

Application for Assessment of Qualifications in Complementary Therapy

About this form

IMPORTANT

- › Please read the Explanatory Notes before you begin the application form
- › Make sure to provide all required documents, including photos and signed declaration
- › You may either complete this form on the screen using Adobe Reader, or print it out and complete by hand
- › Please note that this form will be read by an electronic scanner. If you are completing this form by hand, please use a black pen and print clearly in BLOCK LETTERS.
- › Mark answer boxes with a cross . If you make a mistake, fill in the entire box and mark the correct box . Leave answer boxes blank if the data to be completed is not known to you. DO NOT use 'nil', 'n/a' or draw a line in the box.
- › When printing this form, set Page Scaling to 'None' in the Print dialog window. In Adobe Reader, see: File > Print > Page Scaling in the Page Handling section

Explanatory notes

Use this form if you require a qualifications assessment to support an application for membership of a professional association as a practitioner of a complementary therapy and/or to support an application for private health insurance fund registration as a provider of complementary therapy (also known as alternative therapy).

Please contact the relevant professional body and/or health insurance fund for advice on whether a VETASSESS assessment of your qualification/s is required.

VETASSESS undertakes assessments of overseas qualifications for a range of occupations or modalities in complementary therapies for applicants referred to VETASSESS for an assessment to support an application for membership or registration with the relevant professional body and/or as an "alternative therapy" provider with a private health insurance fund.

This type of VETASSESS assessment compares an overseas qualification to an educational level on the Australian Qualification Framework, states the major area of study and determines whether that field of study is highly relevant to your nominated occupation or modality.

Your modality is the therapeutic method in which you are qualified to work, and for which you are seeking registration or membership.

Please note:

- › employment cannot compensate for the lack of a relevant qualification or major area of study; and
- › a qualification which lacks official recognition by the relevant educational authorities in the country of the award does not lend itself to comparison to a qualification on the Australian Qualification Framework
- › the Assessment is based on the information and documentation you provide, as well as research undertaken by VETASSESS staff
- › if you wish to be assessed in more than one modality, you will need to provide evidence of relevant qualifications to support your application. The assessment fee covers assessment under one modality only. If you wish to be assessed under additional modalities, additional fees apply
- › the relevant professional association may have additional criteria for membership and/or to assess a candidate for provider registration with a health insurance fund. For example, their criteria may cover specific subject content, the number of supervised classroom hours, and clinical practice

To find out more about the modalities we assess and how to apply for an Assessment of Qualifications in Complementary Therapy, please visit our website at vetassess.com.au

The assessment will determine the general educational level of your highest qualification in terms of a qualification level on the Australian Qualifications Framework. An assessment of the relevance of the major field of study to the nominated occupation is not required.

In some cases VETASSESS may need to consider two or more overseas qualifications to determine their comparability to the educational level of a qualification on the Australian Qualifications Framework.

Who should use this application form?

Use this form if you:

- › hold overseas post-secondary or higher educational qualifications at the required level, in a highly relevant field to your nominated occupation; and
- › are seeking an assessment of your qualifications in a complementary therapy (also known as alternative therapy) to support an application for professional membership, or provider registration with a private health insurance fund. If your assessment is for another purpose, please contact VETASSESS or the relevant professional, registration or licensing body for advice.

Do not use this form if:

- › you have secondary school qualifications only
- › you have employment experience, but do not hold any formal qualifications
- › you require a Qualifications Assessment for 485 visa purposes, or a Skills Assessment to support an application for permanent residency under the General Skilled Migration, the Employer Nomination Scheme or Regional Sponsored Migration Scheme.¹
- › you have not consulted the relevant professional association about applying for this assessment.¹

Completion of application form:

- › Answer all questions on this form in English unless otherwise indicated.
- › Initial and date any alterations to your answers on the form.
- › Provide all required information – your application will not be processed until all certified documentation is received.
- › Forged, altered or falsified documents will not be assessed and no refund will be provided.
- › Do not send original documents.
- › Copies of documents will not be returned.
- › Keep a copy of all documentation submitted.

Include all required documents

Make sure that you include all required information and documents with your application.

