



# AUSTRALIAN INSTITUTE OF MEDICAL AND CLINICAL SCIENTISTS

## Guidelines for Employer Requested Assessments

### THIS ASSESSMENT PROCESS IS FOR EMPLOYERS ONLY

**EMPLOYERS AND EMPLOYEES ARE STRONGLY ADVISED TO READ THESE GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

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## Overview

The Australian Institute of Medical and Clinical Scientists (AIMS) will provide an assessment of the employee's professional skills and qualifications. We will also assess the suitability of your employee to work as a **Medical Laboratory Scientist ANZSCO 234611 / Medical Laboratory Technician ANZSCO 311213**. AIMS will assess your employee's skills as "suitable" or "not suitable" for the nominated occupation against the requirements it has established. This assessment is **not** valid for individual immigration purposes.

## Medical Laboratory Science / Laboratory Medicine in Australia

In Australia, most scientific and technical educated and trained individuals are employed in public hospitals or private medical pathology laboratories. The two occupational groups are:

**Medical Laboratory Scientists** are normally employed in medical pathology 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 pathology laboratories under the direction of medical laboratory scientists and operate diagnostic equipment used in producing test results.

## 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](#).

The primary qualification for a Medical Laboratory Technician in Australia is a two-year diploma in laboratory technology (pathology testing). Graduates with this diploma are classified as Medical Laboratory Technicians and eligible for Intermediate membership of AIMS upon completion of two (2) years full-time (or part-time equivalent) work experience.

## 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 or Technicians in Australia although there is a voluntary certification scheme run by the [Australian Council for the Certification of the Medical Laboratory Scientific Workforce](#).

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

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

Please note that all applications 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 employee 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.

The AIMS Assessment Committee will assess the employee for both the classifications of **Medical Laboratory Scientist ANZSCO 234611** and **Medical Laboratory Technician ANZSCO 311213**.

We aim to complete all assessments within **16 weeks** of their receipt, however the verification of documents may extend that time **up to 6 months**. We do endeavour to process assessments as quickly as possible.

AIMS will notify the employer of any issues with the application. AIMS will hold the application in a **"Pending"** status for **up to one (1) year** from the date AIMS received the application. This will allow the applicant to rectify any identified issues in a timely manner.

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

## Fraudulent Documents

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. The application will be rejected and the employee will be banned from submitting any further applications to AIMS for a total of two (2) years from the date of notification of the suspected fraudulent documents.

## 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 link to the online payment function is: <https://www.aims.org.au/products/assessment-payments>

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 Skills Assessment Results Letter

Once an assessment has been completed it remains **valid for three (3) years** from the date of the original Stage 1 Skills Assessment Results 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.

Refer to the [AIMS website](#) for the amendment to application fees.

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 the full application for skills and qualifications assessment fee.

## Reviews and Appeals

An employer / employee who believes that their case has been wrongly assessed may seek a review of the assessment. The application for the review must be in writing via email and must 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. A review request application must be made within one (1) month of receiving the Stage 1 Skills Assessment Results Letter.

If, after the review, the employer / employee still believes that the employee has been wrongly assessed, the employer / employee 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. An appeal application must be submitted via email within one (1) month of receiving the Stage 1 AIMS Review Results Letter.

## Australian Qualifications Framework (AQF) Comparability Assessment

Unfortunately, AIMS does not provide a simple assessment that just compares the employee's qualification to the levels in the AQF using the Country Education Profile system. Some state governments will provide this service for free if the employee is currently residing in the respective state. Please refer to the Australian Government Department of Education, Skills and Employment's overseas qualifications recognition website for information on the state government units that provide this type of assessment.

<https://internationaleducation.gov.au/services-and-resources/Pages/qualifications-recognition.aspx>

## To be Assessed as Suitable for the Occupation of Medical Laboratory Scientist ANZSCO 234611

There are three options to be assessed as suitable for the occupation of Medical Laboratory Scientist ANZSCO 234611.

### Option 1 – AIMS accredited degree

Applicants who have completed an AIMS accredited program will be classified as a Medical Laboratory Scientist ANZSCO 234611.

