



AUSTRALIAN INSTITUTE OF MEDICAL AND CLINICAL SCIENTISTS

Employer Request for Assessment of Professional Skills & Qualifications

Application Form

Employers and employees are advised to read the [GUIDELINES](#) before completing this form.

The application cannot be processed if it is incorrect or incomplete. Please complete the checklist at the end of this form.

SECTION 1. EMPLOYEE INFORMATION

Preferred title: Dr Ms Mr Mrs Miss Other

Last name / Surname:

If no Last name / Surname on your passport / licence, please tick this box

First name(s):

Middle name(s):

Previous name(s) (if applicable):

Include a colour scan of evidence of name change e.g., Marriage Certificate, or official Name Registration.

Date of birth: ____ / ____ / ____ Gender: Female Male Other
DD MM YYYY

Employee Email:

SECTION 2. EMPLOYER INFORMATION

Company / Entity Name:

Contact Name:

Contact Email:

Address for correspondence:

Line 1:

Line 2:

Line 3:

Suburb / City:

State (if applicable): Postcode (if applicable):

Country:

Employer telephone number - *Include country code, area code and extension numbers as applicable.*

Contact telephone number:

SECTION 3. EMPLOYER AND EMPLOYEE DECLARATIONS

Do not insert scanned or photocopied signatures. The Employer's and Employee's signatures must be signed in **ink**.

EMPLOYER REQUEST

I, being an authorised representative of
(full name)
..... request the Australian Institute of Medical
(Company / Entity name)
and Clinical Scientists assess the qualifications and work experience of the employee listed in Section 1.:

Employer Signature: Date: / /
DD MM YYYY

EMPLOYEE CONSENT

I, hereby consent to the assessment of my
(employee full name)
qualifications and work experience by the Australian Institute of Medical and Clinical Scientists.

- I declare that the information I have supplied on this form and the enclosed documents are true and correct.
- I acknowledge that AIMS may seek further information and verification of the information and documents provided with this application from third parties.
- I acknowledge that AIMS will inform the Employer of any concerns it may have as to the validity or authenticity of any part of this application or the included documents.
- AIMS reserves the right to provide my assessment status to relevant third parties, however, my personal details will remain confidential. To view the AIMS privacy policy visit: www.aims.org.au/privacypolicy.
- I undertake to inform AIMS, in writing, of any change of circumstances (e.g., change of address) while my application is being considered.
- I understand that until AIMS has:
 - (a) received complete and correct information and supporting documentation; and
 - (b) verified the claims of education, employment, and any professional registration or membership that I have made in this application this application cannot proceed to assessment.

Employee Signature: Date: / /
DD MM YYYY

SECTION 4. EMPLOYEE'S PRIMARY AND SECONDARY EDUCATION DETAILS

Which years did you start and finish school? Start: / / Finish: / /
DD MM YYYY DD MM YYYY

Number of years you were at primary school: Number of years you were at secondary school:

Country where you obtained your secondary education:

Note: Do not include documentary proof or course transcripts of your primary and secondary education.

SECTION 5. EMPLOYEE'S TERTIARY EDUCATION

Provide details for **all** tertiary level educational qualifications you have completed.

For each qualification you must include:

- A colour scan of the Certificate / Testamur or a Statement of Completion issued by the institution, and
- A colour scan of the complete official academic transcript issued by the institution, **PLEASE READ THE INSTRUCTIONS IN THE CHECKLIST ON THE FINAL PAGES REGARDING OFFICIAL ACADEMIC TRANSCRIPTS**; and
- A black and white scan of the syllabus / unit descriptions issued by the institution for all **relevant** subjects undertaken as part of your tertiary qualification.

Note: Graduates of [AIMS Accredited Degrees](#) **do not** need to supply syllabus / unit descriptions.

If you have completed a PhD or MPhil or Masters by Research you must include:

- A colour scan of your Certificate / Testamur or a Statement / Letter of Completion issued by the institution; and
- An abstract of your thesis, which includes your research methods.

TERTIARY EDUCATION - QUALIFICATION

Qualification title (in English):

Qualification title (in original language):

Educational Institution Name:

Campus:

Street Address Line 1:

Street Address Line 2:

Suburb / City:

State & Postcode:

Country:

Date started: .. / .. / ..
DD MM YYYY

Date completed: .. / .. / ..
DD MM YYYY

Studied full-time: Studied part-time: Combination of full-time and part-time:

Normal length of full-time course: Years: Semesters:

Length of time you took to complete the course: Years: Semesters:

Was a period of compulsory practical or clinical experience a requirement of the course? Yes* No

*If **Yes**, length of time involved e.g., years, months, weeks or semesters:

SECTION 5. EMPLOYEE'S TERTIARY EDUCATION (CON'T)

Provide details for **all** tertiary level educational qualifications you have completed.

