

Form B

Full - Migration Skills Assessment Application

For Registered Nurses and Registered Midwives who do not hold registration and a current practising license in Australia and/or New Zealand

General Assessment information — What you need to know

Who uses this form?

This form is for Registered Nurses and Registered Midwives who are currently practising and who are applying to migrate to Australia and have been requested by the Department of Immigration and Citizenship (DIAC) to complete a skills assessment.

Please note: This form is *not for registration*. The ANMC does not register nurses or midwives. In Australia, registration is undertaken by each of the state/territory nurse/midwifery regulatory authorities (NMRAs). To register, you will need to contact the NMRA in the Australian state/territory where you wish to practise. Links to the NMRA websites are available on the contacts page of our website; www.anmc.org.au.

The completion of your assessment

At the completion of your assessment, you or your agent (if applicable), will be sent a 'Letter of Determination' on security paper. This letter is your 'evidence of Migration Skills Assessment' that you include with your application for permanent residency with DIAC. For further information go to DIAC's website at www.immi.gov.au.

Processing your application

Applications are processed within 10 weeks of receipt at our office (depending on demand). If we require any further documents, we will write to you and request them; this will delay completion of your assessment.

Making enquiries about your application

On receipt of your application, a letter of confirmation will be sent to you which will include your file number to be used in all enquiries. Please allow 10 weeks from the date you lodged your application for processing.

Original documents

The ANMC will not be held responsible for original documents sent to the office. **DO NOT SEND ORIGINAL DOCUMENTS.** Only certified documents are required.

Translations

Documents written in a language other than English must be translated by an official translator. The translation and a certified copy of the original document must be stapled together and sent with the application form.

Correctly certifying documents

Follow the guidelines below to have your documents correctly certified. **If your documents are incorrectly certified, they will be returned to you.** It is suggested that the person who certifies your application form is the same person who certifies all of your documents.

Listed below are the only people who can certify documents submitted to the ANMC. Please note that this list is different from other assessing authorities:

- Legal Practitioner
- Notary Public
- Justice of the Peace
- Peace Commissioner
- Commissioner of Declarations
- Commissioner of Oaths
- Judge
- Magistrate
- Person legally designated to sign documents from an embassy or consulate

When certifying documents, the above person needs to include the following statement on each document;
I certify that this is a true copy of the original document.

Signature: _____ Date: _____
Contact Address: _____ Phone number: _____
Official stamp or seal if available

Privacy information

You must provide all information and documents as requested in this application form. However, you should be aware that in accordance with ANMC's Privacy Statement, we may request additional information about you from other persons or organisations.

Your documents

The documents that you send in with your application to the ANMC, will also be required when you apply to DIAC for migration. Please ensure that you have made additional certified copies of the documents you send in to the ANMC. The ANMC holds all documents and applications for **three** years after the last date of contact. After this time documents and applications are destroyed.

Faxes and emails

The ANMC is unable to accept faxed or emailed documents.

Form Validity

This form is valid for use between
1 July 2009 and 30 June 2010

Required documents — What you need to send, page 1

This information guide is designed to help you fill in your application form and also compile the required documents. Please read this guide in conjunction with the application form.

1. Personal details

Suitable documents: Certified copies of; Birth certificate or Passport Details sheet, Adoption certificate, Marriage certificate, Change of Name certificate, Deed Poll or Statutory Declaration

If you have **changed your family/last name** by marriage you will need to provide the marriage certificate. If you have been married more than once and changed your name each time, you will need to provide *each* marriage certificate.

If you are using a **different first or last/family name** or have an **additional name** to the names on your birth/adoption/marriage certificate/s, you will need to provide a Certificate of Change of Name or a Statutory Declaration stating all of your known names and that you are the same person as all of the names used in your application.

2. Personal contact details

These are your own details. Even if you are using an agent, please put your own details here.

3. Photograph

Required document: Certified passport sized photo.

