVBC from discussing your application with other people (ie a third party) unless you authorise us to do so. If you want someone, such as a family member or migration agent, to deal with AVBC on your behalf, you need to attach a letter or form signed by you authorising this person (by name) to act as your agent. A relevant form (No. 956) is available for download from the Department of Home affairs website here: <https://immi.homeaffairs.gov.au/form-listing/forms/956.pdf>

How long will the assessment take?

An assessment of your qualifications may take up to six weeks to process. We will be doing our utmost to work through applications as quickly as possible but please recognise that there may be some unavoidable delays because of the effects of the COVID-19 pandemic. Processing of your skills assessment application will be delayed if your application is incomplete.

I have previously obtained Skills Assessment, how do I apply for an Update?

If you have previously obtained a Skills Assessment from AVBC, but wish to update your work experience, you may apply for an Skills Assessment Update. Return the completed form with supporting documentation to comms@avbc.asn.au

What if I have further questions?

Please refer to the AVBC website, www.avbc.asn.au for updates or for more information about the assessment process. You can also contact the AVBC via email to comms@avbc.asn.au

PLEASE KEEP THESE GUIDELINES FOR YOUR REFERENCE