

Skills assessment explanatory notes and application form

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.

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).

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

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. This form should also be used if you require an assessment of further qualifications (a PhD) and/or work experience.

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 should only apply for an assessment if your qualifications fall into the category of qualifications immediately acceptable to Veterinary Registration Boards. Please consult the AVBC website for more information www.avbc.asn.au AVBC is the relevant assessing authority for migration purposes for veterinarians. It is the only authority that can issue you with an assessment statement required by the immigration authorities.

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 (available from AVBC).

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

Completing the form

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

Certification

It is essential that copies of all documents are properly certified. A copy must be 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>. 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.

Certification cont'd.

Each copy of the document must be certified separately and must indicate:

- the words “certified true copy of the original”;
- the signature of the certifying officer; and
- the name and address, and 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 translations into English of any of the documents above. 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.

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.

Agents

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.

Time taken for assessment

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

At certain times of the year, a priority processing service may be available, with payment of an additional fee. This does not guarantee that an application will be completed in a given timeframe; it just means that your application will move to the top of the processing queue.

If you wish to have priority processing, you must indicate in Section H of your form that you agree to payment of the additional priority processing fee. Only applications which are complete at the time of first receipt by AVBC, will be eligible for priority processing.

This *fast-track* option offers priority treatment from the date on which both:

- i. a full and complete application has been received at the AVBC office ***and***
- ii. full payment is received into the AVBC account and a receipt issued.

If you need more information

Please refer to the AVBC website, www.avbc.asn.au for more information about the assessment process or contact the AVBC via email nve@avbc.asn.au or telephone: +61 3 9620 7844

PLEASE KEEP THESE EXPLANATORY NOTES FOR YOUR REFERENCE

**Application for assessment of veterinary science qualifications immediately acceptable
to veterinary registration boards in Australia (for migration purposes)**

PLEASE READ THE EXPLANATORY NOTES BEFORE COMPLETING THIS FORM.
MAKE SURE YOU PROVIDE ALL DOCUMENTS REQUIRED AND PRINT 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 National Veterinary Examination. This form should only be used if the applicant currently has **FULL REGISTRATION IN AUSTRALIA**. This form includes an optional section (F) for those wishing to have their work experience or further qualification (PhD) assessed.

SECTION A Your personal details

Preferred Title: Mr Mrs Miss Ms Dr Other _____

Full Name: _____
Last First Middle

Has your name changed since you received your qualifications? Yes No
If yes, please provide previous name and reason (e.g. marriage)

Address: _____
(for correspond.) *Apartment/Unit # No. and Street Address*

Suburb or City/Town State/Region Post Code

Country

Mobile Phone: _____ Email: _____

Sex: Male Female Unspecified

Date of Birth: _____ Country of Birth: _____
(DD/MM/YY)

Country of Permanent Residence: _____

First Language: _____

SECTION B Your professional education

If you require an assessment of further qualifications (ie a PhD), please also complete section F.

Primary veterinary degree

(The qualification that entitled you to first register as a veterinarian)

What was the normal entry requirement for enrolment in the course? _____

Name of Qualification
(in English): _____

Name of Qualification

(in original language, if not English): _____

Name of Institution: _____

Full Address of Institution: _____

Normal length of Semester (Weeks): _____ (or Months): _____

Normal length to complete whole
course (Years): _____ (or Months): _____

Date Course
Commenced: _____

(DD/MM/YY)

Date Course
Completed: _____

(DD/MM/YY)

Did you study full-time or part-time? Full Time Part Time

Was a period of compulsory practical or clinical experience a requirement of the course? Yes No

SECTION C Registration / Licensure

What is the name and country of authority of your **first** registration to practise as a veterinarian?

Authority: _____ Country: _____

What was the date of **first** registration as a veterinarian?

Date: _____

What is the name of the state or territory of **current full registration** in **AUSTRALIA**?

State or Territory: _____

What is the date of **current full registration** as a veterinarian in **AUSTRALIA**?

Date: _____

Have you ever been refused a licence or registration, or had a licence or registration withdrawn? Yes No

If yes, please provide details: _____

Provide the names of any veterinary professional bodies of which you are a member:

SECTION D Your English language ability

You must provide evidence of a high level of English language ability if you are **not** a native speaker of English (ie if you were not born **and** educated in the UK, Ireland, Canada, USA, New Zealand or South Africa).

You must provide evidence that you have achieved, in a single sitting:

- a score of band 7 or higher in each section of the International English Language Testing System (IELTS) **academic** test; or
- at least a B pass or a score of 350 in each section of the Occupational English Test (OET). (If you sit the OET, you must organise with them to allow AVBC online access to your test results for verification.); or
- scores in the TOEFL-iBT of at least 24 in Listening, 24 in Reading, 27 in Writing and 23 in Speaking; or
- scores of at least 65 in each of the four communicative skills of the PTE academic. (If you sit the PTE academic test you must organise with them to allow AVBC online access to your test results for verification.)

An English language test result is valid for two years.