Your document checklist for CHT assessment

Form and payment

Application form – completed and signed

Identity documents

1 recent photograph – passport size, certified and dated by the applicant

Birth certificate or relevant passport pages (passport page must show name, photo and date of birth)

Change of name evidence (if applicable)

Qualification documents

For each qualification that you hold

Qualification (such as degree, diploma or certificate) – certified copy of the original award certificate in the original language

Transcripts – certified copy showing subjects studied and marks/grades awarded in the original language

Certified English translation of the above documents, compiled by a registered translation service, if originally issued in a language other than English

If your qualification is from the People's Republic of China, see Point 6 on page 10 of this document.

Professional Registration

If you have any forms of professional registration, please provide evidence for the assessment. The evidence must show the country of registration, name of registration board, type of registration, registration number and expiry date.

Missing documents

If you do not have your original documents, try to obtain the required documents from the relevant educational institution. Most educational institutions, authorities keep relevant records and will reissue these documents if requested. If you cannot obtain the required documents, contact VETASSESS for advice.

Note – additional requirements apply for qualifications obtained from the following regions and countries: Europe, Lebanon, Philippines, and the People's Republic of China. See Appendix A for important information about these requirements.

We will not start your assessment until we receive all the required documents. If missing documents are not received within the required time frame, your application will expire. You must then submit a new application and pay another application fee.

Certification

All documents must be certified as a true copy of the original by a person who is authorised to certify documents in your country of residence. In many countries people such as lawyers, Justices of the Peace and Public Notaries (among others) are authorised to certify documents.

Each copy of the document must be certified separately and must show clearly:

- › the words 'certified true copy of the original'
- › the original signature of the certifying officer
- › the name and address or provider/registration number (where appropriate) of the certifying officer legibly printed below the signature so that VETASSESS can contact the certifying officer if necessary.

VETASSESS does not accept:

- › certification by a company rather than the individual within
- › the company who is authorised to certify documents certification where the identity of the certifying officer is unclear or the certifier's contact details are illegible.

Email your application

VETASSESS will accept certified scanned colour documents attached to an email and forwarded to migrate@vetassess.com.au. The application form must be scanned colour copy of the original showing your full name, physical signature and date.

Result letters

You can access your Result Letter via your application login portal online.

Reassessment

If you disagree with the outcome of your assessment, VETASSESS may conduct a reassessment. You must submit a written request for reassessment and pay a reassessment fee. To find out more about reassessments, please send an email enquiry to migrate@vetassess.com.au

If you need help

- > Visit: vetassess.com.au
- > Email: migrate@vetassess.com.au
- > Fax: +61 3 9654 2773
- > Tel: +61 3 9655 4801

Privacy statement

Whenever VETASSESS collects, handles, stores, uses or discloses information about you, it aims to comply with the Privacy Act that protects your personal information. 'Personal information' means information or an opinion (including information in a database) about an individual whose identity is apparent or can reasonably be ascertained.

Explanatory notes for the Application Form

1. Your personal details

This section asks for all your personal and contact details. Complete this section carefully and make sure you provide all required information.

2. Your school education

- 2.1 Primary schooling (or elementary schooling) usually refers to the first six to eight years of compulsory schooling. It may also include a compulsory kindergarten year. The number of years of primary education varies with different school systems.
- 2.2 List the country or countries in which you completed these years of schooling.
- 2.3 Write the start and finish dates (month and year only), and the total number of years that you attended secondary school. In some countries 'secondary schooling' may vary between four to eight years following primary schooling.
- 2.4 Write the name of the highest (either secondary school or upper secondary school) certificate you obtained – in your language and translated into English.
- 2.5 In some countries 'secondary schooling' may vary between four to eight years following primary schooling. Write the name of the highest (either secondary school or upper secondary school) certificate you obtained – in your language and translated into English.

3. Occupation

This section deals with the occupation for which you seek professional member-ship and/or provider registration.

Complete this section for each modality or occupation you require VETASSESS to assess.

We will consider the relevance and level of your qualification against the requirements of the occupation or modality you select. However, professional bodies may have additional criteria.

Choose your modality or occupation carefully. Make sure that you read the description of this occupation thoroughly and that you meet all requirements.

You may use a positive VETASSESS qualifications assessment to support your application to a professional body. In order to have a positive outcome, you must hold qualification/s at the required educational level and in a closely related field to each modality you select for this application.

