



GUIDE TO COMPLETING AN OVERSEAS ASSESSMENT APPLICATION FORM

APPLICATION FORM

An application must be made on an [Application for Assessment](#) of Overseas Qualifications accompanied by the appropriate documentation as requested on the application form. The application will not be processed until all the required documentation is received. This documentation must be in the form of translated (where necessary) certified/notarised copies. ***Do not send original documents. Keep a copy of your documents.***

Your application will not be considered unless it is complete and all supporting documentation has been provided. Supporting documentation must be certified as per the information section of this guide.

SUPPORTING DOCUMENTATION

The accompanying documents should include but not limited to:

- Detailed syllabus of the course undertaken. Needs to show subjects and topics undertaken as well as objectives and content of each subject. In the case of Ultrasound, the qualification should be a postgraduate qualification and evidence of the undergraduate qualification must be included in the application.
- Copy of award eg degree/diploma etc.
- Copy of registration certificate if appropriate
- Letter/s from employer/s demonstrating employment history. Letter should show work and tasks undertaken in a percentage of working history and profile.
- Postgraduate qualifications if any.
- Evidence of Continuing Professional Development (CPD)
- Evidence of fluency in English is required where you are not a passport holder from United Kingdom, Canada, New Zealand, United States of America or Republic of Ireland. (IELTS / OET or Passport)
- A certified current passport size photo must be attached to the application.
- Certified copy of Academic Transcript
- Certified/notarised copy of a document means a copy authorised or stamped as being a true and correct copy of the original document by a person or agency recognised by the law of your country to do such. In Australia, a Justice of the Peace, Commissioner for Declarations or a person before whom a statutory declaration may be made e.g. accountant, lawyer, doctor, police officer.
- An accredited translator must undertake translation of documents not in English. The original document and the translated copy must be certified and accompany the application.



INSTRUCTIONS FOR COMPLETION OF THIS APPLICATION FORM

Please read these instructions carefully, and ensure that you adhere to the requirements and submit all necessary documentation to support your application.

- DO NOT STAPLE the documents together



- DO NOT BIND the documents together
- DO NOT SUBMIT the documents in a folder or plastic folder
- DO NOT SUBMIT PHOTOCOPIES of documents that are not certified
- ENSURE DOCUMENTS ARE LEGIBLE
- USE A BULLDOG CLIP TO HOLD ALL YOUR DOCUMENTS TOGETHER





DOCUMENTATION SUBMISSION

Once you have completed the application form, documents need to be compiled and submitted in the following order:

All of these documents are **NOT** originals and therefore must all be certified / notarised.

Application form:

- A certified current passport size photo must be attached to the front of the application form.

Documents:

- Copy of Passport
- Copy of Visa if you have already received this
- Copy of English Language proficiency (IELTS / OET) where you are not a passport holder from United Kingdom, Canada, New Zealand, United States of America or Republic of Ireland.
- Copy of registration certificate if appropriate
- Copy of Academic Transcript for both undergraduate and any postgraduate studies. These can be the original if you have requested these from the university and they have sealed it in an envelope with the university seal.
- Copy of award eg degree/diploma both undergraduate and any post graduate qualifications

Syllabus:

- Copy of detailed syllabus of the course undertaken & academic calendar. Needs to show subjects and topics undertaken as well as objectives and content of each subject. In the case of Ultrasound, the qualification should be a postgraduate qualification and evidence of the undergraduate qualification must be included in the application.
- Copy of detailed syllabus of the Post graduate course undertaken (if applicable).
- For translated document, the original document and the translated copy must be certified and accompany the application.

Employer Letters:

- Letter/s from employer/s demonstrating employment history. Letter should show work and tasks undertaken in a percentage of working history and profile.

Continuing Professional Development (CPD):

- Evidence of Continuing Professional Development (CPD) for the past three years. This



is not just a list of activities, however tangible evidence such as certificates or letters.

