AUSTRALIAN INSTITUTE OF MEDICAL SCIENTISTS

Application For Skills Assessment

Medical Laboratory Scientist ANZSCO 234611
Medical Laboratory Technician ANZSCO 311213

GUIDELINES

APPLICANTS ARE STRONGLY ADVISED TO READ THESE GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

Overview

The Australian Government’s Skilled Migration program is implemented through a partnership between government and industry. The Department of Home Affairs and the Department of Education, Skills and Employment, work with industry, represented by professional migration assessing authorities, to ensure that policies and procedures for assessing the skills of prospective migrants are appropriate, transparent and do not pose unreasonable barriers to migration.

The Department of Education, Skills and Employment supports this process through their role in approving migration assessing authorities. Approval is granted to professional bodies which meet established criteria, including a commitment to support the objectives of the General Skilled Migration program and the provision of an appropriate assessment service to prospective migrants.

The Australian Institute of Medical Scientists (AIMS) has been specified in accordance with the Migration Regulations 1994 as the assessing authority for the occupations of Medical Laboratory Scientist ANZSCO 234611 and Medical Laboratory Technician ANZSCO 311213.

Applicants wishing to apply to migrate to Australia as a Medical Laboratory Scientist or Medical Laboratory Technician under the General Skilled Migration visa categories will need to have their skills assessed by AIMS. AIMS will assess applicants as "suitable" or "not suitable" for the nominated occupation against the requirements it has established.

Medical Laboratory Science / Laboratory Medicine in Australia

In Australia, most of those engaged in medical laboratory science are employed in public hospitals or private diagnostic pathology laboratories. There are two levels of practice:

Medical Laboratory Scientists are normally employed in diagnostic clinical laboratories, and they work in the field of laboratory medicine. They conduct medical laboratory tests on blood, body fluids and tissues and apply knowledge and methodology from various scientific disciplines to assist clinicians in the diagnosis, treatment and prevention of human disease. Responsibilities include the quality and reliability of test results and may include interpretation of these results and the development of new test procedures.

Medical Laboratory Technicians perform or assist with laboratory tests on blood, body fluids and tissues in medical and pathology laboratories under the direction of medical laboratory scientists and operate diagnostic and monitoring equipment used in support of health professionals.
Education in Australia

The primary qualification for Medical Laboratory Scientists in Australia is a three or four year degree in medical laboratory science/laboratory medicine, accredited by AIMS. Graduates of these degrees are classified as Medical Laboratory Scientists and eligible for Graduate membership of AIMS.

Programs currently accredited by AIMS are listed on the AIMS website.

Employment in Australia

As in most countries, the practice of a profession in Australia requires evidence of an appropriate level of education and practical experience. There is no statutory registration or licensing of Medical Laboratory Scientists in Australia.

Successfully migrating to Australia as a Medical Laboratory Scientist or Medical Laboratory Technician is no guarantee of employment in Australia as a Medical Laboratory Scientist or Medical Laboratory Technician.

The AIMS Assessment Process

AIMS can provide advice only on applying for a skills assessment. All other questions relating to migration should be directed to the Australian Government Department of Home Affairs – visit http://www.homeaffairs.gov.au for information and contact details.

An applicant’s skills and qualifications will be assessed by AIMS to determine whether the applicant is suitable to work as a Medical Laboratory Scientist or Medical Laboratory Technician. AIMS will assess an applicant as "suitable" or "not suitable" for the nominated occupation against the requirements it has established. The applicant should keep a certified copy of their skills assessment and all other relevant documentation for their own records.

Please note that all applicants are assessed on a case-by-case basis and this information is provided for guidance purposes only. The assessment committee determines the eligibility of the applicant to work as a Medical Laboratory Scientist or Medical Laboratory Technician. Staff at the AIMS National Office have no authority or ability to comment, give advice, or guarantee any outcomes in relation to the assessment process.

We have detailed below the general assessment process for the classifications of Medical Laboratory Scientist ANZSCO 234611 and Medical Laboratory Technician ANZSCO 311213.

Our timeframe for completion of assessments is generally eight (8) weeks (not including delivery time) but please be aware it can take up to 10 weeks in some cases. We do endeavour to process assessments as quickly as possible.