More information about occupations can be found in the Australian and New Zealand Standard Classification of Occupations (ANZSCO) at abs.gov.au or on the website of your professional body or health insurance provider. These websites provide useful information about employment, registration and licensing which may assist you to identify the relevant body to contact about their assessment requirements.

4. Your post-secondary education

Fill in each qualification separately. If you have more than two qualifications, provide details of any additional qualifications in the same format on a separate piece of paper. Sign and date this piece of paper and attach it to your application form.

If you are being assessed under more than one modality, please indicate to which modality each qualification relates.

- 4.1 Complete this section if you know your student identification number.
- 4.2 Write the title of your qualification in English.
- 4.3 Write the name of your qualification in the original language, if it was awarded in a language other than English.
- 4.4 Your qualification or academic transcript/mark sheet may state your major area of study. The major area of study is the concentration of subjects which was the main focus of the educational program leading to your qualification. The major area of study usually includes a progression of subjects of increasing depth and/or specialisation. If your qualification has two majors, please provide details for both.
- 4.5 Name the awarding body. This is the organisation that awarded your qualification and it will be written on your qualification. This may be different to the campus of study.
- 4.6 Write the full address of the awarding body.
- 4.7 Write the name of the campus that you attended.
- 4.8 Write the name of the institution you attended, if this institution was not the awarding body.
- 4.9 List the normal entry requirements for your course or the name of the examination that you had to complete to gain entry. Give the name of any educational qualification normally required for admission to this course.
- 4.10 If your entry to the course was by some other means, write the details here.
- 4.11 Write the normal length of this qualification (years or semesters) if it was studied full-time.
- 4.12 Include any time required for a thesis, project, practical training etc.
- 4.13 Write the dates when you started and completed your qualification.
- 4.14 Write the date your qualification was awarded.
- 4.15 Write if you completed the course by full-time or part time study, and how many class hours were required per week. If you studied in a different way, e.g. by distance education, write that here.
- 4.16 Write the total hours of any supervised practical training or work placement you undertook as part of the program requirements for this qualification. Cross 'No' if your course did not require supervised practical training or placement.
- 4.17 If you completed any specific components, cross here. For any required thesis, give the normal length of study (e.g. which semester and whether full time or part time).

Write the dates when you started and completed your thesis.

For any required major project, such as a graduation project, give the normal length of time to complete this requirement (e.g. one semester full time or part time or the number of weeks) and the dates you started and completed the project.

- 4.18 Provide details of any of the components you listed above. Write the normal length of any internship, supervised practical training or work placement required and the dates when you started and completed this activity.

5. **Current Professional Registration, Licensing, or Membership**

Include details of any licences, registrations or memberships you hold, if relevant to your nominated occupation. Ensure you attach certified copies of evidence of those professional licences, registrations or memberships. This information provides additional evidence but does not replace the required qualifications or evidence listed above for all applicants.

6. **Verification of Chinese qualifications**

This section is for applicants for assessment of qualifications awarded in the People's Republic of China. Refer to Section 7 for more information on the required document checklist.

- 6.1 Cross 'Yes' if you have qualification(s) awarded by an institute in China.
- 6.2 For each qualification you hold, cross the documents to be assessed and verified.

For Bachelor or higher degrees, you need to have the following documents verified:

- > the Certificate of Graduation; and
- > the Academic Transcript or Examination Results
- > the Certificate of Graduation;

If you have been awarded credit on the basis of previous studies, the documentation from these studies will also need to be verified.

Both Chinese and English versions of transcripts will be verified and included in the Verification Report. Before submitting transcripts to VETASSESS, please check them to ensure that they are officially issued and all subject names, scores and credits of the English version match the original Chinese one. Inconsistent information in the documents may cause considerable delay or a negative verification result.

Your document checklist for verification of Chinese qualification:

Chinese Personal Identification Card. No English translation is required.
Copy of original Degree Award certificate and/or Certificate of Graduation and its English translation. If you hold a Bachelor degree or above award, you will need to supply both documents.

CSSD Degree Certificate verification e-report in Chinese only.

