



# AUSTRALIAN INSTITUTE OF MEDICAL AND CLINICAL SCIENTISTS

## Guidelines for Skills and Qualifications Assessment of Occupations

### Medical Laboratory Scientist (ANZSCO 234611) Specialisation: IVF Embryologist

**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 support 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 occupations of Medical Laboratory Scientist ANZSCO 234611 and Medical Laboratory Technician ANZSCO 311213. **Medical Laboratory Scientist ANZSCO 234611 includes the specialisation of 'IVF Embryologist'.**

Applicants wishing to apply to migrate to Australia as a Medical Laboratory Scientist or Medical Laboratory Technician 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 established requirements.

## Medical Laboratory Science / Laboratory Medicine in Australia

In Australia, most of those engaged in medical laboratory science are employed in public hospitals or private diagnostic pathology laboratories. There are two levels of practice:

**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 Scientist (ANZSCO 234611) Specialisation: IVF Embryologists** are normally employed in clinical In-Vitro Fertilisation (IVF) laboratories. IVF embryologists are responsible for performing diagnostic procedures as well as performing therapeutic procedures such as retrieving and freezing eggs, assisting with IVF, assessing and monitoring embryo development as well various andrology procedures including conducting and interpreting tests on semen samples. They apply reproductive biology knowledge and methodology to assist clinicians in the diagnosis, treatment and prevention of infertility, and may undertake research as part of their role.

## Education in Australia

The primary qualification for Medical Laboratory Scientist, Specialisation: IVF Embryologist in Australia is a three or four-year degree in biological science or a related field such as medicine or veterinary science, usually followed by a specialised post-graduate degree in clinical embryology or reproductive medicine.

## 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 Scientist, Specialisation: IVF Embryologist 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, Specialisation: IVF Embryologist, is no guarantee of employment in Australia as a medical laboratory scientist.

## 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 Medical Laboratory Scientist, Specialisation: IVF Embryologist. 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 Medical Laboratory Scientist, Specialisation: IVF Embryologist.

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 do not 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 a Skills Assessment Results Letter

An assessment is valid for three (3) years from the date of the original (Stage 1) assessment letter. An updated assessment letter can only be provided within the three (3) year validity period of the original assessment 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 assessment 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, 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 they have 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 Medical Laboratory Scientist, Specialisation: IVF Embryologist

There are two stages in the assessment process for Medical Laboratory Scientist, Specialisation: IVF Embryologist: **Stage 1** is a document based assessment of educational qualifications and work experience, and assesses eligibility for **Stage 2**, which is a written examination (the *AIMS IVF Embryologist Professional Examination*).

### Stage 1: Document assessment

The first stage is a document-based assessment.

Applicants who fulfil both of the following requirements will be classified as a Medical Laboratory Scientist (ANZSCO 234611) Specialisation: IVF Embryologist and will not be required to take the written examination.

- 1) A specialised post-graduate degree in clinical embryology and / or reproductive biology equivalent to Australian Qualifications Framework (AQF) level 9 or higher; and
- 2) A minimum of two (2) years full-time (or part-time equivalent) post-graduate professional experience in the laboratory of a fully registered and accredited IVF Clinic and the supply of a comprehensive training record verified by the Scientific Director or Laboratory Manager. The clinic should be accredited to an equivalent standard to the requirements of the Reproductive Technology Accreditation Committee of the Fertility Society of Australia Code of Practice ([www.fertilitysociety.com.au/rtac/](http://www.fertilitysociety.com.au/rtac/)).

The skills and qualifications of applicants who **do not** fulfil the above requirements will be assessed individually to determine eligibility to sit the AIMS IVF Embryologist Professional Examination.

Applicants who have an **acceptable science or health-care related bachelor degree**, equivalent to Australian Qualifications Framework (AQF) level 7 or 8, and two (2) years full-time (or part-time equivalent) post-graduate professional experience in the laboratory of a **fully registered and accredited IVF clinic** within the five (5) year period immediately prior to applying for assessment will usually be assessed as eligible to sit the AIMS IVF Embryologist Professional Examination.

An **acceptable science or health-care related degree** is one that is assessed as comparable to an Australian bachelor degree (AQF) level 7 or 8, based on the Australian Government, Department of Education and Training Country Education Profile criteria.