DEFINITIONS OF DOCUMENTS

Academic Calendar

I.iii PROGRAMME MAP

Week		YEAR 1	YEAR 2	YEAR 3
1	SEMESTER I		Theory	Theory
2			Theory	Theory
SEPT 3				Clinical
4		Theory	Clinical	Clinical
5		Theory	Clinical	Clinical
6		Theory	Clinical	Clinical
OCT 7		Theory	Clinical	Clinical
8		Theory	Clinical	Clinical
9		Theory	Clinical	Clinical
10				Clinical
NOV 11		Clinical	Theory	
12		Clinical	Theory	Theory
13		Clinical	Theory	Theory
14			Clinical	Clinical
DEC 15		Theory	Clinical	Clinical
16		Theory	Clinical	Clinical
17		Reading week *	Reading week *	
18				
19				
JAN 20	Clinical	Theory	Clinical	
21	Clinical	Theory	Clinical	
22		Theory	Theory	
23		Reading week *	Theory	
FEB 24	SEMESTER II	Theory	Clinical	Clinical
25		Theory	Clinical	Clinical
26		Theory	Clinical	Clinical
27		Clinical	Theory	Clinical
MAR 28		Clinical	Theory	Clinical
29		Clinical	Theory	Theory
30			Theory	Theory
31		Theory	Clinical	Clinical
32		Theory	Clinical	Clinical
33				
34				
35		Clinical	Theory	Theory
36		Clinical	Theory	Theory
MAY 37			Theory	Theory
38			Reading week *	Reading week *
39		Reading week *	Reading week *	Reading week *
40	Reading week *	Examinations *	Examinations *	
JUNE 41	Examinations *	Clinical	Clinical	
42	Clinical	Clinical	Clinical (Exam Board)	
43	Clinical	Clinical	Clinical	
44	Clinical	Clinical		
JULY 45	Clinical	Clinical / Elective	Degree Ceremonies	
46	Clinical	Clinical / Elective		
47	Clinical	Clinical / Elective		
48	Clinical	Clinical / Elective		
49				
AUG 50				
51				
52				
		Theory: 17 (+4 *)	Theory: 17 (+4 *)	Theory: 11 (+4 *)
		Clinical: 20	Clinical: 23	Clinical: 24
			COURSE TOTAL	Theory: 45 (+12)
				Clinical: 67

Lists the theory and clinical time the candidate has spent.

If this cannot be provided, a letter from the university is required which states the time the students spend in each of these areas over the course of the programme.

- This can sometimes be found incorporated with the University Syllabus.



Example Certified copies

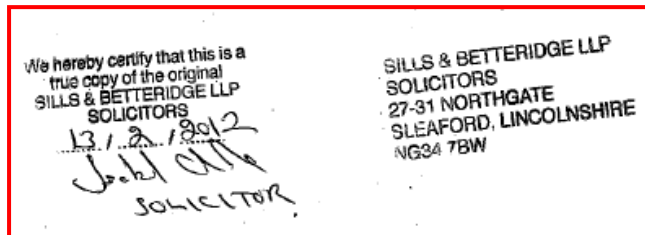
OXFORD CENTRE FOR
RADIOGRAPHIC STUDIES

BSc (HONS) IN DIAGNOSTIC RADIOGRAPHY

AND

BSc (HONS) IN THERAPEUTIC RADIOGRAPHY

STUDENT HANDBOOK
Section Three



Certified/notarised copy of a document means a copy authorised or stamped as being a true and correct copy of the original document by a person or agency recognised by the law of your country to do such.

In Australia, a Justice of the Peace, Commissioner for Declarations or a person before whom a statutory declaration may be made e.g. accountant, lawyer, doctor, police officer.

Continuing Professional Development (CPD)

CPD Evidence of the past three years is required.

Submit a document listing all activities that you have undertaken as a professional in the past three years supported by certified copies of certificates of attendance or participation.

HPC candidates please provide the numbers of hours of CPD and submit certified copies of certificates of attendance or participation, or other demonstrated examples of CPD.



Curriculum Vitae (CV)

This requires submission of a standard CV including employment history and any memberships of other organisations.

English language requirements



If you **ARE** a passport holder from the following countries; United Kingdom, Canada, New Zealand, United States of America and Republic of Ireland, please submit a certified copy of your passport with your application.

If you **ARE NOT** a passport holder of the following countries:

United Kingdom, Canada, New Zealand, United States of America or Republic of Ireland you are required to provide evidence of understanding and fluency in English.

For the purposes of demonstration of English language proficiency, the AIR requirement is evidence of one of the following:

- Overall band score of not less than 7.0 in the Academic version of the **International**



English Language Testing System (IELTS) test, with no individual element below 7.0, and achieved in a single test.