Applicants will **not** be required to take the *AIMS Medical Laboratory Scientist Professional Examination*.

**Postgraduate** professional experience is **not** a requirement for option 1.

A list of **current** AIMS accredited programs can be found on the AIMS website by clicking on this link: [AIMS Accredited University Bachelor and Masters Programs](#). AIMS holds a history of AIMS accredited programs.

It is the responsibility of all prospective applicants who hold an AIMS accredited degree, to ensure the units completed comply with the **AIMS accredited subject pathway** in order to gain assessment as suitable for the occupation of Medical Laboratory Scientist ANZSCO 234611. 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.

### Option 2 – Acceptable science degree

Applicants who do **not** hold an AIMS accredited degree will be assessed in two (2) stages: **Stage 1** a document assessment, and **Stage 2** a written examination (the *AIMS Medical Laboratory Scientist Professional Examination*).

#### **Stage 1: Document Assessment**

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

The **minimum** requirements are:

- That an applicant has completed an **acceptable science degree**; and
- A minimum of two (2) years full-time (or part-time equivalent) postgraduate professional experience in a medical pathology laboratory, **one (1) year of which must be completed wholly** within the five (5) year period immediately prior to applying for assessment, will usually be assessed as eligible to sit the AIMS Professional Examination.

An **acceptable science degree** is an [AQF level 7, 8 or 9 qualification](#) (or equivalent based on the Australian Government, Department of Education Country Education Profile criteria) or a combination thereof. That is, a degree (AQF level 7) followed by a graduate diploma (AQF level 8) or master degree (AQF level 9), with subjects relevant to pathology that meet the following AIMS minimum requirements.

**Foundation subjects.** Full units (i.e., at least one (1) semester) comprising of the following:

- Chemistry
- Statistics
- Cell and tissue biology (including Anatomy and Physiology)
- Biochemistry
- Microbiology
- Genetics and Molecular Biology.

**Professional subjects. Basic studies must** have been undertaken in **all** of the following professional disciplines with **advanced studies** in no less than 2, preferably 3 of the following professional disciplines (\*):

- Pathophysiology (general / systemic pathology with emphasis on the relation between disease process and laboratory diagnostic techniques)
- Anatomical Pathology / Histopathology (including where possible, Cytopathology)\*
- Chemical Pathology\*
- Genomic Pathology\*
- Haematology (including Haemostasis)\*
- Immunopathology\*
- Medical Microbiology\*
- Transfusion Science\*.

**Basic studies** provide an introduction to the professional discipline covering both pathological conditions that are commonly diagnosed and some of the techniques that are used in the laboratory investigation of those conditions. Such studies are usually covered in the early years of a degree.

**Advanced studies** are those taken at the highest level available in the degree structure. Generally, this would be in the final year/s of a bachelor degree and be based on a sequence of subjects that include basic studies followed by advanced studies in the professional disciplines. Advanced studies may also be taken in a postgraduate qualification e.g., Graduate Diploma or coursework Master degree.

Advanced studies should cover more complex pathologies associated with the professional discipline, advanced laboratory techniques used in the investigation of those pathologies and problem-solving skills allowing the interpretation of laboratory results and their correlation with patient clinical history.

Employees who do not qualify to sit the *AIMS Medical Laboratory Scientist Professional Examination* or who fail to pass this examination *may* be assessed as suitable for the occupation of Medical Laboratory Technician ANZSCO 311213.

**Medical graduates** must have completed either a two-year Master degree in Clinical Pathology or equivalent, or a professional Fellowship of a recognised college of pathology and a minimum of two (2) years full-time medical pathology laboratory work experience as part of the Master degree or Fellowship. The medical pathology laboratory experience must include laboratory bench work.

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

If the AIMS Assessment Committee identifies missing studies in the applicant's tertiary education, then the applicant's results letter will include this information. **Additional units** can be completed at any university or institution offering a qualification comparable to an Australian **Bachelor** degree. AIMS recommends, if possible, completing these units at an institution offering an AIMS accredited degree. Your AIMS skills and qualifications assessment results letter will list any subjects missing from your studies.

