

Skills Assessment Application Form - Explanatory Notes

This application is for Assessment of Veterinary Science Qualifications Immediately Acceptable to Veterinary Registration Boards in Australia (for migration purposes) with Optional Assessment of Further Qualifications and Experience

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 purpose of assessing your overseas qualifications 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 FOR THOSE PERSONS WHO ARE REGISTERED IN AUSTRALIA.

This form includes optional sections (marked ‘if applicable’) for those wishing to have their higher education and/or work experience assessed.

Information for intending migrants

If you intend to migrate to Australia, you should first contact your nearest Australian Embassy, Consulate or High Commission (overseas post), or Department of Immigration and Border Protection website www.immi.gov.au for information about migration processes and requirements for assessment of your qualifications. If you intend to migrate in a skilled migration category, information relevant to you is available in a publication entitled “*General Skilled Migration*” which can be downloaded from the Department of Immigration and Border Protection (DIBP) website. It is essential that you read this booklet carefully before proceeding with your skills and qualifications assessment.

To migrate to Australia under the General Skilled Migration Categories, you or your spouse must satisfy certain basic requirements before applying to migrate. One of the basic requirements is to nominate an occupation from the “*Skilled Occupation List*” which fits your skills and qualifications, and have your skills and qualifications assessed by the relevant assessing authority. You can find “*Skilled Occupation List*” in the “*General Skilled Migration*” booklet.

If your nominated occupation is “veterinarian”, AVBC 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 veterinary science for migration purposes. This form should also be used if you require a further assessment of qualifications and experience.

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.

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).

You should only apply for an assessment if, according to the AVBC website (www.avbc.asn.au) your qualifications fall into the category of qualifications immediately acceptable to Veterinary Registration Boards. AVBC is the only relevant assessing authority for migration purposes which, following an assessment process, can issue you with an assessment statement required by the immigration authorities.

Please note that AVBC does not provide information about how to migrate to Australia.

Completing the form

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

Documents you must include

To support your application, you will need to provide **certified copies** for most of the documents listed in the Checklist Section of the application form. See notes on “Certification” below. **Do not send your original documents.**

Certified copies of the following documents must be submitted:

- your degree, diploma or certificate in the original language and translation if required
- 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 overseas registration or licence to practice (where applicable)
- evidence of your current registration in Australia
- evidence of change of name (where applicable).
- relevant pages from your passport or travel document showing passport number, photograph and signature.
- translations into English of any documents above which are issued in languages other than English attached to the documents to which they refer (extract translations will not be accepted).
- evidence of a pass in the academic level of IELTS with a minimum score of Band 7 in each section or a B pass in each section of the OET or a score of at least 24 in listening, 24 in reading, 27 in writing and 23 in speaking for the TOEFL-iBT (if not a native speaker of English born and educated in the UK, Ireland, Canada, USA, New Zealand or South Africa). This applies to graduates from Australian veterinary schools.
- if utilising the services of a migration agent, permission for the Agent to act on your behalf such as an ‘Authority to Act’ form.
- A passport photograph taken within the past 12 months

If you wish to have further veterinary qualifications (PhD) and/or work experience assessed, please provide:

- post graduate veterinary qualifications (PhD) in the original language and translation if required
- evidence of professional experience from graduation to present. Evidence must include the name, address and contact details of the employer and clearly state the duties performed. You may also include sample payslips from current and previous employment, contracts of current and previous employers, tax documents, other relevant evidence.
- two written and signed references from past or present veterinary employers . 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.

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

Certification

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

Persons who may certify documents include Justices of the Peace (JP), legal practitioners, admissions officers of all Australian universities and officers of State and Territory Government Overseas Qualifications Units. A person listed as able to sign a statutory declaration is generally acceptable to the AVBC to certify a document <http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx> 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.

Statutory Declarations

It is important that certified copies of documents be provided wherever possible.

A Statutory Declaration may in certain circumstances 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 duplicate that which would have been available from your educational documents 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); and the reason why certified copies of your original documents were unavailable.

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

If you are a new graduate, or you are NOT applying for an assessment of higher qualifications or your work experience, you will be required to pay a fee of **AUD\$363 (GST inclusive)**. If you are living overseas at the time of application you are not subject to GST and the fee will be \$330.

If you are applying for a skills assessment that includes an assessment of your work experience and/or higher qualifications, you will be required to pay a fee of **AUD\$418 (GST inclusive)**. If you are living overseas at the time of application you are not subject to GST and the fee will be \$380.

If you are applying for a skills assessment qualification and/or work experience up-date, you need to complete a separate form available from AVBC.

Payment must accompany the application form for assessment. You can pay by credit card online at the AVBC website or by filling out the relevant part of Section H. Alternatively payment may be made by cheque or money order which must accompany the application form for assessment. Fees should be in Australian Dollars and made payable to the **Australasian Veterinary Boards Council Inc**. If you are resident overseas this fee must be paid as a bank draft and must nominate an Australian bank on it. You can also contact the AVBC office to organise payment by direct deposit to the AVBC bank account. Do not send your payment of fees in cash by post.