Copy of Academic Transcripts – official documents in both Chinese and English, issued and endorsed by the central student administration or archiving office of the awarding body or the attending institution. For Self-Taught programs, they must be officially issued and endorsed by the relevant Self-Taught Examinations Committee. Any unofficially issued documents or Graduation Registration Records may be not acceptable and/or be verified as 'nongenuine' official documents. Ensure the information (e.g. subject name, scores and credits) in the English version matches the Chinese version, as both will be verified. Inconsistent information in Chinese and English versions may cause considerable delay or lead to a negative verification and assessment result. If you were awarded qualifications during army service by an army institution, you must provide additional documents for verification (contact VETASSESS for further information).

Key in the required information for both Chinese and English versions of your academic transcripts on the editable PDF form templates from the VETASSESS website.

A4 size photocopy of each above document – good quality

7. **Required document checklist**

- > Please ensure all documents are submitted with your application. Documents will not be returned.

8. **Applicant declaration**

Please read this section carefully before you sign the declaration. Make sure you have all the required documents and that all documentation is certified as required. The declaration must be signed by you (the applicant.)

9. **Payment of fees**

You can find the fees payable on our website at www.vetassess.com.au.

The fees will differ depending on whether you are an Australian resident for tax purposes. You can check your tax status by visiting the Australian Taxation Office website at www.ato.gov.au. You must be ready to complete the application payment when you apply. Once we have received your application, you will be sent a payment link to your email correspondence address. This payment link is valid for two days.

Fees for Chinese qualification verification

Any Chinese qualification included in this application form will need to be verified by VETASSESS.

10. **Submit application**

Email your application with all required certified scanned colour copies to migrate@vetassess.com.au.

Appendix A

Additional documentation requirements – Europe, Lebanon, Philippines and People’s Republic of China

- › **Europe** — Applicants with European qualifications should supply Diploma Supplements for these if available. Generally, these are issued by educational institutions from countries participating in the Bologna Process. A Diploma Supplement will be accepted in lieu of an award certificate and academic transcript if it includes all the necessary information.
- › **Lebanon** — If your qualification was awarded by a University College or Institute in Lebanon, supply evidence of approval by the Equivalence Committee of the ministry of Education and Higher Education
- › **Philippines** — Please supply evidence of passing the Professional Regulation Commission’s Licensure Examinations, if available.
- › **People’s Republic of China** — Qualifications awarded in China must be verified by the Qualifications Verification service at VETASSESS, which has an agreement with the Ministry of Education China appointed verification authority, the Center for Student Services and Development (CSSD) to verify the authenticity and recognition status of Chinese qualifications.

To find out more about Qualifications Verification, visit vetassess.com.au

Application for Assessment of Qualifications in Complimentary Therapy

OFFICE USE ONLY

Barcode

Receipt Number

1. Personal details

1.1 Preferred title

Dr Mrs Other

Mr Miss

1.2 Sex

Male Female

1.3 Date of Birth

Day / Month / Year

1.3 Country of birth

1.4 Name

Surname or family name

Given name/s

1.5 Name (continued)

Previous surname or family name (if applicable)

Previous given name/s (if applicable)

1.6 Country of current residency

1.7 Country of citizenship

Current passport number (if applicable)

Date of issue Day / Month / Year

1.8 Country of any other citizenship (if applicable)

Current passport number (if applicable)

Date of issue Day / Month / Year

1.9 Contact details

Daytime number

Mobile number

Fax number

Email

1.10 Postal address details

(Please provide the address at which we can contact you)

Street name

Suburb or town

State Postcode Country (if not Australia)

1.11 Home address

(if different from your postal address)

Street name

Suburb or city

State Postcode Country (if not Australia)

2. School Education

Primary School

2.1 Date

Date started /

Date finished /

Number of years

2.2 Country

Country/s

2.3 Year of completion

Year completed

Secondary School

2.4 Date

Date started /

Date finished /

Number of years

2.5 Country

Country/s

2.6 Schooling Certificate

Name of highest schooling certificate obtained

2.7 Year obtained

Year obtained

3. Occupation

3.1 Occupation title

(otherwise known as the modality or therapy)

3.2 ANZSCO code

ANZSCO
(if applicable)

3.3 Professional association(s)

Professional association(s) which require this assessment

1

2

Additional Modalities

3.4 Occupation title

(otherwise known as the modality or therapy)