Please staple a certified photo of yourself to the box. The photo should be certified by the same person who signs your application. The statement should include a signature and the following statement;
I certify that this photo is a true likeness of the applicant.
This should appear on the back of the photo.

4. Agent's contact details

You will need to complete this section if you wish to authorise another person to act on your behalf. All correspondence will be directed to your agent as if it were sent to you. If you are using an agent, please direct all enquiries through them.

5. ASCO Code

(Australian Standard Classification of Occupations)
You can only nominate one (1) ASCO Code. If you nominate two (2), your application will be returned to you for clarification.
2323-11 Registered Nurse
2324-11 Registered Midwife
2325-11 Registered Mental Health Nurse
2326-11 Registered Developmental Disability Nurse

6. English language test results

All nurses and midwives who are applying for migration to Australia must prove English Language Proficiency.

7. Nursing and/or Midwifery qualifications

Required documents:

- Graduation certificate/Certificate of completion and
- Transcript of training (this includes theory and practical hours and/or experience)

The qualifications we require to be listed are those that relate to your pre-registration training/education. We do not require certificates/transcripts of short courses.

Some institutions prefer to send the transcript or syllabus directly to the ANMC instead of giving it to you. It is preferable that this is done before the application is sent in. Once received, the transcript or syllabus will be kept on file and attached to the application when it is processed.

If you are unable to obtain a transcript then the ANMC will accept a syllabus from either that period of training or a syllabus that directly relates to that training. This syllabus must come directly from the training institution to the ANMC. A syllabus sent by you will not be accepted.

If you are unable to obtain a transcript or syllabus due to the training institutions closure, then you can apply to the nurse regulatory authority in the country where the training was conducted for a letter of confirmation.

8. Nursing and/or Midwifery experience

Required documents:

- Professional reference, and
- Employment statement(s) as detailed below.

Professional reference from your *current or most recent* employer meeting the criteria below. The professional reference comes from your Nurse Manager or immediate supervisor and must include the following:

- Dates of employment
- Areas of experience
- A statement of your professional competence and safety as a nurse/midwife
- A comment on how you are observed to achieve competence and safety
- Date of the statement
- Name, signature and position of the referee
- Printed on the organisation's official letterhead
- Adaption program details if applicable

Required documents — What you need to send, page 2

Employment statement/s stating dates of employment for the past five (5) years. You will need to provide evidence of recency of practise of at least 3 months (full time equivalent) within the last 5 years. If your dates of employment are not on your professional reference and/or you have worked for different employers within the last 5 years, you will need to provide a statement that details the dates of employment as a registered nurse or midwife. This statement usually comes from Human Resources or Payroll at your organisation. We do not need information on your enrolled nursing or rates of pay.

9. Where were you first registered

Required document: Certified copy of your initial registration certificate.

When you first gained registration, at the completion of your nurse/midwife education/training, you would have been issued a certificate of registration.

10. Where are you currently registered

Required documents: Verification of registration and initial registration certificate.

You must be currently registered to apply for an assessment. If you are not registered, we will return your application to you as we are unable to assess nurses and midwives who have had their license to practise lapse.

A Verification of Registration is a letter confirming registration and good standing of a nurse or midwife. It is provided by the organisation responsible for the registration of nurses and midwives in your country. Verifications must be sent directly to the ANMC by the registering authority. Verifications sent by you will not be accepted.

A verification can be sent at any time, however, it is preferable that this is done before the application is sent in. Once received, a verification will be kept on file and attached to the application when it is processed.

11A. Checklist

This checklist relates to questions 1, 2, 3, 4, 5, 8, 9, 12 and 13. These documents must be included with your application when you send it in.

11B. Checklist

This checklist relates to questions 6, 7 and 10. These documents should be organised to be sent in before sending your application in to us.

12. Declaration

Read the declaration carefully before signing. You must sign the declaration in front of one of the people listed on the application form. If your declaration is not signed by a person listed on the application form, your complete application will be returned to you to have it certified correctly.