For each qualification you must include:

- A colour scan of the Certificate / Testamur or a Statement of Completion issued by the institution, and
- A colour scan of the complete official academic transcript issued by the institution, **PLEASE READ THE INSTRUCTIONS IN THE CHECKLIST ON THE FINAL PAGES REGARDING OFFICIAL ACADEMIC TRANSCRIPTS**; and
- A black and white scan of the syllabus / unit descriptions issued by the institution for all **relevant** subjects undertaken as part of your tertiary qualification.

Note: Graduates of [AIMS Accredited Degrees](#) **do not** need to supply syllabus / unit descriptions.

If you have completed a PhD or MPhil or Masters by Research you must include:

- A colour scan of your Certificate / Testamur or a Statement / Letter of Completion issued by the institution; and
- An abstract of your thesis, which includes your research methods.

TERTIARY EDUCATION - QUALIFICATION

Qualification title (in English):

Qualification title (in original language):

Educational Institution Name:

Campus:

Street Address Line 1:

Street Address Line 2:

Suburb / City:

State & Postcode:

Country:

Date started: / /
DD MM YYYY

Date completed: / /
DD MM YYYY

Studied full-time: Studied part-time: Combination of full-time and part-time:

Normal length of full-time course: Years: Semesters:

Length of time you took to complete the course: Years: Semesters:

Was a period of compulsory practical or clinical experience a requirement of the course? Yes* No

*If **Yes**, length of time involved e.g., years, months, weeks or semesters:

Additional Tertiary Qualifications

If you have additional qualifications that you wish to include, please make a copy of this page, complete the information and include appropriate colour scans of documents as detailed above.

SECTION 6. EMPLOYEE'S PROFESSIONAL REGISTRATION / LICENSURE

If you worked in a country that requires registration or licensure then the REGISTRATION 1 fields must be completed.

Are you registered or licensed with a professional body? No Yes (If Yes, please provide details below):

REGISTRATION 1.

Name of registration or licensure body:

Country:

Date started: / / Current OR Date finished: / /
DD MM YYYY DD MM YYYY

How will AIMS be able to verify your registration with the professional association (i.e. email or online verification system)?

.....
.....

Include colour scans of evidence of registration / licence.

REGISTRATION 2.

Name of registration or licensure body:

Country

Date started: / / Current OR Date finished: / /
DD MM YYYY DD MM YYYY

How will AIMS be able to verify your registration with the professional association (i.e. email or online verification system)?

.....

Include colour scans of evidence of registration / licence.

Have you ever been refused a professional license or registration, or had your professional license or registration revoked?

No Yes (if Yes, please provide details below):

.....
.....

SECTION 7. PROFESSIONAL EMPLOYMENT (CON'T)

Provide details of your **relevant** postgraduate professional experience in a medical diagnostic laboratory over the last ten (10) years.

Please check that you meet the below requirements:

Include the same information on the application form as is provided in the employer's employment verification letter.

The employer's verification letter must meet the following requirements to be accepted for the application:

- The specific start and finish dates of each period of employment (day, month and year)
- Full-time or part-time and the **average weekly hours worked**
- 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 verification letter must be signed and dated by the applicant's supervisor, line manager, or hr officer, and the **full name and position title of the signatory** must be listed under their signature
- The verification letter must include the **business email address** and business phone number of the signatory.

If you are / were a self-employed / sole trader: please provide colour scans of as many official and verifiable documents as possible.

Include at least two (2) client testimonials indicating your primary tasks and responsibilities in carrying out your business. Other documents can include business registration details, evidence of business activity statements, client invoices, bank statements and official taxation evidence.

EMPLOYMENT

Position Title:

Start Date: / / Finish Date: / /
 DD MM YYYY DD MM YYYY

Employed: Full-Time or Part-Time

Average weekly hours worked:

Employer Business Name:

Employer Address Line 1:

Line 2:

Suburb / City:

State & Postcode:

Country:

Additional Professional Employment

If you have additional employment experience that you wish to include, please make a copy of this page, complete the information, and include colour scans of appropriate documents as detailed above.

SECTION 8. EMPLOYEE’S MEMBERSHIP OF PROFESSIONAL ORGANISATION(S)

Are you a member of a professional organisation? No Yes (If Yes, please provide details below):

1. Professional Organisation Name:

Membership Title / Category:

Current or Date finished: / /
 DD MM YYYY

2. Professional Organisation Name:

Membership Title / Category:

Current or Date finished: / /
 DD MM YYYY

How will AIMS be able to verify your membership with the professional organisation/s (i.e., email or online verification system)?

.....

Have you ever been refused professional membership or had professional membership revoked?

No Yes (if Yes, please provide details below):

.....

.....

