

## Skills Assessment Checklist

You must provide colour scans of the following ORIGINAL documents saved in pdf format only and scanned at a minimum resolution of >300dpi. Please ensure:

- All edges and corners are visible
- All text is readable
- Security features (such as the issuing authority's official stamp, seal, signatures, hologram etc) are visible
- Each document must be 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 the content and your SURNAME. For example, ApplicationformSMITH.pdf, PassportSMITH.pdf, TranscriptSMITH.pdf
- Compressed files (e.g. .zip) will not be accepted

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).

### IDENTIFICATION DOCUMENTS

Please provide copies of at least THREE of the following:

PASSPORT: relevant colour copied pages from your passport or travel document showing passport number, photograph and signature. If your passport photo does not include your signature you need to provide a colour copy of other photo ID that does (e.g., DRIVING LICENCE)

BIRTH CERTIFICATE

WHERE POSSIBLE AN AUSTRALIAN VISA (supported by a foreign passport, which is needed for verification) OR ImmiCard

AT LEAST ONE OTHER PHOTO BEARING DOCUMENT- FOR EXAMPLE, A DRIVING LICENCE OR ID CARD

### AND

CERTIFIED EVIDENCE OF CHANGE OF NAME (if applicable);

COLOUR PASSPORT PHOTO: taken in the past 12 months.

CERTIFIED COLOUR PASSPORT PHOTO: certified copy of the above photo. Please go to the AVBC website and read the FAQ 'What is a certified copy' for more information

## VETERINARY EDUCATION

- QUALIFICATION PAPERS (the official testamur/certificate awarded to you upon completion of your primary veterinary qualification, normally including security features such as an official university stamp, seal or holograms).
- FULL ACADEMIC TRANSCRIPTS from your primary veterinary qualification. Must include a list of each subject in your veterinary qualification, the grade or result that you were awarded for each subject and contains a statement that confirms that you have completed the course requirements. If this is a digital document, a method of verification will be required – AVBC will contact you with details if necessary.

## OR

- GRANT ACCESS TO TESTAMUR & TRANSCRIPTS VIA MY eQUALS
- FOR UK APPLICANTS COMPLETE A HIGHER EDUCATION DEGREE DATACHECK (HEDD) CONSENT FORM or ARRANGE FOR YOUR HIGHER EDUCATION ACHIEVEMENT REPORT (HEAR) DOCUMENT TO BE EMAILED DIRECT TO [skills@avbc.asn.au](mailto:skills@avbc.asn.au)
- EVIDENCE OF ATTAINMENT of NAVLE, ECFVG, PAVE or RCVS membership by examination (where applicable). These qualifications will need to be verified (e.g. via a Score Transfer from the AAVSB Vault).

## REGISTRATION

- EVIDENCE OF ORIGINAL REGISTRATION (and current where applicable) overseas registration or licence to practise.
- EVIDENCE OF CURRENT AUSTRALIAN REGISTRATION

## ENGLISH LANGUAGE SKILLS

- ENGLISH LANGUAGE RESULTS (if required – see [AVBC English Language Skills](#))
- ONLINE ACCESS TO OET/PTE RESULTS: Applicants submitting OET or PTE English language test results must arrange for AVBC to have online access to their results, via the testing bodies.
- ENGLISH LANGUAGE EVIDENCE FORM where no English test result is being provided.

## OTHER

OFFICIAL TRANSLATIONS IN ENGLISH of any documents originally issued in a language other than English; AVBC reserves the right to request that a NAATI accredited translator is used.

AUTHORITY TO ACT FORM: if you are utilising the services of a migration agent, please provide permission for the Agent to act on your behalf

## WORK EXPERIENCE

If you wish to have work experience assessed for the allocation of points for a points-based visa, then you must also include the following documents. To reduce file size, these evidence documents may be scanned at a resolution of 300dpi.

Employment Summary Statement (see example Employment summary template [here](#))

This is a chronological summary of the work experience that you wish to have assessed.

For each position, you must clearly state the following:

- Dates of each period of employment (indicate full-time or part-time – and if part-time, average number of hours per week)
- Name/address and contact details of the veterinary employer, please do not list umbrella companies or locum employment agencies as your employer, details of your actual veterinary placements are required
- Nature of the business
- Job title
- Detailed job description of duties performed
- List of evidence proved to support that claim of work experience

## EVIDENCE

Applicants must provide evidence to support their claim of professional employment experience, for example:

- contract of employment;
- sample payslips: if your current or recent employment is part-time work you must provide a minimum of three-months payslips to evidence average weekly hours.
- taxation documents, etc.

## Casual work

If you were employed on a casual basis and the number of hours you worked per week regularly changed, provide an official statement from your employer on its letterhead with either:

- the range of the number of hours worked per week (e.g. 24-36 hours per week) OR

- a week-by-week breakdown of the total number of hours worked in each e.g.:

|                         |          |
|-------------------------|----------|
| 01/01/2024 – 06/01/2024 | 18 hours |
| 07/01/2024 – 13/01/2024 | 16 hours |
| 14/01/2024 – 20/01/2024 | 22 hours |
| 21/01/2024 – 27/01/2024 | 0 hours  |

The statement **must** clarify any weeks in which you did not work. Please be aware that the Department of Home Affairs will usually require a minimum of remuneration of 20 hours per week, so any weeks where you worked less than this must be clearly stated.

### **Locum work**

Where you were working as a contractor veterinarian or through a locum/recruitment agency, please provide details of each veterinary practice where you undertook a locum assignment, the dates and hours you worked for the practice (see casual work example).

For locum/recruitment agency roles, you should submit appropriate supporting evidence for each specific assignment undertaken, not the details of your entire time registered, or any general agreement with the agency.

### **Self-employment (i.e. owned your own practice):**

- your business registration certificate
- a letter from your accountant or financial services representative confirming the details of the business including the incorporation date
- a sworn Statutory Declaration by you detailing your role in the business, the duration of the business and the types of veterinary services provided. This document must be prepared, signed and witnessed by an authorised legal officer, for example, a solicitor.

### **Tele-medicine**

- AVBC reserves the right to request that you provide the call-logs for a defined period of your employment

### **Non-clinical work**

- You must be registered with the appropriate veterinary authority in their country of residence; AND
- you must provide brief details of the non-clinical work experience and how it directly relates to the work of the veterinary industry, for example, diagnostic software

## REFERENCES x 2

You must provide two different signed and dated references ATTESTING TO YOUR PROFESSIONAL COMPETENCE. It is not acceptable to provide a reference that makes no comment on your competence as a veterinarian. The references must:

- Be from past or present veterinary employers or, if you are a new graduate, from your clinical placements, or if you are self-employed from veterinary peers within your business AND a veterinary peer with whom your organisation interacts, for example a referral veterinarian or visiting specialist. If references are based on a skills matrix, please provide a copy of the matrix.
- Be provided on the OFFICIAL LETTERHEAD of the person, company or government department providing the reference. The letterhead should clearly indicate the full address of the person or company, any telephone and fax numbers, and email and website addresses.
- Must have the NAME AND POSITION of the person who signs the reference typed or stamped below that person's signature.

## PhD CHECKLIST:

If you wish to have a PhD assessed for the allocation of points for a points-based visa, then you must also include the following documents.

To reduce file size, these evidence documents may be scanned at a resolution of 300dpi

Qualification Papers: provide a colour scan of your original postgraduate qualification (PhD) in the original language and an English translation if required.

Academic Transcript: provide a colour scan of original full academic transcript from the institution that awarded the PhD.

A copy of your thesis and peer reviewed publication list.