We are unable to offer any express or priority service regardless of an applicant's circumstances.

Postage of results

Results are sent through Australia Post by either Express Post (within Australia) or International Standard Post (overseas). Applicants will be notified by email when results have been dispatched. Once an item has been dispatched from Australia we are unable to track it. Assessment letters will not be re-issued and we are unable to release results by email or over the phone.

If an applicant does not wish to have results sent by post they may arrange and pay for a courier service to collect the results from our National Office. To do so, applicants must advise AIMS when their application is submitted. Applicants will be advised when results are ready for collection and will then be able to arrange a courier at their own expense.

Fees

Refer to the AIMS website for current fees. All fees are in Australian Dollars (AUD). All fees are non-refundable.
When paying fees online
The security of personal information is important to us. When sensitive information (such as credit card numbers) is entered on our website, that information is encrypted using secure socket layer technology (SSL). When credit card details are collected, we simply pass them on in order to be processed as required. We never permanently store complete credit card details. We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it.

Amendment of assessment letter
Once an assessment has been completed it remains valid for three (3) years from the date of the original assessment letter.

An amendment of the original assessment letter will only be made where evidence is submitted of experience/qualifications obtained prior to the date of the original assessment.

If an applicant wishes to submit evidence of additional experience/qualifications obtained after the date of the original assessment, they will be required to make a new application for assessment and pay a new assessment fee.

Reviews and Appeals
An applicant who believes that his or her case has been wrongly assessed may seek a review of the assessment. The application for the review must be in writing, and should include the reasons for seeking the review. There is no charge for this review, which is conducted by the committee that made the original assessment.

If, after the review, the applicant still believes that he or she has been wrongly assessed, the applicant may appeal the assessment. The appeal must be in writing, stating the reasons for the appeal. The appeal will be conducted by a committee other than that which conducted the original assessment. Refer to the AIMS website for the current appeal fee. All fees are in Australian Dollars (AUD). All fees are non-refundable.

To be assessed as a Medical Laboratory Technician
The minimum requirements for a Medical Laboratory Technician are that an applicant has completed an award in medical laboratory science assessed as comparable to an Australian diploma (at least AQF Level 5) from a Technical and Further Education College, based on the Australian Government, Department of Education Country Education Profile criteria, plus a minimum of two years diagnostic medical laboratory experience within the five year period immediately prior to applying for assessment OR registration with the Medical Sciences Council of New Zealand.

To be assessed as a Medical Laboratory Scientist
The assessment process for Medical Laboratory Scientist is in two stages and usually includes a written examination (the AIMS Professional Examination).

Stage 1: Document assessment
The first stage is a document-based assessment. Applicants who hold an AIMS accredited degree will be classified as a Medical Laboratory Scientist and will not be required to take the written examination. It is the responsibility of all prospective applicants who hold an AIMS accredited degree to ensure the units completed comply with the AIMS accredited pathway in order to gain assessment as a Medical Laboratory Scientist or Professional membership of AIMS. These requirements are stated in the AIMS accreditation report held by the university. Prospective applicants should contact the program co-ordinator at the university for advice on these requirements.

The skills and qualifications of applicants who do not hold an AIMS accredited degree will be assessed individually to determine eligibility to sit the Professional Examination.

Applicants who have an acceptable science degree and two years full-time (or part-time equivalent) post graduate professional experience in a diagnostic medical laboratory within the five year period immediately prior to applying for assessment will usually be assessed as eligible to sit the Examination.
An **acceptable science degree** is an **AQF level 7 or 8 qualification** (or equivalent based on the Australian Government, Department of Education **Country Education Profile** criteria) with subjects relevant to pathology that meets the following AIMS minimum requirements.