## Stage 2: The AIMS Medical Laboratory Scientist Professional Examination

Applicants assessed under **Option 2** in a **Stage 1** process as eligible, may apply to sit the *AIMS Medical Laboratory Science Professional Examination*.

The AIMS Professional Examination is a Multiple-Choice Question (MCQ) paper consisting of 150 single response questions to be completed in three (3) hours. The examination is conducted twice a year in March and September using online remote proctored software. Remote proctoring involves sitting the examination under live supervision using the employee's computers webcam and the employee's mobile phone in a suitable location with reliable internet connectivity.

The examination consists of seven (7) sections covering the following professional disciplines: Anatomical Pathology\*, Chemical Pathology\*, Genomic Pathology, Haematology\*, Immunopathology, Medical Microbiology\* and Transfusion Science\*. Questions **MUST** be attempted in all sections and those disciplines asterisked (\*) **MUST** be passed (i.e., at least 50% in **each** discipline). To pass the examination overall, 80 questions **MUST** be answered correctly.

The distribution of questions for each professional discipline is indicated below:

Anatomical Pathology*	14
Chemical Pathology*	30
Genomic Pathology	16
Haematology*	30
Immunopathology	14
Medical Microbiology*	26
Transfusion Science*	20
<b>Total</b>	<b>150</b>

The examination is marked using the test system software and all results are subject to a moderation process before being released to the candidate.

The examination is set at the level expected of a professional Medical Laboratory Scientist with at least two (2) years full-time (or part-time equivalent) postgraduate professional experience. Completed examinations are not released under any circumstances.

Employees who are successful in the examination will be classified as suitable for the occupation of **Medical Laboratory Scientist ANZSCO 234611** and Medical Laboratory Technician ANZSCO 311213.

### Option 3 - Postgraduate studies with medical laboratory experience

Employees who do **not** hold an AIMS accredited degree, or who do not have a degree/s with subjects that meet the AIMS minimum requirement for an **acceptable science degree**, or meet the criteria of being relevant to pathology, may be assessed as a Medical Laboratory Scientist if their qualifications and skills satisfy the following requirements

Applicants will be assessed in two stages: **Stage 1** a document assessment, and **Stage 2** a written examination (the *AIMS Medical Laboratory Scientist Special Professional Examination*).

#### **Stage 1: Document Assessment**

The **minimum** requirements are:

**Academic qualifications:** a science degree/s with subjects relevant to life science or biological science or medical / biomedical science or veterinary science; **and**

- a professional discipline specific taught Master degree (AQF level 9) with a pathology laboratory based research project; or
- a professional doctorate (AQF level 10) in a professional discipline; or
- a Doctor of Philosophy (AQF level 10) that has a research topic and laboratory techniques with application in the conduct of medical laboratory tests to assist in the diagnosis, treatment, monitoring and prevention of human disease.

**Skills:** Evidence of at least two (2) years full-time (or part-time equivalent) of relevant post-doctoral employment at the required skill level in a medical pathology laboratory, **one (1) year of which must be completed wholly** within the five (5) year period immediately prior to applying for assessment.

**NOTE:** Relevant employment must be within a medical pathology laboratory and relate to the diagnosis, treatment, monitoring and prevention of human disease. Postgraduate employment in a purely research environment will not be favourably considered.

Applicants who meet both the academic and skills requirements may be assessed as eligible to sit the *AIMS Medical Laboratory Scientist Special Professional Examination*. Applicants who do not qualify to sit the *AIMS Medical Laboratory Scientist Special Professional Examination* or who fail to pass this examination *may* be assessed as suitable for the occupation of Medical Laboratory Technician ANZSCO 311213.

#### **Stage 2: The AIMS Medical Laboratory Scientist Special Professional Examination**

Applicants assessed under **Option 3** in a **Stage 1** process as eligible, may apply to sit the *AIMS Medical Laboratory Scientist Special Professional Examination*.

The AIMS special professional examination is an essay, short answer and multiple-choice question paper to be completed in two (2) hours. The examination is conducted twice a year in March and September using online remote proctored software. Remote proctoring involves sitting the exam under live supervision using the employee's computers webcam and the employee's mobile phone in a suitable location with reliable internet connectivity.

