



Australian Institute of Radiography

# APPLICATION

FOR ASSESSMENT OF RADIOGRAPHY, RADIATION THERAPY AND ULTRASOUND  
QUALIFICATIONS AND CLINICAL EXPERIENCE OBTAINED OUTSIDE AUSTRALIA

In	Radiography (Diagnostic)	<input type="checkbox"/>
	Radiation Therapy	<input type="checkbox"/>
	Ultrasound	<input type="checkbox"/>

Please select appropriate box(es)

## NOTICE TO APPLICANTS

**Your course and undergraduate clinical practice will be compared with the courses current in Australia at the time of your qualification.**

Post graduate clinical experience and relevant academic courses or ongoing education programs are fundamental to this assessment.

**Your application will ONLY be assessed when *all* of the relevant documents listed are included.**

Post application to:

AUSTRALIAN INSTITUTE OF RADIOGRAPHY

P O Box 1169

Collingwood, Victoria 3066

AUSTRALIA.

Tel +61 3 9419 3336

Fax +61 3 9416 0783

Email [osassess@air.asn.au](mailto:osassess@air.asn.au)

Web site [www.air.asn.au](http://www.air.asn.au)

Attach certified  
passport size photo  
here

# APPLICATION FOR ASSESSMENT OF QUALIFICATIONS OBTAINED OUTSIDE AUSTRALIA.

**Please use block letters and a blue or black pen to complete this form.**

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.

If insufficient space is provided in any section, list details on a separate page.

OFFICE USE ONLY

No. \_\_\_\_\_

\_\_\_\_\_  
Date received

## SECTION A PERSONAL DETAILS

(including evidence of change of name if applicable)

Title Mr  Mrs  Miss  Ms  Dr

Surname/Family name

Given names

Street Address

Town/Suburb

State

Postcode

Country

Telephone (home)

Telephone (work)

Email address

Date of Birth / /

Male  Female

Australian Residency Status

Non-Resident

Temporary

Permanent

Australian Citizen

I am a passport holder from:

United Kingdom

Canada

New Zealand

United States of America

Republic of Ireland

Singapore

***If not a passport holder from above countries attach evidence of fluency in English (IELTS or OET result).***

***Passport holders attach certified copy of passport.***

## SECTION B ACADEMIC DETAILS

(complete summary of course hours table in Section E)

Country where qualifications were obtained

Name of Institution attended

Date course commenced / /

Date course finished / /

Name of qualification obtained

(Attached certified copies of qualification and of syllabus and curriculum of the course you completed)

Total number of hours spent in academic component

Total number of hours spent in clinical component

Comment (if necessary)





## SECTION F CHECK LIST FOR APPLICANT

(these documents **MUST** be included and all copies **MUST** be certified or your application **WILL NOT** be processed)

### Section A

*Application must be accompanied by:*

1. Official evidence of change of name, if applicable.
2. Copy of Australian residency status indicated in passport or evidence of Australian citizenship.   
(for those who already hold a visa)
3. Evidence of fluency in and understanding of English, if you are not a passport holder from United Kingdom, Canada, New Zealand, United States of America, Republic of Ireland or Singapore. IELTS or OET results must be included.

### Section B

*In addition to completed details on the application form, the following documents are required:*

- 4 Copy of your qualification in the original language and English translation, if applicable.
- 5 Syllabus and curriculum of the course you completed in the original language and English translation, if applicable. This must be the detailed document of the course outlining the content of all subjects studied plus hours. A result transcript is not sufficient.
- 6 Evidence of additional and / or post-graduate qualifications.
- 7 Current registration to practice, certificate or licence (as applicable in your country) and/or membership of your country's professional society.

### Section C

- 8 Completed table of clinical experience after qualification.
- 9 Documentation on official departmental letterhead from past and present employers, verifying experience gained (**% breakdown of modalities worked, specific duties, and responsibilities, dates employed, full/part time, hours of employment**).
- 10 Evidence of additional professional development relevant to this application eg. CPD.

### Section D

- 11 Payment details completed (cheque or credit card) - *Non refundable*.

### Section E

- 12 Summary table completed with details of subjects including hours/subject/year of course.

### Section F

- 13 Check list completed and guide to completing application form noted.

I declare that the information I have supplied in this application is complete and correct and up to date in every detail.  
I understand that if I give false or misleading information, my application may be refused.

**Applicant's signature**

**Date**

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# GUIDE TO COMPLETING THIS APPLICATION FORM

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## SUPPORTING DOCUMENTATION

Your application **will not** be processed until all the requested documentation is received.

### Certified copies

Do not send original documents, as their return cannot be guaranteed. Certified copies must be submitted.

A **certified 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 law in your country. In some countries certified is referred to as notarised. In Australia, it must be certified by 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.

### English language requirements

If you are not a passport holder of the following countries:

United Kingdom, Canada, New Zealand, United States of America, Republic of Ireland and Singapore you are required to provide evidence of understanding and fluency in English. The AIR requirement is evidence of:

- A score of not less than **Level 7 academic** in the **IELTS** English language test with no element below 7 or
- **Level B** overall result in Australian Occupational English Test (**OET**)

This evidence is required before your application will be processed.

### 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.

### Photo identification

A certified current passport size photo must be attached to the application.

## ASSESSMENT PROCESS

The Australian Institute of Radiography (AIR) assesses qualifications obtained outside Australia for radiographers, radiation therapist and sonographers only. Your application for assessment is considered by the AIR Overseas Qualification Assessment Panel.

Diagnostic radiography, radiation therapy and ultrasound qualifications gained outside Australia are assessed for equivalency with the Australian standard at the time of qualifying. The assessment is based on guidelines from the National Office of Overseas Skills Recognition (AEI-NOOSR) within the Commonwealth Department of Education, Science and Training (DEST). Information on equivalency is available on their web site [www.dest.gov.au/noosr](http://www.dest.gov.au/noosr).

The assessment will result in one of three decisions:

- *Unconditional recognition* with the issue of an AIR Statement of Accreditation for either diagnostic radiography or radiation therapy. For medical ultrasound, acceptance is a Certificate of Recognition in Ultrasound.
- *Conditional rejection* until evidence is produced of successful completion of a period of further approved training
- *Rejection* until evidence is produced of successful completion of an accredited Medical Radiation Science (Degree) course that meets the Australian standard.

## APPEAL AGAINST ASSESSMENT FINDINGS

You have the right of appeal against the findings and recommendations of the Overseas Qualifications Assessment Panel. An appeal must be in writing and signed by you (the applicant). *An email or faxed copy is not acceptable.* The letter is to state clearly the grounds for the appeal and include supporting documentation relating to the grounds for the appeal.

**The cost of the appeal process is AUD\$200.00. This payment must be submitted with the appeal documentation. If you are a resident in Australia this cost will be AUD\$220.00 to include GST**

The appeal must be lodged within 3 months of the date of the Assessment Panel's decision.

Post appeal to:                   The Executive Officer  
  Australian Institute of Radiography  
  P O Box 1169  
  Collingwood       Victoria 3066  
  AUSTRALIA

The appeal is decided and resolved by the Board of Directors of the Australian Institute of Radiography whose decision is final.