**Full units (not part units) comprising the following foundation subjects:**
- Chemistry
- Statistics
- Cell and tissue biology (including Anatomy and Physiology)
- Biochemistry
- Microbiology
- Molecular Biology and Genetics

**Professional Disciplines**

The degree must include studies in the following professional areas with advanced studies in no less than 2, preferably 3 of the professional disciplines (*):
- Pathophysiology (general/systemic pathology with emphasis on the relation between disease process and laboratory diagnostic techniques)
- Immunopathology*
- Chemical Pathology*
- Haematology (including Haemostasis)*
- Transfusion Science*
- Anatomical Pathology/Histopathology (including where possible, Cytopathology)*
- Molecular Pathology/Genomic Pathology*
- Medical Microbiology*

Pharmacy and biotechnology degrees are not normally acceptable degrees, but some units of these degrees may be acceptable.

Applicants who do not qualify to sit the Professional Examination or who fail to pass the Examination **may** be classified as a Medical Laboratory Technician.

**Stage 2: The AIMS Professional Examination**

Applicants assessed in stage one as eligible may apply to sit the Professional Examination. This is a written short answer paper of three (3) hours, conducted twice a year in March and September in a number of venues in Australia and overseas.

The examination consists of the following sections:

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<th>Section</th>
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<td>Chemical Pathology</td>
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<td>Haematology</td>
<td>22</td>
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<tr>
<td>Medical Microbiology</td>
<td>22</td>
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<tr>
<td>Transfusion Science</td>
<td>22</td>
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<tr>
<td>Anatomical Pathology</td>
<td>12</td>
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<td><strong>Total</strong></td>
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The Examination is set at the level expected of a professional Medical Laboratory Scientist with at least two years post graduate experience. All sections are compulsory. To pass the Examination candidates must obtain a total of 50% or more, with a pass of at least 50% in each section.

An applicant who is successful in the examination will be classified as a Medical Laboratory Scientist.

If assessed as eligible to sit the AIMS Professional Examination, applicants must apply in writing using the application form (which will be provided in the examinations pack once Stage 1 has been completed).

Closing dates to receive the AIMS Professional Examination application form are:
- 1 December for the **March** examination
- 1 June for the **September** examination

Applications to sit the examination must be received no later than 4pm on the specified date.
As the **Stage 1** initial assessment can take up to 10 weeks, prospective applicants should take the above AIMS Professional Examination application deadlines into consideration when lodging their Stage 1 application.

**Compulsory Requirements for All Applications**

All documentation must be correctly certified. A certified copy is a photocopy that has been stamped and signed by a suitable certifying officer (as stated below) who verifies that they have sighted the original document and that the photocopy that they are certifying is a true copy of that original.

Each photocopied page of all documentation must be certified on the face and must show clearly: the words "certified true copy of the original"; the signature of the certifying officer; and the name and address or provider/registration number of the certifying officer. It must be possible from the details provided for AIMS to verify the certifications by contacting the certifying officer if necessary.

**Who does AIMS accept to certify my documents?**

Documents certified in Australia must be certified by a **Justice of the Peace** or a **Notary Public**.

Documents certified in a country other than Australia must be certified by a **Notary Public** or an **official of an Australian Embassy** or **Consulate**.

Please note that AIMS WILL NOT accept any other form of certification. If incorrectly certified documents are provided the application WILL NOT be processed and the fee will NOT BE refunded.

All applicants submitting an application for assessment of their professional skills and qualifications whether seeking the classification of Medical Laboratory Scientist or Medical Laboratory Technician are required to provide the following:

1. **Applicant’s Current Photographic Identification**
   - A certified colour copy of the bio-data page of the applicant’s valid passport.
   - One (1) passport sized photograph, applicant’s name and signature written on the back.

2. **English Language Assessment**
   - All applicants **must** provide an English proficiency test report. There are **no** exemptions to this requirement.
   - AIMS considers the English proficiency test report to be valid if it is received by AIMS, with your skills assessment application, within three years from the test date.
     - **AIMS will only accept one of the following English language test reports:**
       - **IELTS** (General or Academic) - overall band score of 7.0 or higher. Individual band scores (listening, reading, writing, speaking) may be below 7.0, providing the Overall Band Score is 7.0 or better.
       - **TOEFL** - Total Score of 95 points or higher.
       - **Pearson PTE Academic** - Overall Score of 65 points or higher. Must be submitted online to the Australian Institute of Medical Scientists. Online submission instructions can be found on the PTE website: pearsonpte.com/sendingyourscores/.
       - **OET** - A minimum of a B grade in *every* band (or a minimum score of 350 in *every* band). Must be completed in a profession that AIMS considers relevant to medical laboratory science, i.e. Medicine, Nursing, Dentistry, Pharmacy, or Veterinary Science. A copy of your downloaded online **Statement of Results** report must be submitted as a hardcopy and online to AIMS. Instructions can found on the OET website.
3. Tertiary Education