Questions in this paper focus on pathology laboratory operations and include topics on laboratory accreditation, quality control, quality assurance and quality systems, pre-analytic factors impacting laboratory results, regulations and requirements governing laboratory operations e.g., health and safety, safe transport of samples, waste disposal, ethics, integrity of patient information etc. The pass mark for this paper is 50%.

If assessed as eligible to sit the *AIMS Medical Laboratory Scientist Special Professional Examination*, applicants must apply in writing using the appropriate application form.

A link to the correct examination application form will be provided to your employer in the Stage 1 Skills Assessment Results email.

## To be Assessed as Suitable for the Occupation of Medical Laboratory Technician ANZSCO 311213

There are two options to be assessed as suitable for the occupation of Medical Laboratory Technician ANZSCO 311213.

### Option 1 - Medical Laboratory Technician ANZSCO 311213

The *minimum* requirements 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 and which contains subjects relevant to pathology i.e., Haematology, Chemical Pathology, Histopathology, Blood Banking etc.; **and**
- A minimum of two (2) years full-time (or part-time equivalent) diagnostic medical pathology laboratory work experience wholly within the five (5) year period immediately prior to applying for assessment.

**Note:** AIMS does **not** require the successful completion of a professional examination for the assessment of Medical Laboratory Technicians.

### Option 2 – Medical Laboratory Technician ANZSCO 311213

Current **full (not provisional)** registration with the Medical Sciences Council of New Zealand as a Medical Laboratory Technician.

Should the AIMS Assessment Committee assess your employment as **not relevant** or **not at an appropriately skilled level**, your AIMS skills assessment results letter will include a specific paragraph identifying the excluded employment.

## Compulsory Evidence Requirements for All Applications

All applicants applying 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:

### Mandatory Evidence of the Applicant's Identity

1. One (1) **colour digital** photograph of the applicant. The photograph must be of good quality, taken within the last 6 months and taken against a light-coloured plain background. Self-taken photographs are not acceptable.
2. A **colour** scan of the employee's birth certificate.
3. A **colour** scan of at least **two (2)** or more documents. Acceptable forms of identification may include, but are not limited to:
  - **valid** passport bio-page
  - National ID
  - Driver's Licence
  - Social security card
  - Marriage certificate
  - Student identity card
  - Australian visa.

### Mandatory English Language Test Report

All employees **must** provide an English proficiency test report when they **apply** for the AIMS Medical Laboratory Scientist Professional examination. There are **no exemptions** to this requirement. AIMS considers the English proficiency test report to be valid if it is received by AIMS, with the skills assessment application, **within three (3) years** from the test date. AIMS will **only** accept **one (1)** of the following English language test reports:

- International English Language Testing System (**IELTS** Academic or General Training) - at least 7.0 or higher for each of the of the 4 test components (listening, reading, writing, and speaking).
- Test of English as a Foreign Language (**TOEFL**) - At least 24 for listening, 24 for reading, 27 for writing and 23 for speaking (total score of 98 points or higher).
- Pearson Test of English Academic (**PTE Academic**) - At least 65 points for each of the 4 test components and **must** be submitted online to the **Australian Institute of Medical and Clinical Scientists**. Online submission instructions can be found on the [PTE website](https://www.pearsonpte.com/scoring): [pearsonpte.com/scoring](https://www.pearsonpte.com/scoring)
- Occupational English Test (**OET**) - At least a B grade for each of the 4 test components (or a minimum score of 350 in each of the 4 test components) and **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 **colour** scan and submitted online to AIMS. Instructions can found on the [OET website](#).
- Cambridge C1 Advanced test - at least 185 in each of the 4 test components (listening, reading, writing, and speaking).

The English language requirements align with the Department of Home Affairs requirements for [Proficient English](#).

### Professional Registration / Licences

If the employee was required to be registered or licenced to practice as a Medical Laboratory Scientist / Medical Laboratory Technologist / Medical Laboratory Technician in the country where the employee has worked / are working, then the employee must provide a **colour** scan of proof of their registration or licence. AIMS will seek to verify this evidence directly with the registration or licensing organisation.