13. Payment details

Required information: Payment details

For information on the assessment fee and payment options, please go to page 'F'.

Sending in your application

Staple or clip (please do not use folders or plastic sleeves) your application together (do not include the information pages) and send it by post or courier to the following address;

Postal address:
PO Box 873
Dickson ACT 2602
AUSTRALIA

Address for courier:
Level 1, 20 Challis Street
Dickson ACT 2602
AUSTRALIA

English language requirements

As of 1 July 2009, **all** Internationally qualified nurses and midwives applying for a migration skills assessment are required to successfully complete one of the following English language tests:

Occupational English Test (OET)

The requirement is to do the Nursing version of the test and to achieve a **B pass or above in all four sections** of the test, giving an overall **B** pass. The date of the test must be no more than two years prior to the ANMC assessment. Receipt of an original test result from Language Australia is required.

International English Language Testing system (IELTS)

The requirement is to complete the **Academic** version of the test and achieve a score of **7 in all four bands**. The date of the test must be no more than two years prior to the ANMC assessment. Receipt of an original test result from the IELTS Testing Centre is required.

A pass in either test will only be accepted if completed in one sitting.

Privacy Statement

The Australian Nursing & Midwifery Council (ANMC) has collected your personal information and, in accordance with its Privacy Policy, will hold it in its secure database. Personal information is any information or opinion about an individual whose identity is apparent from the information. We consider that holding your personal information is important and we take your right to privacy very seriously. To this end, we have issued this Privacy Statement to explain why we collect your personal information and how we may use or disclose it.

We collect personal information such as (but not limited to) contact details, educational qualifications, employment information, financial details (in relation to payment for our services), and some sensitive information such as racial or ethnic origin and membership of professional organisations. The full details of the personal information we collect can be found in the questions we ask and/or in the forms you have completed in relation to your dealings with ANMC.

In some situations we may have collected your personal information from a third party such as overseas organisations and institutions, government departments and authorities, educational institutions, hospitals and health providers. We collect and use personal information for the primary purpose of providing assessments of nursing skills and qualifications and issuing our publications and related information. If you do not provide the personal information we seek, we may not be able to undertake the required assessment or provide you with accurate information.

In addition to the primary purpose outlined above, we may also use your personal information (other than sensitive information) for research and internal administrative purposes.

All of the personal information we hold about you is held on a password protected database or in secure files. Only authorised officers of ANMC may access the data base and only for purposes outlined in our Privacy Policy. Once we no longer have a need for your personal information we will destroy or de-identify it. From time to time, we may disclose your personal information to certain organisations. If we do this we require these parties to protect your personal information in the same way we do. The types of organizations we may disclose your personal information to include:

- external service providers that provide ANMC with financial, legal, administrative and other services;
- the Department of Immigration and Citizenship (DIAC);
- the National Office of Overseas Skills Recognition (NOOSR);
- other nursing councils (and similar organizations), health and language education facilities, and related bodies, whether overseas or in Australia;
- government agencies (as part of our regulatory or statutory obligations);
- if we collect your information from someone else or another entity, including an overseas authority, hospital or institution, or representatives then we may disclose your personal information to that person or entity; and your agent.

If you sign an ANMC application form or request us to send you information we will take it that you consent to us collecting, using, disclosing and handling your personal information (including sensitive information) as set out in this Privacy Statement. You agree also that you have made this Privacy Statement (or a copy) available to any person whose personal information you have given to us.

You can request access to the personal information we hold about you and you may ask us at any time to correct it. For more information or access to your personal information, please refer to our Privacy Policy at www.anmc.org.au. There may be a reasonable fee for accessing your personal information.