An acceptable science or health-care related degree should include a major field of study in at least one (1) of the following:

- Biological Sciences and / or Reproductive Biology
- Biochemistry
- Biomedical Sciences
- Biotechnology
- Genetics
- Medicine
- Medical Laboratory Science/Medical Technology
- Veterinary Science
- Zoology.

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. **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.

Please note that 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 AIMS IVF Embryologist Professional Examination

Applicants assessed in a **Stage 1** process as eligible may apply to sit the *AIMS IVF Embryologist Professional Examination*.

The AIMS IVF Embryologist Professional Examination is a Multiple-Choice Question (MCQ) paper consisting of 80 single response questions 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 your computer's webcam and your mobile phone in a suitable location with reliable internet connectivity.

All sections are compulsory. To pass the IVF Embryologist Professional Examination overall, candidates must obtain a total of 60% or more (i.e. at least 48 correct answers from the 80 questions).

In addition, candidates must also achieve a result of more than 60% for the 4th section "The ART Laboratory and associated processes for embryo development and cryopreservation" (i.e. at least 15 correct answers from the 24 questions).

The examination consists of the following sections:

Infertility Treatment Strategies	16 marks
Ovarian Stimulation, Follicle and Oocyte Maturation and pregnancy	20 marks
Andrology and Processes of Fertilisation	20 marks
The ART Laboratory and associated processes for embryo development and cryopreservation	24 marks
<b><u>Total</u></b>	<b><u>80 marks</u></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, Specialisation: IVF Embryologist with at least two (2) years postgraduate experience. Completed examinations are not released under any circumstances.

Applicants who are successful in the examination will be classified as suitable for the occupation of **Medical Laboratory Scientist (ANZSCO 234611) Specialisation: IVF Embryologist**.

## 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 (ANZSCO 234611) Specialisation: IVF Embryologist 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](https://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 an individual IVF Embryologist 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 and 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
- credit points for the subjects you have passed and the total credit points completed to gain the qualification
- 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](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.

**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. **If you hold a postgraduate degree in clinical embryology and / or reproductive biology equivalent to Australian Qualifications Framework (AQF) level 9 or higher completed in Australia or outside Australia:**

For each degree that is **not** a PhD (see PhD document requirement below), a '[Course Information Form](#)' must be completed and attached (the Course Information Form is part of the Application form). This includes content of academic and clinical/practical training, including approximate numbers of hours within each part of the course. Any scores obtained under examination should also be given. This form requires a seal and stamp of the institute where the course was offered.

4. **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 your 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.
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 laboratory of a **fully registered and accredited** IVF clinic after completion of the applicant's degree.

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. **Include evidence of registration and/or accreditation** of the IVF clinic from an appropriate state or governing body (e.g., certificate of registration, registration number, name and address of accrediting body).

#### 3. **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).

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

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

#### 5. **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.

## 6. Training Records

Provide evidence of your training / assessment as an IVF Embryologist in the laboratory of a fully registered and accredited IVF clinic. You need to include training / assessment records that include details of all procedures assessed, which must be accompanied by a training verification letter.

### Attach:

- Black and white scans of comprehensive training records that include details of all procedures assessed including dates of commencement and completion of training/assessment.
- Evidence of your training by attaching a training verification letter for your training from each place of training.
- The training verification letter must meet the following requirements:
- A colour scan of an original training verification letter.
- Include the date of completion of training / assessment as an IVF Embryologist (day, month and year).
- The letter should include a summary of procedures in which the applicant was assessed as competent.
- The letter must have the name of the facility where training was conducted and be on company letterhead that has the full business street address.
- Must be signed and dated by the Scientific Director or Laboratory Manager (or equivalent) and have the full name and position title of the signatory listed under their signature.

## 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](mailto: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 occupation Medical Laboratory Scientist, Specialisation: IVF Embryologist.
- The Australian Qualifications Framework (AQF) comparability for each tertiary qualification.
- A list of each employment period claimed and whether the employment is at the appropriate skilled level.
- If relevant, your eligibility to sit the AIMS IVF Embryologist Professional Examination **or** an explanation of why you are not eligible to sit the examination.
- An explanation of why you were not suitable for the occupation.

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

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

Website: <https://www.aims.org.au/Web/Services/Medical-Laboratory-Scientist-IVF-Embryologist.aspx>