OR

- Overall minimum of level B result in the Australian **Occupational English Test (OET)**, with no individual element below B and achieved in a single test.

This evidence is required before your application will be processed. Please submit a **certified copy of this result** and a **certified copy of your passport** along with your application.

INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM
Test Report Form

NOTE: Admission to undergraduate and postgraduate courses should be based on the ACADEMIC Reading and Writing Modules. GENERAL TRAINING Reading and Writing Modules are not designed to test the full range of language skills required for academic purposes. It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed if they return from the date of this test.

Centre Number: IN100 Date: 14/JUL/2007 Candidate Number: 004265

ACADEMIC

Candidate Details

Family Name: [Redacted] Photo: [Redacted]
First Name: [Redacted]
Candidate ID: [Redacted]

Date of Birth: [Redacted] Sex (M/F): F Scheme Code: Private Candidate
Country or Region of Origin: India First Language: Marathi

Repeating IELTS (Y/N): N Previous Test Date: [Redacted] Previous Test Centre: [Redacted]

Test Results

Listening	8.0	Reading	8.5	Writing	7.0	Speaking	7.0	Overall Band Score	7.5
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Administrator Comments

Centre stamp: Mumbai Validation stamp: IELTS

Writing Examiner Number: 092853 Administrator's Signature: [Signature]
Speaking Examiner Number: 999681 Date: 23/07/2007 Test Report Form Number: 07IN004265PALM100A

BRITISH COUNCIL IELTS AUSTRALIA UNIVERSITY of CAMBRIDGE ESOL Examinations

The validity of this IELTS Test Report Form can be verified online by recognising organisations at <https://ielts.ucles.org.uk>

Must be an academic IELTS

English test must be within the last two years.

Overall band score of not less than 7.0 in the Academic version of the **International English Language Testing System (IELTS)** test, with no individual element below 7.0, and achieved in a single test.



STATEMENT OF RESULTS
OCCUPATIONAL ENGLISH TEST

Date	Listening	Reading	Writing	Speaking
17 Aug 2013	B	B	B	B

Key to codes

- A: Very high level of performance
- B: High level of performance; i.e., able to use English with fluency and accuracy adequate for professional needs
- C: Good level of performance; however, not acceptable to a range of health and medical councils
- D: Moderate level of performance; requires improvement
- E: Low level of performance; requires considerable improvement
- *: Result given at a prior administration
- : No result

More information about these language assessment methods can be found below:

International English Language Testing System (IELTS). Refer to the IELTS website for more information - www.ielts.org.

Occupational English Test (OET) in Australia (tel: 61 3 9825 3800). This test can be undertaken in some overseas countries. Refer to the OET website for more information - www.occupationalenglishtest.org.

Overall band score of 65 in the **Pearson Test of English (PTE)**, with no individual element below 65 and achieved in a single test and completed within the last two years.

TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test:

24 for listening,

24 for reading,

27 for writing, and

23 for speaking.

Cambridge English Advanced (CAE), with no element below 185 achieved in a single test completed within the last two years.

This evidence is required before the application is finalised. More information about these language assessment methods can be found below:



EMPLOYERS LETTERS (EXAMPLE ONLY)

Must have name of candidate and when they commenced & finished position, in Full time or part time capacity

te of Radiography
g radiographers, radiation therapists and sonographers.

DATE AND YEAR

Must have date and year written on appropriate hospital letterhead

Dear Sir/Madam

RE: Candidate Name

I can confirm that (name of candidate) has been employed as a full time radiographer at (name of hospital) as a full time radiographer at (Name of Hospital / Institute) since (Date of commencement of position).

While on duty (Candidate Name) is responsible for general x-rays, OR, mobiles, and non-contrast CT heads as well as any PACs and clerical work associated with these duties. Often times (candidate name) is the sole technologist on duty and is responsible for the entire facility's needs.

The overall breakdown of modalities into percentages is as follows:

- General Radiography 70%
- Mobiles 15%
- OR 10%
- Non contrast CT heads 5%

List jobs undertaken and the % time spent in each of those modalities.

(Candidate Name) is expected to communicate and facilitate all exams from within the hospital as well as organizing and triaging diagnostic imaging exams that may be requested from other institutions. (Candidate Name) is required to maintain excellent patient care skills and patient safety skills, participate in departmental quality assurance, maintain continuing professional development and adhere to the Standards of Competency as legislated by the (Registration Board of Country or origin).

