

APC UPDATED SKILLS ASSESSMENT

If you have recently updated your skills since receiving your first APC Skills Assessment letter, you can apply to have this letter updated to acknowledge your additional work experience, qualifications or change in registration.

The application fee is **\$600 AUD**.

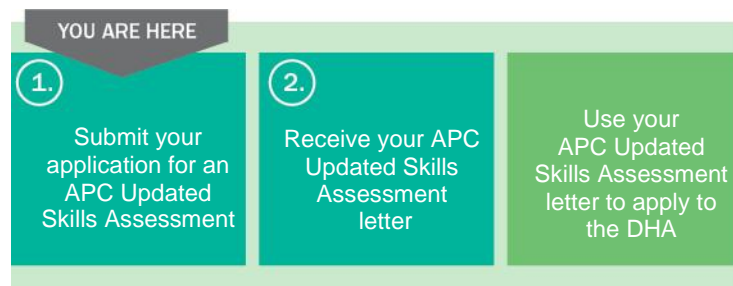
To be eligible for an APC Updated Skills Assessment letter you must:

- have an APC Skills Assessment letter
- have gained additional work experience as a generally registered pharmacist
- and/or have gained an additional tertiary pharmacy degree or qualification
- and/or able to prove your registration status has changed from provisional to general.

Applicants requesting acknowledgement of work experience in the APC Updated Skills Assessment letter 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.

Please contact the [Department of Home Affairs](#) if you have any questions about the use of an Updated Skills Assessment letter.

Candidates should carefully review this information sheet in its entirety before starting the process.



1. APPLY FOR AN UPDATED SKILLS ASSESSMENT

- Prepare your application package. This should include the following documents:
 - Application for an Updated Skills Assessment form
 - Payment of fees by credit card form
 - Supporting documentation
 - Agent Authorisation form (optional).
- Email a scanned copy of your application package to assessments@pharmacycouncil.org.au.

2. THE PROCESS FOR ISSUING YOUR APC SKILLS ASSESSMENT LETTER

- Taking into account the above requirements the APC Assessments Team will verify your eligibility for assessment upon receipt of your application.

Approximately eight weeks after submitting an application you or your nominated agent will receive an email once it has been processed. If your application is successful, your APC Updated 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 instance, a Bachelors, Masters or Doctorate.

An approved qualification for APC eligibility purposes must meet a minimum period of study requirement. For example:

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

It should be noted that if your qualification is not recognised by the pharmacy regulator in the country where you were originally qualified, that qualification will not meet our requirements.

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 submit an [Agent Authorisation](#) form with your application package. Both you and your agent must sign the Agent 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.

If you want your work experience included in the APC Updated Skills Assessment letter, you must provide:

For evidence of registration we require:

- your initial registration
- current registration from each country in the last 10 years.
- Stream B candidates: Original Certificate of Good Standing issued from each jurisdiction in which you have been registered in the last 10 years. You should arrange for this certificate to be [emailed](#) directly to us from the licensing body, or have it posted to us in a sealed envelope.

For work experience:

- an up-to-date CV containing each period of your employment as a pharmacist in the last 10 years
- evidence of your work experience as a pharmacist in the last 10 years for each position detailed on your CV
- references must be provided on the APC Work Experience Reference template. (All pages of the document must be scanned and saved as one pdf file).

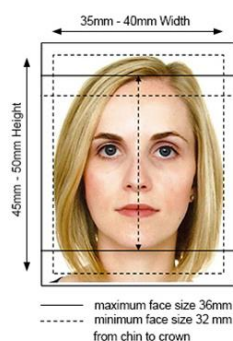
Passport details:

- bio-data page and page above the bio-data page of your valid passport. Please note, expired passports will not be accepted.

A 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:



If you want an additional qualification included in the APC Updated Skills Assessment letter you must include:

For academic qualifications:

- your testamur
- your official academic transcript (all pages of the document must be scanned and saved as one pdf file)
- the title and abstract of your thesis including the contact details of your supervisors (for PhD candidates only).

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

\$600 AUD – APC Updated Skills Assessment application fee.

This is a non-refundable fee.

You must complete the Payment of Fees by Credit Card form and submit this with your application documents. Payment must be made by credit card (Visa or MasterCard). We do not accept any alternative forms of payment.

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.

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

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

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.