



**Stage 1 Desk Top  
Modified Assessment of  
Qualifications and Skills  
in Podiatry  
for Migration Purposes**

**Occupation: Podiatrist (ANZSCO Code 252611)**

**June 2015**

## **Table of Contents**

	<b><u>Page</u></b>
<b>1. Purpose of a Migration Skills Assessment</b>	<b>1</b>
<b>2. Podiatry in Australia</b>	<b>1</b>
<b>3. Stage 1 Modified Desktop Migration Skills Assessment - Flowchart</b>	<b>1</b>
<b>4. Stage 1 Modified Desktop Migration Skills Assessment</b>	<b>2</b>
<b>5. Documentation Required for the Stage 1 Desk Top Assessment</b>	<b>2</b>
<b>6. Notification</b>	<b>3</b>
<b>7. Review and Appeals</b>	<b>3</b>
<b>8. Application Process</b>	<b>4</b>
<b>9. Using an Agent</b>	<b>4</b>
<b>10. Submitting Supporting Documents</b>	<b>4</b>
<b>11. Fees</b>	<b>6</b>
<b>12. Contact Details</b>	<b>7</b>
<b>Appendix 1 Schedule of Fees</b>	<b>8</b>

## 1. Purpose of a Migration Skills Assessment

Individuals who wish to apply for migration to Australia under the occupation Podiatrist (ANZSCO Code – 252611) under the General Skilled Migration program must gain a migration skills assessment from the Australian and New Zealand Podiatry Accreditation Council (ANZPAC). All such individuals must complete ANZPAC's migration skills assessment process, whether they have qualifications gained in Australia or overseas.

ANZPAC will assess a person's skills as "suitable" or "not suitable" for the occupation Podiatrist against the criteria it has established.

The skills assessment ANZPAC issues to successful applicants must be included with any visa application to the Department of Immigration and Citizenship (DIAC). Applicants should keep a certified copy of their skills assessment and all other relevant documentation for their own records.

***A skills assessment remains valid for three years from the date of issue.***

Successfully migrating to Australia as a podiatrist is no guarantee of registration or employment in Australia. Requirements additional to those for migration may need to be met to become registered with the Podiatry Board of Australia.

ANZPAC cannot provide advice on migration issues. All questions relating to the migration process should be directed to DIAC - visit [www.immi.gov.au](http://www.immi.gov.au) for information and contact details.

## 2. Podiatry in Australia

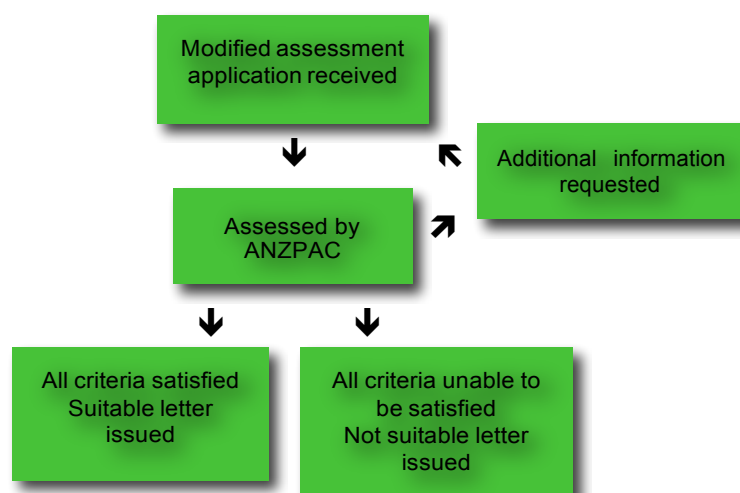
A podiatrist is a registered health professional who deals with the prevention, diagnosis, treatment and rehabilitation of medical and surgical conditions of the feet and lower limbs.

