

# APC SKILLS ASSESSMENT- RECIPROCAL STREAM

United Kingdom (UK) trained pharmacists (prior to 1 December 2006) who are currently registered with the [Pharmacy Board of Australia \(PBA\)](#) in Australia come under a reciprocal arrangement and thereby can apply for an APC Skills Assessment under the Reciprocal Stream. On successful completion of the skills assessment eligibility process we will issue an APC Skills Assessment letter which can be used for visa or migration purposes when applying to the [Department of Home Affairs](#).

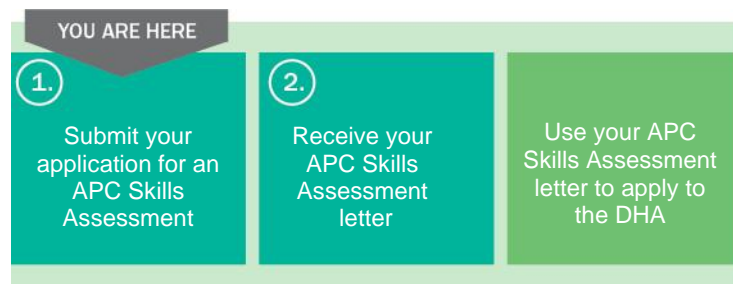
The APC Skills Assessment: Reciprocal Stream online application fee\* is **\$1230 AUD**.

To be considered for an APC Skills Assessment letter under the Reciprocal Stream you must:

- have completed an approved pharmacy qualification from an accredited institution in the UK
- have registered as a pharmacist in Australia under reciprocal agreements which were in place prior to 1 December 2006
- be currently registered to practice pharmacy in Australia.

Please note: If your registration has lapsed you will need to [contact](#) the PBA for advice on renewal of your registration before you apply for the APC Skills Assessment under the Reciprocal Stream.

Candidates should carefully review this information sheet in its entirety before applying for an APC Skills Assessment



## 1. SUBMIT YOUR APPLICATION FOR AN APC SKILLS ASSESSMENT

- create a web account in our [Candidate Portal](#)
- complete the online eligibility check
- set up your candidate profile and upload the mandatory supporting documents
- using a credit card (MasterCard or Visa) pay the application fee of \$1230 AUD.

## 2. THE PROCESS FOR ISSUING YOUR APC SKILLS ASSESSMENT LETTER

- By taking into account the above requirements, the APC Assessments Team will verify your eligibility for assessment under the Reciprocal Stream when we receive your online application in the [Candidate Portal](#).

Approximately up to eight weeks after submitting an online application you or your nominated agent will receive an email once it has been processed. If your application is successful, your APC Skills Assessment letter will be sent by post to your nominated address (please ensure you advise of any change in address). If you live in Australia please allow one week for postal delivery. If you live outside of Australia, please allow 4-6 weeks for postal delivery.

# ADDITIONAL INFORMATION

## APPROVED PHARMACY QUALIFICATIONS

Different countries issue various types of qualifications for example, Bachelors, Masters or a Doctorate. An approved qualification for APC eligibility purposes must meet a minimum period of study requirement.

- if you completed your qualification before 1 January 2006, your qualification must be the equivalent of at least three years' full-time academic study
- if you completed your qualification after 1 January 2006, your qualification must be the equivalent of four years' full-time academic study.

If your qualification is not recognised by the pharmacy regulator in the country of qualification, that qualification will not meet our requirements.

## APC CANDIDATE PORTAL: WEB ACCOUNTS

First time users of our [Candidate Portal](#) will be required to create a web account to apply for an APC Skills Assessment letter. Candidates should go to the registration tab, create a sign-in ID and validate their email address.

## NOMINATING AN AGENT / THIRD PARTY TO ACT ON YOUR BEHALF

If you want someone to liaise with APC on your behalf (e.g. migration agent, family member or friend) you will need to upload the [Agent Authorisation](#) form that is available in the 'If You Use an Agent' section when setting up your profile in the [Candidate Portal](#). Both you and your agent must sign the Agent's Authorisation form. Under Australian privacy legislation we must have a written authority form from you before communicating with anyone on your behalf.

Please note that APC will not correspond with you (the candidate) directly if you have nominated an agent/or third party to act on your behalf.

**Please note that the email addresses for the candidate and the agent/third party must be different.**

## ELIGIBILITY ASSESSMENT PROCESS

After submitting your application, our Assessments Team will conduct a review, effectively an eligibility assessment. As part of this process we will confirm the validity and content of your application and supporting documents, including contacting third parties for verification purposes. The assessment takes approximately eight weeks to complete from the date we receive a complete\* application.

\*after processing your application, the Assessments Team may send you an email stating "Further Information Required" to decide on your application. You will have 90 days from the date of that email to submit the required documentation described in the email. If you do not submit all the required information or documentation within the stated time, you will be taken to have withdrawn your application, and your application will lapse. Please note if your application lapses, you will need to reapply and commence the application process and pay the relevant fee again. The documents that you submit with your lapsed application will be deleted.

\*it can take up to another eight weeks for the Assessments Team to process requests if further documents are required due to an incomplete application.