If you have any queries about this Privacy Statement or our Privacy Policy, please contact our CEO at:

Address: Australian Nursing & Midwifery Council
PO Box 873
Dickson ACT 2602
Australia
Phone Number + 61 2 6257 7960
Fax Number + 61 2 6257 7955
Website: www.anmc.org.au

Payment methods, terms and conditions

The information contained in the payment methods, terms and conditions is issued as a guide only. It is the responsibility of person(s) providing payment to ensure that the correct fee is paid and information provided.

The ANMC will not be held liable for loss of payment incurred due to incorrect payment by the person(s) providing. Nor will it accept responsibility for loss of payment due to means uncontrollable by the ANMC including loss caused by postal systems.

Please Note: The ANMC is not in a position to accept payment in other than Australian Dollars (AUD).

If none of the payment options detailed below are available to you, please seek advice from the ANMC.

Credit Card

Payment can be made by Credit Card (Visa, MasterCard) through electronic transaction. Please provide the card number, type, expiry date and name of the cardholder. Payments are processed electronically on the day of receipt (in Australian Dollars) and a copy of the transaction record is made available after processing.

The ANMC *cannot* process payments through American Express or Diners Club.

Cheque, Money Order

Payment can also be made by a cheque on an Australian Bank or Australian Post Money Order. Cheques and money orders should be made payable to 'Australian Nursing & Midwifery Council'. Please do not staple cheque to application.

International Telegraphic Transfers

Please contact our Accounts Department on +61 2 6274 9106 or online via anmc@anmc.org.au for further information.

Foreign Drafts

Foreign drafts are accepted providing they are payable in AUD at an Australian Bank. Major Australian Banks accepted include the Commonwealth Bank, National Australia Bank, Westpac Banking Corporation and the Australia and New Zealand Bank (ANZ).

Please Note: Foreign drafts, even in Australian Dollars, payable on other than an Australian-based bank may attract additional charges and processing delays, which will represent additional charges to and be payable by the person(s) providing payment.

Fee Schedule

The ANMC reviews fees on an annual basis.

Skills Assessment Fee

An assessment fee is payable for all applications lodged at the ANMC. GST is not payable on assessment fees.

Consequences of Non-Payment

Applications received without the fee or with the incorrect fee will not be processed but will be returned to the applicant/agent.

Assessment Fees

Full Assessment applications received between 1 July 2009 and 30 June 2010: **\$690.00**

Administrative Charges

As of **25 May 2009** the ANMC **will not** refund the cost of any assessment applications. This supercedes the previous refund policy of January 2009.

Letter of Determination

On completion of the assessment, this office issues a Letter of Determination. This document is required by DIAC for migration purposes. Should the applicant/agent lose this letter, the re-issuing will cost **\$35.00**.

Form B

Full - Migration Skills Assessment Application

For Registered Nurses and Registered Midwives who do not hold registration and a current practising license in Australia and/or New Zealand

Please complete this application form in conjunction with the accompanying information sheet

Please complete this application form using blue or black pen. Please complete forms in upper case where applicable (except for email addresses)

All questions must be answered

1. Personal details

Last/Family name

Given names

All previous names including assumed and maiden names

Gender

Male

Female

Date of birth
DD/MM/YYYY

Country of birth

2. Personal contact details

Postal address

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Postcode: <input type="text"/>

Country

Phone number

Email address

3. Photograph

Staple a certified passport sized photo here.

Form validity

This form is valid for use between
1 July 2009 and 30 June 2010

4. Agent's contact details

I, _____ (insert your name here) authorise the below person to act on my behalf with regards to my assessment of nursing/midwifery qualifications.

Applicant's signature: _____ Date (DD/MM/YYYY): _____

Agent's name:

Company name:

Postal address:

<input type="text"/>	Postcode:
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Country:

Phone number:

Email address:

5. ASCO Code

ASCO Code:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>
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6. English language test results

A. Have you read the English Language requirements on the ANMC website? Yes No

B. Have you requested that the test centre forward your results directly to the ANMC? Yes No

Please note: If you have answered no to questions A or B please do not proceed with your application.