The conditions podiatrists treat include those resulting from bone and joint disorders such as arthritis and soft-tissue and muscular pathologies, as well as neurological and circulatory diseases. Podiatrists are also able to diagnose and treat any complications of the above which affect the lower limb, including skin and nail disorders, corns, calluses and in-growing toe nails. Foot injuries and infections gained through sport or other activities are also diagnosed and treated by podiatrists.

Podiatrists in Australia must by law be registered in order to practise as a podiatrist.

Further information can be obtained from the Podiatry Board of Australia at [www.podiatryboard.gov.au](http://www.podiatryboard.gov.au).

## 3. Stage 1 Modified Desktop Migration Skills Assessment - Flowchart



#### 4. Stage 1 Modified Desktop Migration Skills Assessment

The Stage 1 Desktop Assessment is a paper-based assessment of applicants' qualifications and skills against ANZPAC's eligibility criteria. Applicants who meet all eligibility criteria of the Stage 1 Desktop Assessment appropriate to their circumstances will be assessed as suitable for migration. Applicants who are not assessed as suitable for migration at the conclusion of the Stage 1 Desktop Assessment can, in some circumstances, advance to the Stage 2 Practical Assessment (see **section 6**).

##### **Modified Assessment**

To be eligible for a **modified** skills assessment **you must answer YES to at least one** of the following statements.

1. You currently hold registration as a podiatrist from the Podiatry Board of Australia
2. You have completed a recognised, registrable, entry-level qualification in podiatry at a university in Australia or New Zealand **within the two years immediately prior to the date you are applying** for a migration skills assessment.

##### **If you cannot answer yes to one of the above statements please complete a Stage 1 Full Desktop Assessment**

#### 5. Documentation required for the Stage 1 Modified Desktop Migration Skills Assessment

You must submit documentary evidence that you meet ANZPAC's eligibility criteria for the Stage 1 Desktop Assessment. The documentation you must submit varies according to the type of assessment.

**All documents submitted in support of an application must be copies of the originals. They can be electronic copies or certified hard copies. Do not send original documents.** Documents in languages other than English must be accompanied by English translations from a Certified Translator. See **section 10** for information on the submission of supporting documents.

**All applicants** must submit copies of the following documentation.

##### Personal details

- Personal information page of your passport or your birth certificate.
- Marriage certificate or other document verifying change of name if your name varies between the documents relied upon in your application.

##### Registration

- Evidence of registration/licensure from all countries where you have been registered as a podiatrist.
- If registration is not required for employment as a podiatrist in countries in which you are currently or have previously been employed within the last three (3) years, evidence of professional practice as a podiatrist during this period must be submitted. A formal letter (signed, dated and on letterhead) from your employer, supervisor or colleague indicating the dates of your employment, your job title and your duties is required.

##### Education

- Degree award certificate;
- Transcripts of qualifications completed which show:
  - subjects;
  - credits/hours;
  - marks; and
  - details of practical and clinical education (where practicable).

If you have completed your qualification but have not yet had the award conferred, you must produce a letter from the Head of the School of Podiatry confirming that you have completed all course requirements and are eligible to have the award conferred.

## 6. Notification

ANZPAC will notify you in writing of the outcome of your assessment. Reasons for assessment decisions and details of applicable counselling, review and appeal processes will be given to unsuccessful applicants.

Priority processing applications will be processed within 2 working days of the receipt of a complete application and full payment.

Standard applications will be processed within 4 weeks of the receipt of a complete application and full payment.

A migration skills assessment remains valid for three (3) years from the date of issue.

## 7. Reviews and Appeals

If an applicant has been unsuccessful in the Stage 1 assessment, the notification will state which eligibility criteria have not been met and will describe what further action can be taken, including applying for an administrative review or an appeal.

Applicants are encouraged to contact ANZPAC before submitting an application for a review or an appeal, as it may be possible to resolve the matter by communication with the Executive Officer rather than by a review or an appeal. All applications for an administrative review or an appeal must be:

- made in writing;
- clearly state why a review of or an appeal against the decision is being sought; and
- be lodged within ten (10) weeks of the date on which the result was posted by ANZPAC.

