



# AOAC QUALIFICATION AND SKILLS ASSESSMENT POLICY

May 2019

# QSA Assessment Policy

<b>Name of Policy</b>	Qualification and Skills Assessment Policy	
<b>Description of Policy</b>	This policy indicates the processes and procedures available to potential candidates seeking to apply for an Australasian Osteopathic Accreditation Council (AOAC) Qualification and Skills Assessment.	
<b>Category</b>	Qualification and Skills Assessment	
<b>Scope</b>	This policy applies to all Qualification and Skills Assessment candidates and assessments administered by the AOAC Qualification and Skills Assessment Committee	
<b>Status</b>	<input checked="" type="checkbox"/> New policy	<input type="checkbox"/> Revision of existing policy
<b>Last Revised</b>		
<b>Next Review</b>	May 2022	

<b>Cleared by</b>	Qualification and Skills Assessment Committee (QSAC)	Date: 21/05/2019
<b>Responsible Officer</b>	Executive Officer AOAC	
<b>Author</b>	Administrative Officer	
<b>Approved by</b>	Chair, QSAC	Date: 21/5/19
<b>Signed</b>	 <u>Tracy Denning (May 21, 2019)</u>	

<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• AOAC Candidate Guide</li> <li>• AOAC QSA Special Consideration Policy</li> </ul>
--------------------------	---

## 1. Purpose

- 1.1 The purpose of this policy is to indicate the processes and procedures available to potential candidates seeking to apply for an Australasian Osteopathic Accreditation Council (AOAC) Qualification and Skills Assessment.

## 2. Scope

- 2.1 This policy applies to all Qualification and Skills Assessment candidates and assessments administered by the AOAC Qualification and Skills Assessment Committee

## 3. Policy Statement

- 3.1 Candidates must adhere to this policy, any deviation for this policy may hinder a candidate's progress through the assessment process.

## 4. Background

- 4.1 To work in Australia as an osteopath, overseas applicants must be registered with the Osteopathy Board of Australia. They may also need to apply for a visa issued by the Australian Department of Home Affairs.
- 4.2 Before applying for registration, all overseas trained osteopaths (apart from those registered in New Zealand) must be assessed for practice in Australia by AOAC. AOAC conducts assessments of the skills and qualifications held by overseas trained osteopaths on behalf of the Osteopathy Board of Australia.
- 4.3 AOAC also assesses the skills of internationally qualified osteopaths who want to migrate to Australia under the Australian Government's General Skilled Migration program.

## 5. Key Definitions

**Applicant:** A registered osteopath who has completed their osteopathy training overseas and wishes to obtain registration in Australia. An applicant is someone who has submitted their desktop assessment to AOAC for consideration to undertake either the SPA or the CAP and is awaiting the outcome of this assessment.

**Assessment:** Component of the SPA or CAP requiring successful completion by the candidate to proceed. Assessment procedures include the following; Application form (stage 1), Written examination (Stage 2), Portfolio (Stage 3), Practical examination (Stage 4) and the Open book examination (Stage 5).

**Assessment outcome:** The result obtained by the candidate after completion of one (or more) of the written examination, portfolio, practical examination or open book examination.

**Assessor:** The person appointed to grade the candidates completed assessment. In the case of the practical examination, the assessor observes the candidate's performance and completes the relevant marking forms.

**Candidate:** A registered osteopath who has completed their osteopathy training overseas and has passed their desktop assessment (and paid relevant fee) and is now officially undertaking either the SPA or the CAP.

**Osteopath:** A protected title under the *Health Practitioner Regulation National Law (2009)*(National Law 2009). A person can only use this title if they are registered under the National Law. <https://www.ahpra.gov.au/About-AHPRA/What-We-Do/Legislation.aspx>

**Registration:** Under the National Law 2009, National Boards of the Australian Health Practitioner Regulation Agency can grant registration to eligible practitioners who meet registration requirements. Please see <http://www.ahpra.gov.au/Registration.aspx>

## 6. Eligibility to undertake Qualification and Skills Assessment

6.1 For osteopaths who qualified outside of Australia, there are two pathways for apply for registration in Australia:

### Standard Pathway Assessment:

6.2 This pathway is open to candidates from any country (including the United Kingdom) who hold an osteopathic qualification that has been bench-marked as academically equivalent to an Australian or New Zealand Bachelor’s degree.

### Competent Authority Pathway:

6.3 This pathway is open to candidates that hold current General Osteopathic Council (GOsC) registration and have completed their degree in the United Kingdom. They must hold an osteopathy qualification degree that appears as a ‘recognised’ training course on the [GOsC website](#).

6.4 Applicants who are assessed as eligible for the competent authority pathway have a choice of undertaking either pathway.

## 7. Assessment Process

7.1 The below table sets out the stages for the Standard Pathway Assessment and Competent Authority Pathway. Further detail about each stage can be found in the Candidate Guide.