7. Nursing and/or Midwifery qualifications

List the relevant qualifications which resulted in your initial registration

Qualification ie RN, RM	Type of award ie Degree, diploma	Country of qualification	Year commenced	Year completed

8. Nursing and/or Midwifery experience within the last 5 years

Employer	Position held	Area(s) of experience	Month and year commenced	Month and year finished

9. Where were you first registered?

Country

Registering authority

Initial registration number

Date of registration
DD/MM/Y YYYY

10. Where are you currently registered?

Country

Registering authority

Registration number

Date of registration
DD/MM/YYYY

11A. Checklist of required documents

Please see the 'Required documents—what you need to send' information pages for details of the required documents.

You must include the following with your application:

- A certified copy of your birth certificate
- A certified copy of your change of name documents (if applicable)
- A certified passport sized photograph
- Nominated only 1 (one) ASCO Code
- A certified copy of your graduation certificate
- A certified copy of all of your initial registration certificate(s)
- Professional reference
- Employment statement(s)
- Payment details; Credit card, money order, bank cheque etc.
- Transcripts of training that show theory and practical hours
- OR a copy of the syllabus from the Nurse/Midwifery regulatory authority
(the syllabus must be sent from the appropriate organisation directly to the ANMC)

11B. Checklist of required documents

Please see the 'Required documents—what you need to send' information pages for details of the required documents.

Before sending in your application, have you organised to have the following documents sent directly from the appropriate organisation directly to the ANMC?

- A verification of your current registration from the Nurse/midwifery regulatory authority directly to the ANMC Date requested: _____
- Your English Language Test results from the testing centre directly to the ANMC Date requested: _____
- If you do not have your transcript, a copy of your syllabus from the Nurse/Midwifery regulatory authority directly to the ANMC Date requested: _____

12. Declaration

I declare that:

- The information in this application and attachments is true and complete;
- I am migrating to Australia
- I am the person photographed and named in this application and attachments;
- I have read and completed the checklist;
- I have read and understood ANMC's Privacy Statement issued with this application. I consent to ANMC collecting and using my personal information in accordance with the Privacy Statement; and
- If I have disclosed anyone else's personal information, I confirm that I have made a copy of ANMC's Privacy Statement available to that person.

Signature of applicant:	<input type="text"/>	Date:	<input type="text"/>
Signature of witness:	<input type="text"/>		
Name of witness:	<input type="text"/>		
Legal title of witness*:	<input type="text"/>		
Address of witness:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Country:	<input type="text"/>	Phone number:	<input type="text"/>

*The ANMC recognises certified/witnessed documents from the following persons **only**:

- **Legal Practitioner;**
- **Justice of the Peace;**
- **Peace Commissioner;**
- **Commissioner of Oaths;**
- **Notary Public;**
- **Judge;**
- **Magistrate;**
- **Person legally designated to sign documents from an embassy or consulate.**

Each copy of an original document must bear a statement certifying that it is a true copy of the original. The person who signs the document must have the legal authority to do so and the statement should also include any official stamp or seal.

It also needs to include the date of the statement and the name, signature, contact address and phone number.

Please note that **Postal Managers, Police Officers, Pharmacists, Migration Agents, RNs, RMs, or Doctors** unless they are **ALSO ONE OF THE ABOVE, CANNOT CERTIFY DOCUMENTS** submitted to the ANMC.

13. Payment

How is the payment being made? Please see the Fee Schedule on page 6 for payment options

- Foreign draft in Australian dollars
- Bank cheque in Australian dollars
- Australia Post Money Order
- Credit Card Give details below

Amount Credit card Visa Master Card

Card Number

Expiry date / Name on card

I, (the cardholder) have read and understood ANMC's Privacy Statement issued with this application. I consent to ANMC collecting and using my personal information in accordance with the Privacy Statement.

Signature of
cardholder

This section has been intentionally left blank