In the case of an appeal, any additional documentation that the applicant believes supports their application should be submitted as well. Administrative review and appeal fees are listed in Appendix 1 - Schedule of Fees. Half the fee will be refunded if the review or appeal is successful.

### Administrative Review – Stage 1 Modified Desktop Migration Skills Assessment

For an administrative review of Stage 1 assessment, an ANZPAC officer who was not involved in the original assessment checks whether any processing errors have been made and ensures that all relevant information has been collected and considered. The applicant will be notified of the result of the review within four weeks of the date ANZPAC receives the application. The notification will include ANZPAC's reasons for assessing the applicant as suitable or not suitable for migration as a result of the review. If the applicant is still assessed as not suitable as a result of the review, they will be offered telephone counseling by the Executive Officer (Stage 1 Desktop Assessment).

Counseling is compulsory before progression to an appeal. Counseling can clarify factors considered in the Stage 1 assessment and explain why the applicant was assessed as not meeting specific criteria.

### Appeal – Stage 1 Assessment

For an appeal of Stage 1 assessment, the assessment result is reconsidered and any new information provided by the applicant taken into account. The Qualifications and Skills Assessment Committee (QSAC) appoints one of its members to assess each appeal. This person will not have previously been involved in assessing the applicant.

The Executive Officer will provide a written report to the appeal assessor describing the outcome of the applicant's assessment, including all documentation submitted in support of the original application and appeal, all communication with the applicant and the reasons the administrative review was rejected.

The applicant will be notified of the result within eight weeks of the date ANZPAC receives the appeal application. The notification will include ANZPAC's reasons for assessing the applicant as suitable or not suitable for migration as a result of the appeal.

If the applicant is still found not suitable as a result of the appeal, they will be offered telephone counseling by the Chairperson of QSAC

## 8. Application Process

To apply for a migration skills assessment, you must send the following to ANZPAC via email or post:

- your completed and signed application form;
- your supporting documents; and
- the assessment fee.

ANZPAC will:

- process your assessment fee and issue a receipt;
- assess you against its eligibility criteria;
- request any additional information required;
- finalise assessments on the basis of the evidence provided; and
- send you the results of your migration skills assessments stating whether you have been found suitable or not suitable as a podiatrist for the purposes of migration to Australia.

It is your responsibility to provide all relevant information to ANZPAC and keep ANZPAC informed of:

- your current contact details; and
- any new information which has the potential to affect your skills assessment.

ANZPAC will not process applications until the application fee has been received and all the requested information and documentation has been provided.

In some circumstances, further information may be sought from the applicant, their educational institution, their referees or certifying officers in other countries.

ANZPAC aims to finalise standard assessments within four (4) weeks of the receipt of a complete application and payment for a Stage 1 Modified Desktop Migration Skills Assessment and within 2 working days of the receipt of a complete priority processing application and full payment. If further information needs to be sought, the assessment may take longer.

## 9. Using an Agent

Australia's privacy legislation prohibits ANZPAC from discussing applications with other people unless authorised to do so.

If you would like someone, such as a family member or migration agent, to deal with ANZPAC on your behalf, you must complete the relevant section of the application form authorising a specific individual to act as your agent.

## 10. Submitting Supporting Documents

Documents must be submitted electronically.

### 10.1 Electronic applications

All documents submitted electronically must be **scanned colour copies** of the original document saved as PDF files. This information offers you guidance in attaching documents to your email application.

#### Compressed files

ANZPAC is not able to accept files that have been compressed. A compressed file is a container for documents, programs or other files that have been packaged together and reduced in size. A common example is files compressed using WinZip® with a '.zip' file extension. If the document you are attempting to attach is too large we recommend that you create a PDF document.