SIGNATURE

NAME
RANK / POSITION OF WRITER

Must have a clear signature and the name, rank/position of the writer.

- *If references are provided, please ensure that they are professional references, and they are undertaken by the specialist modality practitioner eg Radiography supervisor / manager, Ultrasound practitioner.*



EMPLOYERS LETTERS

This relates only to post qualification clinical experience. Pre-qualification clinical experience should be documented with your university course and syllabus.

Personal employment history or resume or an employer's letter stating only dates of employment and/or a job description is **not** accepted in this section as evidence of clinical experience.

Letters from both past and present employers must be included in the application to verify the clinical experience. These letters need to be original or certified copies. The accompanying letters should state in % the breakdown of modalities performed. Employer's evidence of 'recency of practice' i.e. clinical experience within the last 3 years is the minimum requirement. This substantiated evidence of the clinical practice should be from the Department Chief, Head of Department or similar and written on hospital or employer's letterhead paper.

The letter/s should state:

Diagnostic Radiography/Medical Imaging Technology

- The dates of employment as a Diagnostic Radiographer/Medical Imaging Technologist at the hospital/centre and the hours of employment per week.
- The work performed by applicant, including duties and responsibilities. A percentage breakdown of the different modalities undertaken in the department should be stated and include participation in shift work and 'on-call' work e.g. 50% general radiography, 30% CT Scanning, 20% mammography.

Radiation Therapy

- The dates of employment as a Radiation Therapist at the hospital/centre and the hours of employment per week.
- The work performed by applicant, including duties and responsibilities. A percentage breakdown of the different modalities undertaken in the department should be stated e.g. 60% treatment, 30% simulation and treatment planning, 10% mould room.

Ultrasound

- The dates of employment as a Sonographer at the hospital/centre and the hours of employment per week.
- The work performed by the applicant, including duties and responsibilities. A percentage breakdown of the workload undertaken in the department should be stated e.g. 50% general ultrasound, 40% Obstetric & Gynaecology and 10% Vascular.

Evidence of Continuing Professional Development (CPD) that may further support your application should be included in this section. e.g. seminar presentation or participation, short courses.



FEES

The cost of the assessment is AUD\$928.00 if applying from overseas. If resident in Australia (permanent or temporary) Goods and Services tax (GST) of AUD\$91.00 needs to be added for a total of AUD \$1019.00. Refer to the application form for methods of payment. This fee is debited from the credit card at the exchange rate of the day.

Payment for the assessment must be included with the application. Accepted forms of payment are bank cheque drawn in Australian dollars, MasterCard, Visa Card or American Express.

- Inform the bank that there will be a transaction from the Australian Society of Medical Imaging and Radiation Therapy (formerly Australian Institute of Radiography) to ensure that payment goes through smoothly.
- If using direct debit card, check that there are sufficient funds to cover the payment.

Cheques must be made payable to the Australian Society of Medical Imaging and Radiation Therapy and drawn on an Australian Bank. Overseas currency is not accepted and do not send cash. This is a **non-refundable** cost.

Photo identification

A certified current passport size photo must be attached to the front of the application form. Please review the certification process as per the requirements of the Australian passport office

<https://www.passports.gov.au/web/requirements/photos.aspx>

ie. words to the effect, "This is a true photo of (name)..."

Signed by an appropriate notary

General photograph guidelines

Your passport photos

You must provide two recent identical colour photographs of yourself with your completed passport application. One of these photographs must be endorsed by your guarantor with the words "this is a true photo of (insert name)" unless you are submitting an application for a passport renewal using form PC7.

For technical advice please read the [Camera operator guidelines](#)

Photographs must be no more than six months old.

Warning: Unacceptable photos will delay the processing of your application.

The Australian Passport Office does not approve photograph outlets or photograph providers. Passport photograph suitability is determined at your interview.

The following guidelines will help you provide suitable photographs, so that your application is not delayed by having to submit new photographs in the required format.