3.2 ANZSCO code

ANZSCO *(if applicable)*

3.3 Professional association(s)

Professional association(s) which require this assessment

1

2

4. Post-secondary education

If you are being assessed under more than one modality, specify the modality to which this qualification relates

Qualification 01

4.1 Student registration number

4.2 Name of qualification (in English)

4.3 Name of qualification (in original language, if applicable)

4.4 Major area of study

4.5 Name of awarding body

4.6 Address of awarding body

Street name

Suburb or city

State Postcode Country (if not Australia)

4.7 Campus you attended

4.8 Name of institution you attended

(if different to awarding body)

4.9 What was the normal entry requirement for the course? (or name of examination)

4.10 If different, what was the basis of your entry into this course?

4.11 Normal length of full time course

Years OR Semesters

4.12 Normal length of semester

Weeks OR Months

4.13 Course dates

Date course commenced Day / Month / Year

Date course completed Day / Month / Year

4.14 Date qualification awarded

Date awarded Day / Month / Year

4.15 Study mode

Full time Specify number of class/guided learning hours per week

Part time

Other Details

4.16 Were you required to complete practical training or work placement before receiving the qualification?

No Supervised practical training/work placement was not undertaken

Yes Total number of hours of supervised practical training?
Number of weeks spent in this activity

4.17 Were you required to complete any of the following before receiving the qualification?

(Select all that apply)

Thesis Number of weeks spent in this activity

Major Project Number of weeks spent in this activity

4.18 If you selected an option in Question 4.16 or 4.17 above, please provide further details

Details

Qualification 02

4.1 Student registration number

4.2 Name of qualification (in English)

4.3 Name of qualification (in original language, if applicable)

4.4 Major area of study

4.5 Name of awarding body

4.6 Address of awarding body

Street name

Suburb or city

State

Postcode

Country (if not Australia)

4.7 Campus you attended

4.8 Name of institution you attended

(if different to awarding body)

4.9 What was the normal entry requirement for the course? (or name of examination)

4.10 If different, what was the basis of your entry into this course?

4.11 Normal length of full time course

Years OR Semesters

4.12 Normal length of semester

Weeks OR Months

4.13 Course dates

Date course commenced Day / Month / Year

Date course completed Day / Month / Year

4.14 Date qualification awarded

Date awarded Day / Month / Year

4.15 Study mode

Full time Specify number of class/guided learning hours per week

Part time

Other Details

4.16 Were you required to complete practical training or work placement before receiving the qualification?

No Supervised practical training/work placement was not undertaken

Yes Total number of hours of supervised practical training?
Number of weeks spent in this activity

4.17 Were you required to complete any of the following before receiving the qualification?

(Select all that apply)

Thesis Number of weeks spent in this activity

Major Project Number of weeks spent in this activity

4.18 If you selected an option in Question 4.16 or 4.17 above, please provide further details

Details

5. Current Professional Registration, Licensing, or Membership

Do you currently hold any of the following for your profession:

5.1 Professional licence

No

Yes

Country of licence

Name of licensing body

Type of licence

Licence number

Date of expiry /

Current status

Active Expired Renewed

Other Give details

5.2 Professional registration

No

Yes

Country of registration

Name of registration body

Type of registration

Registration number

Date of expiry /

Current status

Active Expired Renewed

Other Give details

5.3 Membership of a professional body

No

Yes

Country of membership

Name of membership body

Type of membership

Membership number

Date of expiry /

Current status

Active Expired Renewed

Other Give details

6. Verification of Chinese qualifications

6.1 Do you have qualifications awarded by institutions of the People's Republic of China?

No Go to Section 7

Yes Give details below

6.2 Select the documents to be verified.

Note — Please refer to Section 7 for more information on the Required Document Checklist.

Qualification 01

Select document/s to be verified

Degree Certificate

Certificate of Graduation

Academic Transcript or Examination Record

Qualification 02

Select document/s to be verified

Certificate of Graduation

Academic Transcript or Examination Record

7. Required document checklist

I have included:

Identity documents

Certified copy of the relevant biography page(s) from my passport or birth certificate (passport page must show name, photo and date of birth)

Evidence of change of name (where applicable)

One (1) recent passport size photograph, certified "this is a true likeness of (applicant name)" and dated

Qualification documents

(For each qualification you hold, include the following)

Qualification (such as degree, diploma or certificate) – certified copy of the original award certificate in the original language

Transcript – certified copy showing subjects studied and marks/grades awarded in the original language

Certified English translation of the above documents, compiled by a registered translation service, if originally issued in a language other than English

Additional evidence as required for Europe, Philippines, and the People's Republic of China

Other

Contact details of certifier(s)

Certified English translations in English of any of the above documents originally issued in a language other than English

Chinese verification

(if you hold qualifications from the People's Republic of China)

Chinese Personal Identification Card. No English translation is required.