**See:** <https://createpdf.adobe.com/>

### What can you attach?

ANZPAC is only able to accept the following file formats:

Extension	File Type
.DOC	Microsoft Word 2002 or older document
.DOCX	Microsoft Word 2007 document
.JPG	JPEG image file
.PDF	Adobe Acrobat Portable Document Format file
.PPT	Microsoft PowerPoint presentation document
.XLS	Microsoft Excel spreadsheet document

The following table details the maximum number, size and allowable formats of files you are able to attach to your application:

Maximum number of files	Maximum size each file	Formats allowed
20	5MB	.DOC, .DOCX, .XLS, .PPT, .JPG, .PDF

### 10.2 Translation of documents

If documents are translated in Australia, the translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) - see [www.naati.com.au](http://www.naati.com.au) for more information.

If the authenticity of documents cannot be verified, ANZPAC reserves the right to decline to assess an application and will inform the Department of Immigration and Citizenship. The assessment fee will not be refunded in these circumstances.

If you cannot obtain the required documents, you should attach a letter to the application form identifying which documents you cannot obtain and why.

### 11. Fees

The fees for application for Stage 1 assessments and for Reviews and Appeals appear in Appendix 1. The fee is subject to change without notice. Priority processing may be delayed if:

- payment has not been received
- applications are submitted incomplete, incorrectly or
- additional information is required.

#### Fees must be made payable to ANZPAC in Australian Dollars by one of the following methods:

- a bank cheque drawn by a bank outside Australia that has bank clearance arrangements with an Australian bank;
- a money order issued by Australia Post;
- a bank cheque drawn by an Australian bank;
- electronic transfer to ANZPAC's bank account

**Account Name:** Australian and New Zealand Podiatry Accreditation Council  
**Bank:** Westpac  
**BSB:** 033082  
**Account Number:** 283534  
**Bank Address:** 108 Acland Street, St Kilda South, VIC 3182, Australia  
**SWIFT Code:** WPACAU2S (for international transfers only)

Refunds are not issued under any circumstances for Stage 1 Desk Top Assessment applications.

## 12. Contact Details

All applications should be lodged via email [qsa@anzpac.org.au](mailto:qsa@anzpac.org.au)

**OR**

via post to

ANZPAC  
12-16 Parker St  
Williamstown  
VIC 3016  
AUSTRALIA

**Enquiries:** *E-mail is ANZPAC's preferred mode of communication.*

**E-mail:** [qsa@anzpac.org.au](mailto:qsa@anzpac.org.au)

**Phone:** 1300 267 687 (local call within Australia)

For more information about the assessment process, Please contact ANZPAC or read the information available at – [www.anzpac.org.au](http://www.anzpac.org.au).



---

## Appendix 1



### QUALIFICATION AND SKILLS ASSESSMENT COMMITTEE

#### SCHEDULE OF FEES

#### Applications for Australia

1.	<u>Stage 1 - Desk Top Assessment</u>	
	Modified Assessment (Processed within 4 weeks of receipt)	\$420
	Priority Modified Assessment (Processed within 2 working days of receipt)	\$620
	Full Assessment (Processed within 4 weeks of receipt)	\$670
	Priority Full Assessment (Processed within 2 working days of receipt)	\$1000
2.	<u>Stage 2 - Practical Assessment</u>	
	Examination	\$2000
3.	<u>Competency Assessment</u>	\$2000
4.	<u>Reviews/Appeals</u>	
	Administrative Review	-
	Appeal	\$300
2.	<u>Professional Practice and Culture Open Book Examination</u>	\$275
3.	<u>Reviews/Appeals</u>	
	Administrative Review	-
	Appeal	\$300
	<b>Skills Assessment Notification Letter Re-issue Fee</b>	<b>\$50</b>

- All amounts are in Australian Dollars.
- Applicants to New Zealand must complete **both** the Desk Top Assessment **and** the Professional Practice and Culture Open Book Examination
- The above fees are GST-free under Section 38-110 of *A New Tax System (Goods and Services Tax) Act 1999*.
- If you wish to withdraw your application, ANZPAC reserves the right to retain an administrative fee.
- If a review or appeal is successful, half the fee will be refunded.
- Priority processing may be delayed if:
  - payment has not been received
  - applications are submitted incomplete, incorrectly or additional information is required.