## SUPPORTING DOCUMENTATION

Candidates will need to provide clear and complete colour scans of original documents at 600dpi resolution or higher. The Assessments Team officers must be able to see the complete document, including all edges and corners, any images/photographs and they must be able to read all text clearly. Failure to provide documents in the correct format will result in delays.

File names must be short and in plain English (e.g registration.pdf). Do not include special characters (e.g. #\*!) in the file name.

**The below documents are mandatory:**

### **Academic qualifications:**

- your original degree certificate from an accredited institution in the UK
- your original academic transcript from an accredited institution in the UK (all pages of the document must be scanned and saved as one pdf file).

### **Evidence of registration:**

- your current registration with the PBA in Australia
- your original letter confirming current professional status (letter of good standing)
- evidence you have registered as a pharmacist in Australia under reciprocal agreements which were in place prior to 1 December 2006 (Certificate of Original Registration from the relevant state pharmacy board).

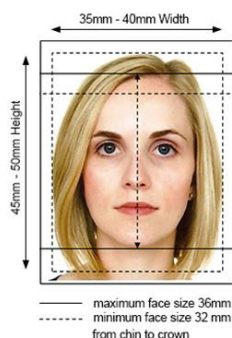
## Passport details:

- bio-data page and page above the bio-data page of your valid passport. Expired passports will not be accepted.

## Photograph:

- a photograph of yourself taken within the last six months (.jpeg, .gif, or .png file at 600dpi resolution or higher) as per the below specifications:

Example:



**The below documents will also be mandatory if you have been working as a fully registered pharmacist and you have selected the option in your online application for us to comment on your work experience in the APC Skills Assessment letter:**

- up-to-date Curriculum Vitae (CV). Your CV must show start and finish dates for each period of employment as a fully registered pharmacist
- original work reference templates (all pages of the document must be scanned and saved as one pdf file).

Candidates should note that we will only calculate work experience you have undertaken as a registered retail/hospital pharmacist. Any work experience under 20 hours per week or less than two weeks full time will not be calculated.

## Name usage on supporting documents

We must be satisfied that all documents provided by a candidate with an assessment application relates to the same person. Candidate's name/s on the supporting documents must match with the candidate's name on the identification document (e.g. passport).

If there is name change, evidence must be provided by the candidate (e.g. marriage certificate). This can be scanned together with the passport and uploaded as one pdf file.

## Translation

Documents in a language other than English will need to be translated. We only accept translations completed by a translator accredited by the [National Accreditation Authority for Translators and Interpreters \(NAATI\)](#). The original English translation must accompany the document issued in the original language. You must scan both documents (scan of original language document and the English translation) together in one scan.

## Original Documents

You will need to provide 600dpi colour scans of the original documents to us for assessment.

Original documents are documents that you receive directly from an organisation, university, or registering authority. The issuer provides these documents to you directly and they are to be provided to APC in their original format. File names must be short and in plain English (e.g registration.pdf). Do not use special characters (e.g. #\*) in the file name.

Please do not certify original documents.

## FEES AND PAYMENT

**\$1230 AUD** – APC Skills Assessment: Reciprocal Stream online application fee\*.

This is a non-refundable fee.

Payment must be made by credit card (Visa or MasterCard). We do not accept any alternative forms of payment.

***\*Your credit card must be issued by a bank located in your country of residence. If it is not, the payment will be suspended and you will not be able to complete the transaction. Please contact your financial institution if you require any advice relating to credit card payments.***

## VALIDITY PERIOD OF YOUR APC SILLS ASSESSMENT LETTER

For visa and migration purposes the validity of the APC Skills Assessment letter is determined by the [Department of Home Affairs](#). Whilst the [Department of Home Affairs](#) currently deems the validity period of APC Skills Assessment letter to be three years we recommend you contact the [Department of Home Affairs](#) for up to date confirmation of this validity period.

## UPDATING YOUR ADDRESS

Candidates are required to provide us with written notification of a change in contact details/address. The [Change in Contact Details](#) form must be signed to be valid.

Please return the form to us by email: [assessments@pharmacycouncil.org.au](mailto:assessments@pharmacycouncil.org.au).

## APPEALING AN APC DECISION

Please refer to the [APC Appeals Policy](#) for comprehensive information on the processes and procedures available to APC applicants wishing to appeal an APC decision.

## CONTACT US

Assessments Team

Email: [assessments@pharmacycouncil.org.au](mailto:assessments@pharmacycouncil.org.au)

Phone: +61 2 6188 4288 – when prompted select option one for the Assessments Team.

## OTHER USEFUL CONTACTS

Pharmacy Board of Australia - for all enquires relating to registrations.

Web: [www.pharmacyboard.gov.au](http://www.pharmacyboard.gov.au)

Phone: Within Australia call 1300 419 495 | From outside Australia call +61 3 9275 9009

Australian Department of Home Affairs - for all enquiries relating to visas/migration.

Web: <http://www.homeaffairs.gov.au>

Phone: Within Australia call 131 881 | From outside Australia please contact the relevant Australian Immigration office overseas.