Stage	Standard Pathway Assessment	Competent Authority Pathway
Stage 1 – Desktop Assessment	✓	✓
Stage 2 – Written Examination	✓	×
Stage 3 – Portfolio Assessment	✓	×
Stage 4 – Practical Assessment	✓	×
Stage 5 – Open Book Examination	✓	✓

- 7.2 Candidates have two years to complete the SPA and six months for the CAP. This does not include approved applications for special consideration that have delayed a candidate sitting/completing a stage.
- 7.3 SPA candidates are allowed two attempts of each stage. The duration between attempts will be determined by the schedule of examination offerings (applicable for stages 2,4 and 5).
- CAP candidates who do not pass the open box examination (after two attempts) are able to undertake the Standard Pathway Assessment (SPA) and will need to complete stages 2-5 successfully.
- 7.4 An application can remain active without any progress for 12 months.
- 7.5 If a candidate has had no contact with AOAC in twelve months, and there has been no special consideration application, the Executive Officer will formally contact them asking for an update. If the Executive Officer receives no response within a month of formal correspondence being sent, the candidate's application will be closed, and they will not be able to progress any further in their assessment pathway.
- 7.6 If a candidate decides to discontinue their undertaking of an assessment pathway their application will be closed and a new desktop assessment (stage 1) would need to be undertaken.

### **Marking of assessment**

#### **Written Examination**

- 7.7 Written examinations are de-identified and double marked by registered osteopaths who have been trained in marking the written assessment. If the marks awarded by assessors are within 20% then an average will be taken. If there are discrepancies of more than 20% in marking, then arrangements will be made for markers to collaborate and/or moderate. Results are considered and ratified by QSAC.

#### **Portfolio**

- 7.8 Portfolio assessments are assessed by the portfolio supervisor who then makes a recommendation to QSAC. Results are considered and ratified by QSAC.

#### **Practical examination**

- 7.9 Practical examinations are assessed by two registered osteopaths who have been trained in assessing the practical examination. Results are considered and ratified by QSAC.

### **Conflict of interest between assessors and candidates**

- 7.10 Candidates will receive the names of assessors prior to undertaking their practical examination. Candidates have the opportunity to declare if they believe there is a conflict of interest present with one or both of the assessors. A conflict of interest is defined below:

**Conflict of interest** — occurs when a person's personal interests conflict with their responsibility to act in the best interests of AOAC. Personal interests include direct

interests as well as those of family, friends, or other organisations a person may be involved with or have an interest in. It also includes a conflict between an assessor's duty to AOAC and another duty that the assessor has. A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of AOAC and must be managed accordingly.

**Actual conflict of interest** — a direct conflict between current duties and responsibilities as an assessor of AOAC, and existing private interests, including both pecuniary and non-pecuniary interests.

**Potential conflict of interest**—a situation where there is potential for private interests to interfere with the duties of an assessor, including both pecuniary and non-pecuniary interests.

**Perceived conflict of interest** — a situation where it could be perceived, or appear, that private interests of an assessor could improperly influence the performance of duties, whether or not this is the case.

Note: Any perceived conflict of interest between

Candidates need to email AOAC at least 2 weeks before the scheduled practical examination and provide an explanation of the conflict of interest. This request will be considered by the Executive Officer and Chair of QSAC.

## 8. Outcomes of Assessment

- 8.1 At the end of the assessment process, the Executive Officer of AOAC will write to candidates informing them of their outcome. There are two potential outcomes of assessment for both the SPA and CAP:

### **Successful completion of AOAC Qualification and Skills Assessment**

- 8.2 The Executive Officer will issue a candidate with an *Assessment of Osteopathy Qualification and Skills* certificate. This certificate stipulates that a candidate is eligible to apply for registration as an osteopath with the Osteopathy Board of Australia.
- 8.3 This certificate also determines that a candidate's skills are suitable for the occupation of osteopath for the purpose of migration to Australia under the General Skilled Migration program and Employer Nomination Scheme. However, this does not guarantee the awarding of any points under the skilled migration points test. Determination of points under the skilled migration points test remains at the discretion of delegated officers of the Department of Home Affairs.

### **Unsuccessful completion of AOAC Qualification and Skills Assessment**

- 8.4 AOAC will send written notification to the candidate that the application has been closed due to unsuccessful completion of AOAC Qualification and Skills Assessment. Candidate will also be informed that they are ineligible to re-apply.

## **10. Roles and Responsibilities**

10.1 The Executive Officer is responsible for ensuring, so far as is practicable:

- i. That individuals have access to this policy, when reasonably required
- ii. That the relevant parties have access to information concerning the procedures required for special consideration
- iii. That decision outcomes are communicated in a timely fashion and in accordance with this policy.

## **11. Confidentiality**

11.1 All activities surrounding this policy are subject to the AOAC Privacy Policy.

## **12. Correspondence to AOAC**

12.1 Any correspondence sent to AOAC for the purposes of this policy must be sent as follows:

- i. Via post: Australasian Osteopathic Accreditation Council, PO Box 400, Canberra City, ACT 2601, AUSTRALIA
- ii. Via email: [admin@osteopathiccouncil.org.au](mailto:admin@osteopathiccouncil.org.au)