

6. Requirements for electronic applications

All documents submitted electronically must be certified scanned colour copies of the original document saved as PDF files. This information offers you guidance in attaching documents to your email application.

Compressed files

AOAC is not able to accept files that have been compressed. A compressed file is a container for documents, programs or other files that have been packaged together and reduced in size.

A common example is files compressed using WinZip® with a '.zip' file extension. If the document you are attempting to attach is too large we recommend that you create a PDF document.

See: <https://createpdf.adobe.com/>

What can you attach?

AOAC is only able to accept the following file formats:

Extension	File Type
.DOC	Microsoft Word 2002 or older document
.DOCX	Microsoft Word 2007 document
.JPG	JPEG image file
.PDF	Adobe Acrobat Portable Document Format file
.PPT	Microsoft PowerPoint presentation document
.XLS	Microsoft Excel spreadsheet document

The following table details the maximum number, size and allowable formats of files you are able to attach to your application:

Maximum number of files	Maximum size each file	Formats allowed
20	5MB	.DOC, .DOCX, .XLS, .PPT, .JPG, .PDF

7. Document Checklist

If your documentation is in a language other than English, you must provide a certified scanned colour copy of an official translation of this document.

7.1 Identification

Certified scanned colour copy of your valid passport

photo page Change of name documentation (if

applicable) of your documents is not the same as that on your passport, you must provide a certified scanned colour copy of one of the following with your original application as evidence of your change of name:

- Marriage certificate
- Divorce papers
- Deed poll
- Statutory declaration

7.2 Qualification certificate

Certified scanned colour copy of your Osteopathic qualification award certificate*.

Your qualification certificate must include the official university stamp.* If you are applying before the date of your graduation ceremony and do not yet have your qualification certificate, you MUST provide a letter from your university stating the date that your qualification certificate will be conferred.

7.3 Official results transcript

Certified colour copy of the official transcripts for your initial osteopathy qualification.

Your official transcripts must include:

- a statement that confirms that you have completed the course requirements
- a list of each individual subject in your entire osteopathy course
- the grade or result you were awarded for each subject
- the official university stamp

7.4 Evidence of course content

(Applicants holding qualifications gained in the UK are not required to evidence course content)

Certified scanned colour copy of the official course book for your initial osteopathy qualification.

Certified scanned colour copy of the official syllabus for each subject for your initial osteopathy qualification.

Certified scanned colour copy of the records relating to practical and clinical training completed for your initial osteopathy qualification.

7.5 Registration (if applicable)

Certified scanned colour copy of your current practicing certificate(s).

Evidence of previous or current registration in Australia or New Zealand (if applicable)

Certified scanned colour copy of evidence of registration/licensure from all countries where you have been registered as an osteopath.

7.6 English language (You must select one of the following)

Certified scanned colour copy of your secondary school certificate from one of the countries listed below **and** a certified scanned colour copy of evidence from the tertiary institution from which your osteopathy qualification was obtained confirming that the qualification was taught and assessed in English (if this is not specified on your transcript) in one of the countries listed below:

- Australia;
- Canada;
- New Zealand;
- Republic of Ireland;
- South Africa;
- United Kingdom;
- United States of America.

OR

Certified scanned colour copy of your test report form demonstrating that you achieved an overall pass with grades of A or B only in each of the four sub-tests in the Occupational English Test (OET), within the three (3) years prior to applying for a migration skills assessment.

OR

Certified scanned colour copy of your test report form demonstrating that you achieved a minimum score of seven (7) in each of the four modules (listening, reading, writing and speaking) in the International English Language Testing System (IELTS) test (Academic version), within the three (3) years prior to applying for a migration skills assessment.

8. Application Fee

The application fee is **\$550* Australian Dollars** for processing within 4 weeks of receipt of a complete application and full payment. * The fee is subject to change without notice. Refunds of application fees are not available.

Payment Method – please tick method used:

EFT/Direct Deposit ** Bank Cheque

** ELECTRONIC FUNDS TRANSFER/DIRECT DEPOSIT

Fees must be made payable to Australasian Osteopathic Accreditation College by one of the following methods:

- a bank cheque in Australian Dollars drawn by a bank outside Australia that has bank clearance arrangements with an Australian bank;
- a bank cheque drawn by an Australian bank;
- electronic transfer to AOAC's bank account

Account Name: Australasian Osteopathic Accreditation College
Bank: Westpac
BSB: 032036
Account Number: 243764
Bank Address: 234 - 245 King St, Newtown NSW 2042, AUSTRALIA
SWIFT Code: WPACAU2S (for international transfers only)

The applicant's name must be included as the reference for the payment. A certified scanned colour copy of the deposit receipt or similar evidence of the funds transfer must be included with the application. The applicant is liable for all bank fees incurred for Electronic Funds Transfers.

9. Applicant declaration

You must read and sign this declaration. I declare that:

- the information I have supplied on this form and in the attached documentation is complete, correct and up-to-date;
- I undertake to inform the Australasian Osteopathic Accreditation College (AOAC) of any changes to my circumstances while my application is being considered;
- I authorise AOAC to make any inquiries necessary to assist in the assessment of my application and to use any information supplied in this application for that purpose;

Signature	Date
Name	

10. Privacy Statement

The Australasian Osteopathic Accreditation College (AOAC) is required to observe the provisions of the Commonwealth Privacy Amendment (Private Sector) Act 2000, which sets out the requirements for the collection and use of personal information.

AOAC is required to include a statement relating to AOAC's privacy procedures in each of its application forms. Each application form must be signed by the applicant to give formal consent for AOAC to collect and hold personal information. **If consent is not provided, AOAC will not be able to process your application.**

Your privacy is respected by AOAC. Information on applicants collected by AOAC may be provided to persons involved in the migration skills assessment process.

The AOAC privacy procedures are set out in a Policy Statement which can be obtained from AOAC or from its website www.osteopathiccouncil.org.au. If you have any privacy concerns or would like to verify information held about you, please contact the Privacy Officer, AOAC, GPO Box 400, Canberra City, ACT 2601 AUSTRALIA.

Consent to Collect Information:

Signature	Date
Name	

11. Lodgement

Submit your application form, supporting documents and the assessment fee via email to:
qsa@osteopathiccouncil.org.au

AOAC Skills Assessment Questions

E-mail: qsa@osteopathiccouncil.org.au

Website: http://www.osteopathiccouncil.org.au/qualifications_&_skills_assessment.html