I am a native speaker of English (as above) - English test not applicable

Or

English test (IELTS academic, OET, TOEFL-iBT or PTE academic) result included

SECTION E Checklist of information to be provided

Original certified copies of the following documents must be included with this application:

- qualification papers (such as degree, diploma, certificates etc.);
- full academic transcripts from each institution;
- evidence of attainment of NAVLE, ECFVG, PAVE or RCVS membership by examination (where applicable);
- evidence of your original (and current where applicable) overseas registration or licence to practise;
- evidence of your current registration in Australia;
- evidence of a current pass to the required standard in the IELTS academic, OET, TOEFL-iBT or PTE academic - if not born and educated in one of the listed English-speaking countries;
- evidence of change of name (if applicable);
- official translation in English** of any documents originally issued in a language other than English;
- 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;
- if you are utilising the services of a migration agent, please provide permission for the Agent to act on your behalf such as an 'Authority to Act' form.

Also include:

- a colour passport photograph taken in the past 12 months endorsed on the back, by a person able to certify documents with “This is a true photo of (applicant’s full name)” and the certifying person’s signature.

If you wish to have further veterinary qualifications (PhD) and/or work experience assessed for the allocation of points for a points-based visa, then you must also include the relevant documents with this application as described in the following Section F.

SECTION F Assessment of professional employment experience and/or PhD (If applicable)

Provide the following **only** if you want work experience and/or a PhD qualification assessed.

Professional employment experience

- The following information must be provided:
 - the dates of each period of employment (indicate full-time or part-time);
 - the name, address and contact details of the employer;
 - the nature of the business;
 - your job title;
 - detailed description of duties performed.
- Applicants must provide evidence to support their claim of professional employment experience. For example:
 - contract of employment;
 - sample payslips;
 - taxation documents, etc.
- Applicants must also provide:
 - a separate sheet summarising what supporting evidence is attached for each period of employment. Processing of your application will be delayed if this is not included.
 - two written and signed references attesting to your professional competence, from past or present veterinary employers or if you are a new graduate, from your clinical placements. References must be written on the official letterhead of the person, company or government department providing the reference. Indicate clearly on the letterhead the full address of the person or company, any telephone and fax numbers, and email and website addresses. They must have the name and position of the person who signs the reference typed or stamped below that person’s signature.

Completion of a PhD qualification

- Provide a certified copy of your postgraduate qualification (PhD) in the original language and translation if required.
- Provide a full academic transcript from the institution.

Name of Qualification
(in English): _____

Name of Qualification
(in original language, if not English): _____

Name of Institution: _____

Full Address of Institution: _____

Normal length of Semester (Weeks): _____ (or Months): _____

Date course commenced: _____ Date course completed: _____

Did you study full-time or part-time? Full Time Part Time

Was a period of compulsory practical or clinical experience a requirement of the course? Yes No

SECTION G Applicant's declaration

You must read and sign this declaration

I declare that:

- The information I have supplied on this form and any attachments is complete, correct and up-to-date;
- I undertake to inform the Australasian Veterinary Boards Council Inc (AVBC) of any changes to my circumstances (e.g. address) while my application is being considered;
- I authorise the AVBC to make any enquiries necessary to assist in the assessment of my qualifications and to use any information supplied in this application for that purpose; and
- I have read and understood the information supplied to me in the explanatory notes accompanying this application.

Please supply your photo in a separate envelope to protect it from damage and loss.

Signature.....

Date.....

SECTION H Payment of fees

APPLICATION TYPE AND PAYMENT AMOUNT (please mark the appropriate box that applies to you):

- **I am a new graduate and/or I want a qualifications assessment only**
 - I am currently living in Australia - \$385
 - Or
 - I am currently NOT living in Australia - \$350
- **I want assessment of my work experience and/or PhD included**
 - I am currently living in Australia - \$495
 - Or
 - I am currently NOT living in Australia - \$450
- I also want my application to be given priority service *if it is available at the time my application is received* (and have completed the relevant separate credit card section below to make the additional payment for this service)
 - I am currently living in Australia - \$319
 - Or
 - I am currently NOT living in Australia - \$290

Please note if you are living in Australia when you apply for a skills assessment, then GST is applicable and included in the above fee.

A receipt will be issued to acknowledge that we have received your application and fee. The fee is not refundable.

Please note that fees are reviewed from time to time and you should check the AVBC website to ensure that you have the current application form.

PAYMENT METHOD (please select):

- Pay using a credit card online at the AVBC website
- Complete credit card details below
- Payment by direct deposit – you need to contact the office for the AVBC bank details
- Cheque or money order in Australian dollars made payable to the Australasian Veterinary Boards Council Inc. (If you are **resident overseas** and wish to pay by cheque, then this fee must be paid in Australian dollars as a bank draft and you must nominate an Australian bank on it. You should also ensure that the money transferred takes into account bank fees both in your country and in Australia).

CREDIT CARD PAYMENT

Payment may be processed on the day that the application is received.

Processing of your application will be delayed if funds are not available.

Credit card type (please select) Visa MasterCard

Name of applicant: _____

Card holder's name: _____

I authorise AVBC to debit my credit card with: \$

Credit card number: _ _ _ _ _ _ _ _ _ _

Expiry date: __ __ / __ __

Signature of card holder: _____

If the priority processing service is available:

I authorise AVBC to debit my credit card with an additional: \$

Credit card number: _ _ _ _ _ _ _ _ _ _

Expiry date: __ __ / __ __

Signature of card holder: _____

SECTION J 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 G; and
- Paid the correct fee in Australian dollars by one of the payment methods in Section H.

Mail the form, together with the required supporting documents and assessment fee to:

Australasian Veterinary Boards Council Inc (AVBC)
Level 8, 470 Collins Street
MELBOURNE VIC 3000
AUSTRALIA

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.