



AUSTRALIAN INSTITUTE OF MEDICAL AND CLINICAL SCIENTISTS

Guidelines for Skills and Qualifications Assessment of Occupations

Pathology Collector / Phlebotomist ANZSCO 311216

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

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Overview

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

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

The Australian Institute of Medical and Clinical Scientists (AIMS) has been specified in accordance with the *Migration Regulations 1994* as the assessing authority for the occupation of Pathology Collector / Phlebotomist ANZSCO 311216.

Applicants wishing to apply to migrate to Australia as a Pathology Collector / Phlebotomist ANZSCO 311216 under the General Skilled Migration visa categories will need to have their skills assessed by AIMS. AIMS will assess applicants as "suitable" or "not suitable" for the nominated occupation against the requirements it has established.

Pathology Collector / Phlebotomist in Australia

In Australia, most of those engaged in pathology collection are employed in public hospitals or in collection centres for private diagnostic pathology laboratories. They may also be employed elsewhere, for example in doctors' surgeries, insurance offices, and fertility clinics.

Pathology Collectors / Phlebotomists must be proficient in the collection, handling, transport, and in some instances, the pre-analytical processing of blood and other samples for analysis in diagnostic pathology laboratories. In order to assure the quality of the sample provided to the laboratory, the Pathology Collector / Phlebotomist must be aware of the importance of specimen collection in the overall patient care system, must be able to select the appropriate collection equipment, and must recognise the factors that affect the specimen collection procedures and test results.

The collector must be aware of infection control and occupational health and safety processes and procedures.

The Pathology Collector / Phlebotomist must recognise the different responsibilities of other healthcare professionals and understand the interactions required with laboratory and other health care personnel. The Pathology Collector / Phlebotomist must be able to demonstrate professional conduct at all times, and have the interpersonal and communication skills required for interacting with patients, the public and professional colleagues. The Pathology Collector / Phlebotomist should be able to demonstrate an understanding of pathology services requisitioning and the legal implications of the workplace setting.

Education in Australia

The minimum primary qualification for Pathology Collectors in Australia is a Certificate III[†] in Pathology Collection HLT37215 (from an approved educational institution) and current first aid certification.

[†] *Certificate III as specified by the [AQF Framework](#) at Level 3*

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 for Pathology Collectors or Phlebotomists in Australia.

Successfully migrating to Australia as a Pathology Collector / Phlebotomist is **no** guarantee of employment in Australia as a Pathology Collector / Phlebotomist.

The AIMS Assessment Process

AIMS can provide advice only on applying for a skills assessment. All other questions relating to migration should be directed to the Australian Government [Department of Home Affairs](#) for information.

An applicant's skills and qualifications will be assessed by AIMS to determine whether the applicant is suitable to work as a Pathology Collector / Phlebotomist. AIMS will assess an applicant as "suitable" or "not suitable" for the nominated occupation against the requirements it has established.

All applicants are assessed on a case-by-case basis and this information is provided for guidance purposes only. The assessment committee determines the eligibility of the applicant to work as a Pathology Collector / Phlebotomist.

We aim to complete all assessments **within 6 months** of their receipt, however the verification of an applicant's supporting documents **may extend** that processing time. We endeavour to process assessments as quickly as possible.

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, and are **unable to provide progress updates** or estimated timeframes in relation to the outcome of an assessment.

AIMS will notify the applicant of any issues with their 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.

When the assessment has been completed, AIMS will email a letter to the applicant with the result of the assessment. An assessment is valid for three (3) years from the date of the original (Stage 1) Skills Assessment Results letter. The applicant should keep a copy of their results letter and all other relevant documentation for their own records. A [fee](#) may be charged by AIMS to issue a replacement results letter.

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

Fraudulent Documents

AIMS may forward all or part of your application to the Department of Home Affairs. AIMS will also inform the Department of Home Affairs of any concerns it may have as to the validity or authenticity of any part of this application or the included documents. AIMS will notify the applicant of the nature of suspected fraudulent documents. The application will be rejected and applicants 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 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 amendment 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 applicant 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 your Stage 1 Skills Assessment Results letter.