### Professional Membership

A **colour** scan of the employee's membership certificate.

### Mandatory Tertiary Education Evidence

Documents required include the official qualification certificate and official academic transcript issued by the educational institution in which the qualifications were obtained. AIMS will need to determine if the employee's qualifications are comparable to the Australian Qualifications Framework ([AQF](#)) as outlined in the Australian Government's Country Education Profiles (CEP) system.

1. **For each qualification the employee must submit a colour scan of the certificate / testamur, or a statement of completion.** A certificate / testamur is the legal certification of your qualification and will have been given at the

time of graduation. A statement of completion is issued on the institution's letterhead, contains the employee's full name, date of birth, full title of the program, commencement and completion dates, and is signed by an officer of the university.

2. **For each qualification the employee must request a complete official academic transcript** showing FULL subject names. An academic transcript is an official document issued by the institution as a record of all the employee's units and results, completed and attempted, throughout the employee's enrolment.

A typical official academic transcript will show:

- The student's full name
- units / subjects (full title in English) that have been 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.

### Academic Transcripts - Australian Universities

AIMS will need to verify the academic transcript via the **My eEquals** system. Refer to this website: <https://www.myequals.edu.au/receiving-documents/>.

There are two ways in which AIMS can receive your digital academic transcript using the My eEquals system:

- A student or graduate can share their My eEquals academic transcript with AIMS using our email address [applications@aims.org.au](mailto:applications@aims.org.au). The My eEquals system will generate an email with a link, directing AIMS to the official document. This is the fastest method.

**OR**

- Students and graduates can also download a cryptographically signed PDF copy of the document and email it to [applications@aims.org.au](mailto:applications@aims.org.au) along with the Skills Assessment Application Form and any other supporting documents.

### Academic Transcripts - Australian Vocational Education and Training (VET) Institutions

AIMS will need to verify the employees' academic transcript using the Unique Student Identifier (USI) method for VET qualifications. Refer to this website: <https://www.usi.gov.au>

The employee will need to follow these steps to download a VET transcript that can be viewed online (as a PDF) by AIMS:

- login into your USI account via the [USI Student Portal](#)
- select **View VET transcript**
- read and acknowledge the Transcript Disclaimer
- on the **VET transcript details** screen, use the check boxes on the left to select all training records (for a [full transcript](#)) or specific training records ([transcript extract](#))
- respond **Yes** to 'Do you want to create a viewable VET transcript?'
- **set a time limit** for the VET transcript to be viewable online by selecting a date or period (between 1 week to 6 months). You can change the time limit or cancel the viewable VET transcript at any time before the expiry date
- download the VET transcript containing the selected training data (PDF format).

Email the PDF to [applications@aims.org.au](mailto:applications@aims.org.au) along with your completed Skills Assessment Application Form and other supporting documents.

**NOTE:** If the Australian institution does not use the My eEquals system or USI method you must email a **colour** scan of your official hardcopy academic transcript and AIMS will verify the document by contacting the institution directly.

### Academic Transcripts - **Non-Australian Institutions**

The employee must ask the overseas institution they 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 the employee the document to send to AIMS, it must remain in its original sealed envelope. If the envelope is opened or there is no stamp or signature across the back flap, AIMS cannot accept the document.

- **Postal address**

Australian Institute of Medical and Clinical Scientists  
P.O. Box 1911  
MILTON QLD 4064  
AUSTRALIA

**OR**

- **Courier address**

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

3. **For each qualification you must submit a black and white scan of the unit descriptions issued by the institution of all relevant units** undertaken as part of the employee's tertiary qualification. An official *university issued* syllabus will contain unit descriptions and outlines for the unit at the time when study occurred. **Note:** Graduates from [AIMS Accredited degrees](#) do **not** need to submit unit descriptions.
4. **If the employee hold a PhD/MPhil/Masters by Research** you must submit an **abstract** of the employee's thesis, which includes the research methods.

## For Any Claim of Professional Employment

Professional experience is defined as experience gained in a recognised medical pathology laboratory after completion of the applicant's degree or diploma.