SECTION 9. EMPLOYERS PAYMENT INFORMATION

Payment **must** be in Australian dollars (AUD) and all payments are **non-refundable**.

Do **NOT** send cash, cheques or money orders.

Refer to the AIMS website for current fees: www.aims.org.au/services/assessment-options/Fees-for-Qualification-Assessment

Fees are subject to change without notice.

Select a Payment method:

Online Payment

To make your payment online, go to the AIMS website:

AIMS Invoice No.:

www.aims.org.au/products/assessment-payments

When you have paid, you will receive an "Invoice No." by email from our system

OR

Visa or Mastercard



Card No:

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Card Expiry Date: / /
 MM YY

CVV Number (back of card):

Cardholder Name (as it appears on the card):

Cardholder Signature:

COMPLETE THE CHECKLIST (OVER THE PAGE) BEFORE SUBMITTING YOUR APPLICATION

CHECKLIST

Please tick the box for each item. Incorrect or incomplete applications cannot be processed. AIMS will notify the employer of any missing documents and provide an opportunity to address issues with the application.

[Please click on this link to download the GUIDELINES](#)

TRANSLATIONS OF SUPPORTING DOCUMENTS:

- Documents that are not in English must be translated by an **accredited** translator (if outside Australia) or a **NAATI Certified** translator (if translated in Australia).
 - For documents translated to English, include a colour scan of original documents in their original language, in addition to the certified translations.
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IDENTITY DOCUMENTS

- a colour scan of the bio-data page of your valid passport, or identification card.
 - a colour scan of your birth certificate.
 - one (1) recent good quality headshot photograph taken within the last six (6) months. It must be taken against a plain light-coloured background. Self-taken photographs are **not** acceptable.
 - a colour scan of your proof of change of name (if applicable) such as a marriage certificate or name change registration.
 - a colour scan of at least one (1) or more secondary documents. Acceptable secondary forms of identification may include, but are not limited to:
 - National ID
 - Driver's Licence
 - Social security card
 - Marriage certificate
 - Student identity card
 - Australian visa.
-

ENGLISH PROFICIENCY TEST REPORT

- Copy of your English proficiency test report, dated within the last three (3) years.
AIMS accepts IELTS (Academic or General), TOEFL, *OET, *Pearson PTE Academic or Cambridge C1 Advanced
* If OET or Pearson PTE Academic, the Test Report must also be submitted to AIMS **online**.
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TERTIARY EDUCATION. For each qualification, you must include:

Proof of Completion:

- A colour scan of your certificate / testamur or statement of completion.

Academic Transcripts:

If your qualification was completed by an **Australian university**:

- You have submitted your academic transcript via the **My eQuals** system to applications@aims.org.au

OR

- You have included with your application a certified PDF file of your academic transcript created from within the **My eQuals** system.

If your qualification was completed by an **Australian Vocational Education and Training (VET)** organisation:

- Prepared your Unique Student Identifier (USI) academic transcript via the [USI Student Portal](#).

If your qualification was completed overseas:

- A colour scan of your **official** academic transcript(s) showing: subjects; examination marks / grades and explanation of the grading system, and, where applicable, details of practical hours and clinical placements.
- You have **requested** from the institution you attended to **post** or **courier** a copy of your official academic transcript directly to AIMS in a sealed envelope that is signed and stamped across the back flap by the appropriate official at the institution. If the institution gives you the document to send to AIMS, it must be in a sealed envelope. If the envelope is opened or there is no stamp or signature across the back flap, **AIMS cannot accept the document.**

Unit Descriptions:

- A black and white scan of syllabus / unit descriptions issued by the institution of all **relevant** subjects undertaken as part of your tertiary qualification.

Note: Graduates of [AIMS Accredited degrees](#) **do not** need to supply a syllabus / unit descriptions.

Thesis Abstract:

- PhD / MPhil / Masters by Research qualifications: abstract of thesis, which includes research methods.
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PROFESSIONAL EMPLOYMENT

- Colour scans of employment verification letter(s) from your employer(s) for each period of professional experience claimed.
 - Colour scans of your most recent payslip for each period of professional experience claimed.
 - If you are / were self-employed / sole trader: please provide coloured scans of as many official and verifiable documents as possible. This must include at least two (2) client testimonials indicating your primary tasks and responsibilities in carrying out your business. Other documents can include business registration details, evidence of business activity statements, client invoices, bank statements and official taxation evidence.
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PROFESSIONAL REGISTRATION / LICENSURE (if applicable)

- Colour scans of official documents for each professional license or registration.
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PROFESSIONAL MEMBERSHIP (if applicable)

- Colour scans of official documents for each professional membership.
-

PAYMENT INFORMATION

- Completed payment information.
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EMPLOYER and EMPLOYEE DECLARATION

- Both the employer and employee have carefully read and signed the 'Declaration' section **in ink.**