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

Please note that fees are reviewed from time to time and you should check with AVBC before lodging the application form.

Review of Assessment

Should you disagree with the assessment 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 supports your claim. For further information about the review process you should contact the AVBC Executive Director.

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 (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. You should not ring to check on the process of your assessment before this time. Please bear in mind that the mail to and from overseas countries is sometimes very slow.

If you need more information

For more information about the assessment procedure, you should check the AVBC website, www.avbc.asn.au or you can contact the AVBC at:

AVBC Inc
Level 8
470 Collins Street
MELBOURNE VIC 3000
AUSTRALA

Tel: (03) 9620 7844
Email: nve@avbc.asn.au

The office hours are 9am to 4.30pm.

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.

PLEASE KEEP THESE EXPLANATORY NOTES FOR YOUR REFERENCE

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**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 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 professional examination. This form should only be used for those persons who are **REGISTERED IN AUSTRALIA**. This form includes optional sections (marked 'if applicable') for those wishing to have their higher education and/or work experience assessed.

SECTION A Your Personal Details

Preferred Title: Mr Mrs Miss Ms Dr

Full Name:

Last

First

Middle

Has your name changed since you received your qualifications?

Yes No

If yes, please provide previous name and reason (eg. marriage)

Address:

(for correspondence) *Apartment/Unit #*

No. and Street Address

Suburb or City/Town

State/Region

Post Code

Country

Mobile Phone:

Email:

Sex:

Male

Female

Date of Birth:

(DD/MM/YY)

Country of Birth:

Country of Permanent Residence:

SECTION B Your Professional Education

Give details of ALL higher education courses which you have completed, which relate to your professional qualifications. If you have more than two (2) qualifications, attach a separate sheet providing the additional details.

Primary Veterinary Degree

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): _____

Date Course Commenced: _____ Date Course Completed: _____
(DD/MM/YY) (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

Other qualifications obtained (if applicable)

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): _____

Date Course Commenced: _____ 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 registration in **AUSTRALIA**?

(You must be registered with an Australian State or Territory in order to use this form)

State or Territory: _____

What is the date of **current 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 Professional Employment Experience (if applicable)

Applicants should provide evidence (refer to the checklist) and a summary of their professional employment experience. Include details of:

- the dates of each period of employment (indicate full-time or part-time);
- contract of employment and sample payslips if available
- the name of the employer, contact details and country location and the nature of the business;
- your job title and description; and
- the nature of your employment.

(Please attach a separate signed sheet)

SECTION E Your English Language Ability

You must provide evidence of your high level of English language ability if you are **not** a native speaker of English born and educated in the UK, Ireland, Canada, USA, New Zealand or South Africa. This applies to graduates from Australian universities.

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 that you have passed each section of the Occupational English Test (OET) with a B pass or higher or gained scores in the TOEFL-iBT of at least 24 in Listening, 24 in Reading, 27 in Writing and 23 in Speaking.

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

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

SECTION F Checklist

Documents which you must include with this application:

Certified copies of:

- qualification papers (such as degree, diploma, certificates etc)
- 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 overseas registration or licence to practice (where applicable)
- current registration in Australia
- evidence of a pass in the academic level of IELTS with a minimum score of Band 7 in each section or a B pass in each section of the OET or a score of at least 24 in listening, 24 in reading, 27 in writing and 23 in speaking for the TOEFL-iBT (if not a native speaker of English born and educated in the UK, Ireland, Canada, USA, NZ or South Africa). This also applies to graduates from Australian Veterinary Schools.
- evidence of change of name (if applicable)
- official translation in English of any documents originally issued in a language other than English
- relevant pages from your passport or travel document showing passport number, photograph and signature
- 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.
- a passport photograph taken in the past 12 months

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:

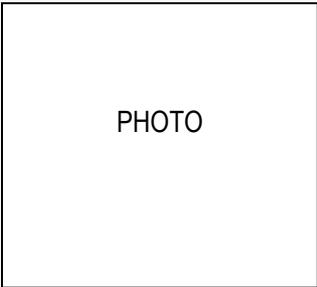
- post graduate qualifications (PhD) in the original language and translation if required
- evidence of professional experience from graduation to present. Evidence must include the name, address and contact details of the employer and clearly state the duties performed. You may also include sample payslips from current and previous employment, contracts of current and previous employers, tax documents and other relevant evidence.
- two written and signed references from past or present veterinary employers . 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.

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 (eg 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.



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 - \$363
 - I am currently NOT living in Australia - \$330
- **I want my work experience and/or higher qualifications included**
 - I am currently living in Australia - \$418
 - I am currently NOT living in Australia - \$380

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

PAYMENT METHOD (please select)

- Pay using 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 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: _____

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
- Enclosed the correct fee (**if applicable**) payable to the Australasian Veterinary Boards Council Inc.

After completing this form, please print and sign in the relevant space(s) and mail the form, together with the supporting documents and assessment fee to AVBC Inc at:

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.