If, after the review, the applicant still believes that he or she has been wrongly assessed, the applicant may appeal the assessment. The appeal must be in writing, stating the reasons for the appeal. The appeal will be conducted by a committee other than that which conducted the original assessment. Refer to the AIMS website for the current appeal fee. All fees are in Australian Dollars (AUD). All fees are non-refundable. An appeal application must be submitted via email within one (1) month of receiving your AIMS Review Results letter.

Australian Qualifications Framework (AQF) Comparability Assessment

Unfortunately, AIMS does not provide a simple assessment that just compares your qualification to the levels in the AQF using the Country Education Profile system. Some state governments will provide this service for free if you are 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 Pathology Collector / Phlebotomist ANZSCO 311216

The general assessment process for the classification of Pathology Collector / Phlebotomist ANZSCO 311216 is detailed below.

The **minimum** criteria to be met by applicants for a Pathology Collector / Phlebotomist are:

- 1) completion of an award in pathology practice assessed as comparable to an Australian *HLT37215 Certificate III in Pathology Collection* from a Technical and Further Education College, based on the Australian Government [Department of Education Country Education Profile](#) criteria, **and**
- 2) a minimum of **two (2) years** full-time experience (or equivalent part-time) within the five (5) years prior to applying for assessment, **and**
- 3) a current first aid certificate equivalent to the unit *HLTAID010 Provide basic emergency life support*.

The assessment process for Pathology Collector / Phlebotomist is in two (2) stages and usually includes a written examination.

Stage 1: Document assessment

Applicants who hold a *HLT37215 Certificate III in Pathology Collection* from an approved educational institution within Australia, and who hold current first aid certification **equivalent** to the unit *HLTAID010 Provide basic emergency life support*, and a minimum of **two (2) years** full-time experience (or equivalent part-time) within the five (5) year period immediately prior to applying for assessment, will be classified as a Pathology Collector / Phlebotomist ANZSCO 311216 and will **not** be required to take a written examination.

For applicants who do not hold an appropriate award / qualification, an assessment will be made of their skills and qualifications to determine whether or not they are eligible to sit the examination.

Applicants who have an award / qualification which is determined to be acceptable by the assessment committee and who have at least **two (2) years** documented full-time (or equivalent part-time) professional experience as a Pathology Collector / Phlebotomist within the last five (5) years prior to applying for assessment will usually be assessed as eligible to sit the examination.

An **acceptable qualification** is one that delivers the AIMS minimum competency requirements as listed below, and is assessed as comparable to an Australian Certificate III based on the Australian Government, [Department of Education Country Education Profile](#) criteria.

AIMS Minimum competency requirements:

- Support health professionals in the delivery of care
- Participate in workplace health and safety
- Comply with infection prevention and control policies and procedures
- Provide first aid: requires successful completion of an accredited First Aid course
- Interpret and apply medical terminology appropriately
- Identify and respond to clinical risks associated with pathology sample collection
- Communicate and work effectively in health or community services
- Receive, prepare and dispatch pathology specimens
- Perform venous and capillary blood collection
- Collect pathology specimens other than blood
- Deliver a service to customers
- Work with diverse people and demonstrate cultural awareness.

The current first aid certificate must be equivalent to HLTAID010 and cover the majority of the topics listed below:

- Chain of survival
- Assessing the situation
- Basic life support - DRSABCD
- Infection control
- Performing CPR
- Appropriate use of an Automated External Defibrillator (AED)
- Care of the unconscious person
- Allergic reaction

- Anaphylaxis
- Bleeding control
- Choking and airway obstruction
- Respiratory distress, including Asthma
- Shock
- Stroke.

First aiders should attend training on an annual basis to refresh their first aid knowledge and skills and to confirm their competence to provide first aid. First aid qualifications should be renewed every three (3) years.

AIMS will also assess additional and relevant experience obtained over the last ten (10) years so that the applicant may use this assessed employment to claim visa points.

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.

If the AIMS Assessment Committee identifies missing studies in the applicant's tertiary education, then the applicant's results letter will include this information.

Please note: Your AIMS skills and qualifications assessment results are the opinion of AIMS and do not guarantee the awarding of any points under the skilled migration points test. Determination of points under the skilled migration points test remains at the discretion of delegated officers of the Department of Home Affairs.