Documents required are all the qualification certificates issued by the educational institute in which the qualification was obtained. AIMS will need to determine if your qualifications are comparable to the Australian Qualifications Framework (AQF) as outlined in the Australian Government’s Country Education Profiles (CEP) system.

For each qualification you must attach:

a) **Certified copy of the certificate/testamur or a statement of completion.**
A certificate/testamur is the legal certification of your degree and will have been given to you at the time of graduation. A statement of completion is issued on university letterhead, contains your full name, date of birth, full title of the program, commencement and completion dates, and is signed by an officer of the university.

b) **Certified copy of the complete official academic transcript** showing FULL subject names.
An academic transcript is an official document issued by the University as a record of all your units and results, completed and attempted, throughout your enrolment.

A typical official academic transcript will show:
- your full name
- units/subjects (full title in English) that you have undertaken
- marks, points and grades attained for each subject, and explanation of the grading system
- enrolment period for any units, modules or subjects
- date of program completion.

c) **Syllabus/unit description issued by the institution of all relevant units** undertaken as part of your tertiary qualification. An official university syllabus will contain unit descriptions and outlines for the unit at the time when study occurred. A certified copy is **not** required for your syllabus/unit descriptions.

*Note:* Graduates from AIMS Accredited degrees **do not** need to supply a syllabus/unit descriptions.

d) **If the following qualifications are applicable:**

- PhD/MPhil/Masters by Research: an abstract of your thesis, which includes your research methods. This document does **not** need to be a certified copy.
- Professional Regulation Commission’s Licensure (Philippines). Please supply certificate and/or official examination results (certified copies).

4. Professional Employment

- Professional experience over the last ten (10) years.
- Employment verification letters must be original or certified copies.

**The employer’s verification letter must meet the following requirements:**

- The specific start and finish dates of each period of employment (day, month and year).
- Full-time or part-time and the hours worked each week.
- Your position title.
- The nature of your employment, including most important tasks performed or projects completed.
- A bullet point list of duties or an accompanying duty statement.
- The letter must be on company letterhead with the name of the employer and their full business street address.
- The letter must be signed and dated by the applicant’s supervisor or HR Officer.
- The full name and position title of the signatory must be listed under their signature.
- The business email address and business phone number of the signatory. Please note that the signatory may be contacted for further information and to verify the authenticity of the letter.
5. Optional Documents

Optional documents that you may include in your application are:

- current or previous professional membership, licences, or registrations. Please attach certified copies.

**DO NOT SUBMIT:**

Payslips, bank statements, tax documents, employment contracts, employment offer or termination letters, high school grade statements, a resume or application cover letter.

**Translations of Original Supporting Documents**

For all documents you wish to be considered with your application, we require a certified copy of the original foreign language document and a certified translation of the document.

You may send the original translation, however, it is sufficient to submit a certified photocopy of the translation and retain the original translation for your records.

Any document in a language other than English must be accompanied by a certified English translation and the translated documents officially stamped by the translator.

A translator in Australia must be accredited by the National Accreditation Authority for Translators and Interpreters.

A translator outside Australia does not need to be accredited, but they must endorse the translation with their full name, address, telephone number, and details of their qualifications and experience in the language being translated.

**Lodge Your Hardcopy Application by Post or Courier to:**

**Postal address**

Australian Institute of Medical Scientists
PO Box 1911
MILTON QLD 4064
AUSTRALIA

**OR**

**Courier address**

Australian Institute of Medical Scientists
Unit 7 / 31 Black Street
MILTON QLD 4064
AUSTRALIA

**Further Information:**

Telephone +61 7 3876 2988
Email contact@aims.org.au
Website www.aims.org.au