

Migration 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

<input type="checkbox"/>	Please provide copies of at least <u>three</u> (3) of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Passport: Relevant biopages from your passport or travel document showing passport number, photograph and signature. If your passport photo does not include your signature, you can provide a colour copy of another photo ID that does (e.g., driver's licence) <input type="checkbox"/> Birth certificate <input type="checkbox"/> Where possible, an Australian visa (supported by a foreign passport, which is needed for verification) or ImmiCard <input type="checkbox"/> At least one other photo bearing document, e.g., an ID card
And	
<input type="checkbox"/>	Colour passport photo taken in the past 12 months
<input type="checkbox"/>	Evidence of change of name (where applicable)

Veterinary Education

<input type="checkbox"/>	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 hologram).
<input type="checkbox"/>	Full academic transcripts of your primary veterinary qualification. This must include a list of all subjects undertaken, the grade or result awarded for each subject, a statement confirming that you have completed all course requirements. If the transcript is a digital document, it must be verifiable through a method such as My eEquals - AVBC will contact you with details if necessary.

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Or	
<input type="checkbox"/>	For graduates in Australia, you can grant access to your testamurs and transcripts via My eEquals
<input type="checkbox"/>	For UK applicants, you can complete a Higher Education Degree Data check (HEDD) consent form or arrange for your Higher Education Achievement Report (HEAR) document to be emailed directly to skills@avbc.asn.au
<input type="checkbox"/>	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

<input type="checkbox"/>	Evidence of original overseas registration (and current where applicable) or licence to practise
<input type="checkbox"/>	Evidence of current Australian registration (without condition)

English Language Skills

<input type="checkbox"/>	English language results where applicable (Please refer to the AVBC website and read ' AVBC English Language Standards ')
<input type="checkbox"/>	Online access to OET / PTE results where applicable: Applicants submitting OET or PTE English language test results must arrange for AVBC to have online access to their results, via the testing bodies
<input type="checkbox"/>	English language evidence form where no English test result is being provided

Other

<input type="checkbox"/>	Official translations in English of any documents originally issued in a language other than English (where applicable). AVBC reserves the right to request that a NAATI accredited translator is used.
<input type="checkbox"/>	Authority to Act form (where applicable): If you are using the services of a migration agent, please complete the form to grant them permission to act on your behalf

PhD (optional)

If you wish to have your PhD assessed for the allocation of points for a points-based visa category, then you must include the following documents. Please scan these evidence documents at resolution of 300dpi.

<input type="checkbox"/>	Qualification papers
<input type="checkbox"/>	Full academic transcripts
<input type="checkbox"/>	A copy of your thesis and peer reviewed publication list

Work Experience (optional)

If you wish to have your work experience assessed for the allocation of points for a points-tested visa category, then you must include the following documents. Please scan these evidence documents at a resolution of 300dpi.

<input type="checkbox"/>	<p>Employment summary statement (please refer to the AVBC website for an example employment summary template): This is a chronological summary of the work experience that you wish to have assessed. For each position, you must clearly state the following:</p> <ul style="list-style-type: none"> • Exact employment start and end dates in DD/MM/YYYY format for each period of employment (please indicate whether full-time or part-time, and if part-time, AVBC will only consider a minimum of at least 20 hours of paid work per week). If you are still working at a practice, please list the end date as 'present'. • Name/address and contact details of the veterinary employer, please do not list umbrella companies or locum employment agencies as your employer. Details of actual veterinary placements are required. • Job title • Detailed job description of main duties performed • List of evidence to support each claim of work experience
<input type="checkbox"/>	<p>Evidence: Applicants must provide evidence to support their claim of professional work experience, e.g.,</p> <ul style="list-style-type: none"> • Contract of employment • Sample payslip(s): If your current or recent employment is part-time, you must provide a minimum of three-months' payslips to evidence average weekly hours • Taxation documents, etc.
<input type="checkbox"/>	<p><u>Two</u> (2) references: You must provide <u>two</u> 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:</p> <ul style="list-style-type: none"> • Be from past or present veterinary employers, or if you are recent graduate, from your clinical placements, or if you are self-employed, from veterinary peers within your business <u>and</u> a veterinary peer with whom your organisation interacts, e.g., a referral veterinarian or visiting specialist. If references are based on a skills matrix, please provide a copy of the matrix. • Be provided on 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, email addresses and website URLs. • Must include the name, position and veterinary registration number of the person signing it, typed or stamped below their signature

Notes:

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(1) Casual work: If you were employed on a casual basis and the number of hours you worked per week regularly changed, please provide an official statement from your employer on company 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.,
6/01/2025 – 12/01/2025 22 hours
3/01/2025 – 19/01/2025 40 hours

The statement must clarify any weeks in which you did not work. The Department of Home Affairs requires a minimum of 20 hours of paid work per week. Any weeks where you worked less than this requirement must be clearly stated.

(2) 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, including the exact dates in DD/MM/YYYY format and hours you worked for the practice (see casual work example above). For locum or recruitment agency roles, you should submit appropriate supporting evidence for each specific assignment undertaken, not the details of your entire registration period or any general agreement with the agency.

(3) Self-employment (i.e., owned your own practice):

- a. Your business registration certificate
- b. A letter from your accountant or financial services representative confirming the details of the business including the incorporation date
- c. 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
- d. Tele-medicine: AVBC reserves the right to request that you provide the call logs for a defined period of your employment

(4) Non-clinical work: You must be registered with the appropriate veterinary authority in the country of residence, and you must provide details of the non-clinical work experience and how it directly relates to the work of the veterinary industry, e.g., diagnostic software.