For skilled employment to be considered 'remunerated', applicants must be engaged in the occupation on a paid basis, generally at the award or market rate of the occupation. A person receiving minimal living allowances or scholarships designed to cover study expenses would not be considered to be remunerated.

Research work undertaken for a PhD, MPhil or Masters by Research, is **not** recognised as professional experience.

For employment episodes where the applicant has worked less than an average of 35 hours per week AIMS will **pro rata** the part-time employment experience to determine an *equivalent full-time* years and months employment experience.

If any employee claims **overlapping** full-time employment periods, or full-time employment and full-time studies, they will need to provide an explanation as to how this was possible.

If an employee has worked in a casual position where hours varied from week to week then the employer must provide the calculation of **average** weekly hours worked.

### 1. Mandatory Employment Verification Letter(s):

- A **colour scan** of an original Employment Verification Letter.

The employer's verification letter must include the following information:

- 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.
- The applicant's position title.
- The nature of the applicant's employment, including most important tasks performed or projects completed.
- A bullet point list of duties **or** an accompanying duty statement/position description.
- The employment verification 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, line manager 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 will be contacted for further information, and to verify the authenticity of the letter.

### 2. Mandatory Payment evidence:

Payment evidence can include **one (1)** of the following types:

- Pay slips (ideally the employee's first and last payslip)
- Taxation Records of Assessment (bearing company and applicant name)
- Bank Statements showing at least two (2) salary payments, the employee's name and the employer's name
- Employment-linked insurance / superannuation records (bearing company and applicant name).

### 3. Optional - **Secondary** supporting employment documents:

- Employment contracts
- Employment offer letters
- Employment termination letters.

### 4. Self Employed

If the employee is / was self-employed / sole trader: please provide **colour** scans of as many official and verifiable documents as possible. This must include at least two (2) client testimonials indicating the employee's primary tasks and responsibilities in carrying out their business. Other documents can include business registration details, evidence of business activity statements, client invoices, bank statements and official taxation evidence.

## Translations of Original Supporting Documents

For all documents to be considered with the application, we require a **colour** scan of the original foreign language document and a **colour** scan of a **certified translation** of the document.

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.

AIMS will **not** accept translations completed by the applicant.

### Instructions Regarding Colour Scans of Supporting Documents

Please **scan the original documents** to PDF in **colour**. Minimum resolution of 600dpi. Total email attachment size should be **less** than 20MB. You can email the employee's relevant syllabus / unit descriptions separately.

The following scans will **not** be accepted:

- Copies that are incomplete or missing parts (e.g., header/footer cut off)
- Copies of photographs
- Black and white copies
- Low resolution copies
- Blurry text (all text must be readable)
- Copies of copies
- Screenshots
- Documents that have fingers or other items / objects in view.

### Application Submission

Email the application form and supporting documents to [applications@aims.org.au](mailto:applications@aims.org.au).

### Delivery of Assessment Results

The employer will be sent an **email** containing a certified PDF attachment. The attachment is the employer's *Skills Assessment Results Letter for their respective employee*. Results will not be provided over the phone.

The *Skills Assessment Results Letter* will contain the following assessment results information:

- The AIMS Skills Assessment ID (use this ID as a reference for communication with AIMS).
- "suitable" or "not suitable" for the ANZSCO occupations.
- If assessed as suitable for the occupation of Medical Laboratory Scientist, then the letter will also state that the employee is suitable for **both** the occupations of Medical Laboratory Scientist and Medical Laboratory Technician.
- The Australian Qualifications Framework (AQF) comparability for each tertiary qualification.
- A list of each employment period claims whether the employment is at the appropriate skilled level.
- If relevant, the employee's eligibility to sit the *AIMS Medical Laboratory Scientist Professional Examination* or *Special Professional Examination* **or** an explanation of why the employee is *not eligible* to sit the examination.
- An explanation of why the employee was *not suitable* for either of the occupations.

### Further Information

For all enquiries regarding the AIMS skills and qualifications assessment process, please use the following methods:

Telephone: +61 7 3876 2988

Email: [contact@aims.org.au](mailto:contact@aims.org.au)

Website: <https://www.aims.org.au/services/assessment-options/employer-assessment>