45mm - 50mm
Min 32mm
Max 36mm
35mm - 40mm



Registration



Park House
184 Kennington Park Road
London SE11 4BU

tel +44 (0)845 300 4472
registration@hpc-uk.org
www.hpc-uk.org

This is to certify that [REDACTED]
is registered with the Health Professions Council and is entitled to practise
using the following title(s)

06 MAR 2013

Diagnostic Radiographer

01 March 2012 - 28 February 2014

for the period

Registration number [REDACTED]

Marc Seale

Anna van der Gaag

I certify that this is a true copy of
the original document produced to
me on 18th December 2012
[Signature]
M.P. STINSON LL.B.
SOLICITOR

Marc Seale
Chief Executive and Registrar

Anna van der Gaag
Chair

Please consult the online Register
at www.hpc-uk.org to check
current registration status.

Registration Department
+44 (0)845 300 4472

This certificate remains the
property of the Health Professions
Council and must be surrendered
upon request.

Example registration

If the country of origin does not have registration, a letter from the professional association will suffice.



Syllabus

MODULE TITLE: Human Biological Science I
DISCIPLINE: Joint
NUMBER OF HOURS: 100
Module Description:
Michaelmas Term:
The first term of this module is seen as an introduction to human anatomy and physiology. It provides a basic knowledge of the human organism prior to the more detailed study of later terms.
The organisation of topics adopts a "top down" approach to allow Introductory Chemistry to run concurrently throughout the first year. Timetabled as a separate subject, the chemistry is assessed along with HBS1 both in terms of the end of year examination and course work.
Summer Term:
The second part of this module addresses the anatomy, physiology and pathologies of the cardiovascular, respiratory and renal systems of the body. Where possible the relevant anatomy, physiology and pathology will be related to radiographic imaging techniques and/or therapies.
The students should be able to use the knowledge gained in this and following modules in order to evaluate radiographic imaging and/or therapeutic techniques and possible design other techniques.
Relationship with Other Modules:
Principles of Imaging Practice Oncology & Management of Malignant Disease Pharmacology Dissertation Patients with Special Needs.
Assessment
Assessment of HBS1 will be by both course work (50% of module mark) and a (written) end of year examination (50% of module mark).
Coursework is in the form of 2 mid-term assessments (1 in each of Michaelmas and Summer Terms) taking the form of 1500 word essays, plus marks from the chemistry practicals.

Contains the information relating to the subjects in the academic transcript.

- Module description
- Number of hours
- Pre-requisites
- Assessment

An accredited translator must undertake translation of documents not in English. The original document and the translated copy must be certified and accompany the application

Translation of documents into English

Documents in support of this application that are **not in English** are to be translated into English and certified as true copies by a Government Body such as the Department of



Immigration and Citizenship, Australian Consulate or Embassy overseas or an accredited translator.

PLEASE NOTE THAT ALL DOCUMENTS WILL NOT BE RETURNED

Application Process Length

The assessment of an application may take up to 16 weeks. Practicing clinicians carry out the assessment and therefore applications need to be forwarded to the individuals from around the country. The initial process will be held up if all documentation is not present and further information is requested. If further information is requested, attach a covering letter so that documents reach the appropriate department for processing.

Assessment does not commence until all documentation is present for assessment which is then sent to practicing clinicians around the country. Fees are not taken from credit cards until all documentation is present. Applicants will receive a letter in the mail confirming receipt of documentation and receipt of payment.

On conclusion of the assessment, applicants will be informed via the post of the outcome. No discussions or updates will be entered into over email or phone, and no results will be divulged over these communication media.

If a third party is assisting you with your application eg. Recruitment company, then you will need to sign an appropriate release document to enable us to speak with the representative who calls on your behalf. The privacy laws do not allow us to divulge information to a third party without prior consent.

If your circumstances change whilst the assessment is being undertaken, you will need to notify us on osassess@asmirt.org. These include change of address, or authorisation to release information to third parties.

Unconditional Recognition

Qualifications gained outside Australia will be recognised as equivalent to the Australian standard at the time of qualification and the post qualification experience is also of an acceptable standard. A Validated Statement of Accreditation will be granted and a letter for use in the immigration process issued. In the case of Medical Ultrasound a Certificate of Recognition in Ultrasound will be granted and a letter for use in the immigration process issued.



The letter issued is a skills assessment letter and is to be used in conjunction with the certificates for presentation with visa applications to the Department of Immigration. Do not destroy or lose this important document.

Further Enquiries

Email enquires in relation to this process should be directed to: osassess@asmirt.org. For further contact information (including telephone and fax numbers) please refer to the "[Contact Us](#)" page of this website.