

## SKILLS ASSESSMENT QUALIFICATIONS AND/OR WORK EXPERIENCE UPDATE

### Application for assessment of Further Qualifications and/ or Work Experience – EXPLANATORY NOTES

**Important – please read the following explanatory notes carefully before completing the application form at the end of the document.**

The information on this form is collected by the Australasian Veterinary Boards Council Incorporated (AVBC Inc) for the purposes of assessing your qualifications and experience in veterinary science. AVBC Inc. is committed to protecting your privacy. Details may be verified with or provided to other agencies where necessary or required by law.

**THIS FORM SHOULD ONLY BE USED BY THOSE WHO HAVE ALREADY BEEN ISSUED WITH A SKILLS ASSESSMENT BY THE AVBC AND WHO ARE WISHING TO HAVE FURTHER VETERINARY QUALIFICATIONS (a PhD) AND/OR WORK EXPERIENCE ASSESSED OR UPDATED.**

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

Please note that AVBC does not provide information about how to migrate to Australia. Information is available from the Australian Government's Department of Home Affairs [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

#### Completing the form

- Answer all questions in English, unless otherwise requested
- Initial and date any alteration to the form.

#### Documents you must include

Checklists of the documents which must accompany your application are shown in Sections B and C of the application form.

**Please do not send your original documents.** Certified copies of the documents should be sent. See notes on "Certification" below.

#### Certification

It is essential that copies of all qualification documents and transcripts are certified. A copy has to be clearly authorised as a true copy of the original by an appropriate person.

A person on the list of authorised is generally acceptable to the AVBC to certify a document: <http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>. These persons include Justices of the Peace (JP), Notaries public, legal practitioners, veterinarians and admissions officers of all Australian universities.



Australasian Veterinary Boards Council Inc.

ABN 49 337 540 469 A0039074L

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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 show clearly:

- the words “certified true copy of the original”;
- the signature of the certifying officer; and
- the name and 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 AVBC to contact the certifying officer if necessary.

For documents that are not written in English, you must also send certified copies of their translation into English. The translations must be attached to the documents to which they refer (extract translations will not be accepted.)

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).

### Statutory Declarations

It is important that certified copies of documents be provided.

In certain circumstances, a Statutory Declaration may be accepted in place of some or all of the required documents. Statutory Declaration forms may be purchased at most newsagents (in Australia), or downloaded from State and Commonwealth government websites.

The information on the Statutory Declaration form should include the reason why certified copies of your original documents are unavailable. It should duplicate the information which would have been available from your educational document and must include the name and address of your educational institution in your own language and in English; the name of the degree, diploma or other qualifications; the subjects you studied each semester or year and the marks you received (to the best of your recollection).

Finally, you must forward the original Statutory Declaration duly witnessed by a person listed at the back of the Statutory Declaration form together with your application form.

### Payment of fees

The fee for skills assessment qualifications and/or work experience updates is **AUD\$165 (GST inclusive)**. If you are living overseas at the time of application, you are not subject to GST and the fee will be \$150.

Payment must accompany the application form. See Section F of the application form for payment options.

### Review of Assessment

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 the Executive Director of the AVBC.



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### Agents

AVBC normally deals directly with applicants seeking an assessment of their overseas 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.

### Time taken for assessment

An assessment of your qualifications and/or work experience may take up to six weeks to process. Processing of your application will be delayed if it is incomplete. Please remember that mail to and from overseas countries is sometimes very slow.

### If you need more information

Please refer to the AVBC website [www.avbc.asn.au](http://www.avbc.asn.au) for more information about the assessment process or contact the AVBC via email [comms@avbc.asn.au](mailto:comms@avbc.asn.au)



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## Application for an updated assessment of veterinary science qualifications and /or work experience (for migration purposes)

PLEASE READ THE EXPLANATORY NOTES BEFORE COMPLETING THIS FORM.  
MAKE SURE YOU PROVIDE ALL DOCUMENTS REQUIRED AND SIGN THE DECLARATION.

*If you need more space to answer questions, please attach a separate sheet  
with the necessary details and sign and date each page.*

**Note:** This is **NOT** an application to undertake the Australasian Veterinary Examination. This form is for those who have **ALREADY BEEN ISSUED WITH A SKILLS ASSESSMENT** and are wishing to have their higher education (a PhD) and/or work experience assessed or updated.

### SECTION A Your personal details

Preferred title: Mr  Mrs  Miss  Ms  Dr  Other

1 Family name:

2 Given names:

3 Any other names you have used (eg before marriage etc) – *this is essential if your name is now different from the name on your qualification*

Family name:

Given names:

4 Sex: Male  Female  Unspecified

5 Date of birth: day / month / year

6 Country of permanent residence:

7 Country of birth:

8 Address for correspondence:

Contact phone numbers: work ( ) home ( )

email:







## SECTION F How to lodge your application

Before lodging this form, check that you have:

- Read the explanatory notes;
- Attached the required documents;
- Signed the Declaration in Section D; and
- Paid the correct fee in Australian dollars by one of the payment methods in Section E.

Scan and email the form, together with the required supporting documents and assessment fee to:  
[comms@avbc.asn.au](mailto:comms@avbc.asn.au)

### **PRIVACY STATEMENT**

*AVBC Inc. is committed to protecting your privacy. By signing the application you give AVBC Inc. permission to make enquiries to assist in the assessment of your qualifications and to use any information supplied in this application for that purpose. The AVBC Inc. will not disclose your personal information to a third party unless required to do by law or other regulations. Technology and security policies, rules and measures have been implemented to protect personal information from improper use, alteration, unlawful or accidental destruction and accidental loss. AVBC Inc. will remove personal information from our systems when it is no longer required.*