Stage 2: The Pathology Collector / Phlebotomy Examination

Applicants assessed in a **Stage 1** process as eligible, may apply to sit the AIMS Pathology Collector / Phlebotomy Examination, which is conducted twice a year in March and September using online remote proctored software. Remote proctoring involves sitting the exam under live supervision using your computer's webcam and your mobile phone in a suitable location with reliable internet connectivity.

The AIMS Pathology Collector / Phlebotomy Examination is a one and a half (1.5) hour multiple-choice question examination and is set at the expected level of a Pathology Collector / Phlebotomist with at least two (2) years full-time (or equivalent part-time) professional experience. The examination will cover the competencies listed above. To pass the examination candidates must obtain a total of 50% or more. Applicants who are successful in the examination will be classified as a Pathology Collector / Phlebotomist ANZSCO 311216.

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

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

Compulsory Evidence Requirements for All Applications

All applicants applying for assessment of their professional skills and qualifications are required to provide the following:

Mandatory Evidence of the Applicant's Identity

1. A **colour** scan of the original bio-data page of your **valid** passport.
2. 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.
3. A **colour** scan of your birth certificate.
4. 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.

Mandatory English Language Test Report

All applicants **must** provide an English proficiency test report. There are **no exemptions** to this requirement. AIMS considers the English proficiency test report to be valid if it is received by AIMS, with your skills assessment application, **within three (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);
- Test of English as a Foreign Language (**TOEFL**);
- Pearson Test of English Academic (**PTE Academic**) - **must** be submitted online to the **Australian Institute of Medical Scientists**. Online submission instructions can be found on the **PTE website**: pearsonpte.com/scoring;
- Occupational English Test (**OET**) - **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 be found on the **OET website**;
- Cambridge C1 Advanced Test.

The English language requirements align with the Department of Home Affairs requirements for **Proficient English**. Please refer to the Department of Home Affairs **website** for the required test scores for each of English Language Tests listed above.

Professional Registration / Licences

If you are required to be registered or licenced to practice as a Pathology Collector or Phlebotomist in the country where you have worked / are working, then you must provide a **colour** scan of proof of your registration or licence. AIMS will seek to verify this evidence directly with the registration or licensing organisation.

Professional Membership

A **colour** scan of your 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 your 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, you 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 to you at the time of graduation. A statement of completion is issued on the institution's letterhead, contains your full name, date of birth, full title of the program, commencement and completion dates, and is signed by an officer of the university.
2. **For each qualification, you 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 your units and results, completed and attempted, throughout your enrolment.

A typical official academic transcript will show:

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

Academic Transcripts - Australian Universities

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

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 one (1) week to six (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 along with your completed Skills Assessment Application Form and other supporting documents.

NOTE: If your 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**

Please ask the overseas 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 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
PO 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 Program description issued by the educational institution.** It will contain unit descriptions.
4. **Proof of completion and details** of the topics included for your **current** First Aid Certificate.
5. **If you hold a PhD / MPhil / Masters by Research**, you must submit an **abstract** of your thesis, which includes the hypothesis underpinning your research topic and your 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.

Consistent with the Department of Home Affairs requirements, 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 applicant 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 applicant 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 your first and last payslip)
- Taxation Records of Assessment (bearing company and applicant name)
- Bank Statements showing at least two (2) salary payments, your 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 you are / were 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 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.

Translations of Original Supporting Documents

For all documents you wish to be considered with your 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 your original documents** to PDF in **colour**. Minimum resolution of 600dpi. Total email attachment size should be **less** than 20MB. You can email your 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 your application form and supporting documents to applications@aims.org.au

Delivery of Assessment Results

Applicants (and their agent / representative) will be sent an **email** containing a certified PDF attachment. The attachment is your *Skills Assessment Results letter*. Results will not be provided over the phone.

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

- Your AIMS Skills Assessment ID (use this ID as a reference for communication with AIMS).
- “suitable” or “not suitable” for the ANZSCO occupations.
- 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, your eligibility to sit the *AIMS Pathology Collector / Phlebotomy Professional Examination* **or** an explanation of why you are *not eligible* to sit the examination.
- An explanation of why you were *not suitable*.

Further Information

If you have enquiries regarding the AIMS skills and qualifications assessment process, please use the following methods:

Telephone: +61 7 3876 2988

Email: applications@aims.org.au

The AIMS Website includes the step-by-step process and FAQs:

Website: <https://www.aims.org.au/Web/Services/Pathology-Collector.aspx>