Copy of original Degree award certificate and Certificate of Graduation awarded for the same degree program and any other Certificates of Graduation for non-degree programs.

(Official documents in both Chinese and English, issued and endorsed by the central student administration or archiving office of the awarding body or the attending institution. For Self-Taught programs, they must be officially issued and endorsed by the relevant Self-Taught Examinations Committee.)

Provided electronic credentials report of degree certificate issued by CSSD in Chinese

Copy of Academic Transcripts

(Official documents in both Chinese and English, issued and endorsed by the central student administration or archiving office of the awarding body or the attending institution. For Self-Taught programs, they must be officially issued and endorsed by the relevant Self-Taught Examinations Committee.)

Fill in the editable PDF form, which can be downloaded from the VETASSESS.com.au website.

(Available to download on VETASSESS website.)

If you were awarded qualifications during army service by an army institution, you must provide additional documents for verification.

(Contact VETASSESS for further information)

A4 size photocopy of each above document – a high quality copy

IMPORTANT —

- > Please ensure you have included certified true copies.
- > For Complementary Health Therapies Assessments, all identity and qualification documents need to be certified high quality colour copies of original documentation.
- > Documents will not be returned.

8. Applicant's declaration

You MUST read and sign this declaration

I (*print name*) declare that:

I have read the Certification Section in the Explanatory Notes and I understand that the assessment cannot be completed without properly certified documents.

- > The information I have supplied on this form and in any attachments is complete, correct and up to date
- > I have included the required identity, qualifications and professional registration evidence and documents as listed on the Required Documents Checklist
- > I have read and understood the information supplied to me in the Explanatory Notes accompanying this application
- > I will inform VETASSESS of any changes to my circumstances in writing (e.g. address) while my application is being considered
- > I authorise my appointed agent or representative to act in all matters concerned with this application
- > I authorise VETASSESS to make any enquiries necessary to assist in the skills assessment (including contacting the educational institutions) and to use any information supplied for that purpose
- > I understand that VETASSESS may provide government departments, professional associations/bodies or health insurance providers with any of the information supplied in this application
- > I understand that the application fee is not refundable.

Verification of Chinese qualifications

- > If indicated at Section 6, I authorise VETASSESS to verify and provide Credential Reports for my qualifications.

Applicant's signature

(Once you have completed this form, print it and sign it by hand.)

Day / Month / Year

9. Fees and payment

You can find all the fees payable on our website [here](#).

The fees will be different depending on whether you are an Australian resident for tax purposes. The GST is applicable in addition to the Skills Assessment fee if you are an Australian resident for tax purposes.

You can check your tax status by visiting the website of the Australian Taxation Office at www.ato.gov.au.

Note — The application fee is not refundable. You should choose one assessment only. The application fee covers assessment of qualifications under one modality/specialisation only. If you wish to be assessed for more than one modality in this application, an additional fee per modality applies.

Assessment of additional modalities at a later stage will require the full assessment fee. If you are a previous applicant applying for a reissue, reassessment, appeal, you will need to complete the correct form, which can be downloaded from vetassess.com.au

Note — On completion of your assessment, the result letter will be available to download via the application online portal.

If the applicant is not a resident for tax purposes in Australia, select the relevant box below:

Individual Applicant

I declare that I am not a resident of Australia for income tax purposes.

Migration Agent

I declare that the applicant is not a resident of Australia for income tax purposes.

*Refer to <https://www.ato.gov.au/Individuals/international-tax-for-individuals/work-out-your-tax-residency/> for more information.

10. Submit application

Please email the complete form with all required documentation to migrate@vetassess.com.au, attachment size cannot exceed 5MB in an email. A payment link will send to you via email once the form is received, please make the relevant payment online via credit card within 2 days.