



australian
pharmacy
council

O-74 Skills Assessment Document Policy

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Glossary of Terms

Term	Meaning
Skills Assessment	An APC process to assess the identity, qualifications and skills of an individual who has completed pharmacist training in a country outside of Australia and who wishes to register as a pharmacist with the Pharmacy Board of Australia.

List of Abbreviations

Abbreviation	Term
APC	Australian Pharmacy Council
DHA	Department of Home Affairs
NAATI	National Accreditation Authority for Translators and Interpreters
PharmBA	Pharmacy Board of Australia

Skills Assessment Document Policy

1. Purpose

This policy describes the Australian Pharmacy Council (APC) technical standards for documents submitted by an individual as part of a Skills Assessment application.

2. Scope

This policy applies to all documents submitted to the APC by an individual seeking an APC Skills Assessment.

3. Policy Statement

Individuals seeking an APC Skills Assessment are required to submit specific documents as described in the [Assessment Standards](#). All submitted documents must meet the requirements of this policy (as a minimum) to be accepted as part of a Skills Assessment application.

3.1. General Documents Criteria

The following requirements apply to all documents. They must:

- be a clear colour scan OR photo of the original document
- clearly show all relevant security features (e.g., patterns, logo, watermark)
- clearly show all wording on the document
- be in png, pdf, jpg, jpeg, tif, tff or gif format
- be in English OR be accompanied by a translation (see 3.3)

APC **does not** accept the following:

- scans or photos of:
 - laminated original documents (unless we are able to see the security features and/or able to verify the authenticity of the documents independently)
 - copied documents (regardless of whether they are certified or not certified)
- documents in Word format

3.2. Specific Documents Criteria

The following criteria apply to specific documents that may be required for each type of Skills Assessment (as specified in the [Assessments Standards](#)).

3.2.1. Identification documents

Required documents

All skills assessment applications require the submission of a minimum of **three** of the following identification documents, in accordance with [DEWR Guidelines for Skilled Migration Assessing Authorities](#) :

- birth certificate
- passport
- where possible, an Australian visa (supported by a foreign passport, which is needed for verification) OR ImmiCard
- at least one other official photo bearing document
- ID card where relevant

Primary identification document

At least one of the three documents must include all the following features to be considered the 'primary identification document':

- colour photograph
- full name (including middle names if applicable)
- signature
- date of birth
- document issue date
- document expiry date

Example '*primary identification documents*' include:

- passport
- Australia / NZ Drivers Licence
- Australian federal, state or territory government issued identity card
- Australian government issued ImmiCard

The names on all of the supporting documents (such as degree certificate, academic transcript, and registration certificate) must match exactly the name on the 'primary identification document'.

3.2.2. Degree certificate or completion letter

The degree certificate or completion letter must:

- be for a pharmacy qualification

- include details for the full degree (not a provisional or temporary certificate/letter)
- include the issuing date

3.2.3. Academic record/transcript

The academic record/transcript issued by the education provider must:

- include all pages in a single document
- show all subjects/units and examination results for every semester of the program

3.2.4. Evidence of registration

The document submitted as evidence of registration must:

- include the commencement and/or expiry date of the registration period
- if the document is to show 'eligibility to commence the registration process', it must refer to the graduate and their university by name

3.2.5. Photo

The provided candidate headshot must be:

- less than six months old
- showing your full head and your shoulders
- in colour
- high quality.

3.2.6. Same and one letter

If the name on a candidate's documents do not match, APC assessment officers may require the submission of a 'same and one letter' from a specific organisation or authority. This letter:

- must refer to the different spellings of the candidate's name (from each document) and state that they are the same person
- must not refer to a statutory declaration
- must refer to the ID number of one of the candidate's primary documents (e.g. passport number)

3.2.7. Work reference documents

If a candidate wishes to submit evidence of work experience to be considered as part of the Skills Assessment, the following documents are required:

3.2.7.1. Curriculum Vitae

The curriculum vitae (CV) must include:

- all periods of work undertaken as a registered pharmacist (with full/general registration)
- employer details:
 - name of organisation
 - address
 - contact details
- start and finish dates for all periods of work at all jobs

3.2.7.2. Work Experience Reference template

The APC work Experience Reference template must be completed for all jobs, and includes the following:

- candidate:
 - name
 - date of birth
- employing organisation name
- employment start and finish dates
- referee:
 - name and position
 - Signature
- stamp of referee/employing organisation

3.2.7.3. Pay slips

Pay slips must include:

- candidate full name
- employing organisation name
- start and finish dates
 - pay slip dates must be within the period in the relevant Work Experience Reference template
 - pay slips must be provided for both the first month of the employment and the last month of the employment period
 - dates are not required to cover the entire period on the Work Experience Reference template

3.3. English translations

If documents were not originally issued in English, they must be accompanied by an English translation that meets the requirements of 3.1 and is also:

- completed by a translator who is accredited by the [National Accreditation Authority for Translators and Interpreters \(NAATI\)](#)
- a translation of the full document

We may be able to accept an extract translation if the document has been translated by an Australian government department.

4. Related documents/Links

[Assessments Standards](#)

[Fraudulent Document Policy](#)

5. References

[DEWR Guidelines for Skilled Migration Assessing Authorities](#)



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