



# Manual of Guidelines and Assessment Procedures for the Assessment of Medical Physicists for Migration Purposes

Those who wish to apply for a skills assessment from ACPSEM to include with an application for migration to Australia must read these guidelines before submitting an application.

## 1. Introduction

The Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) has been approved in accordance with the *Migration Regulations 1994* as the assessing authority for the occupation

### Medical Physicist | ANZSCO 234914

A medical physicist is a person with substantial tertiary qualifications in physics who actively and directly applies their knowledge of the principles of physics to the care of patients. Sub-disciplines of medical physics include, but are not limited to, radiation oncology medical physics, the physics of radiological imaging and nuclear medicine medical physics.

If you wish to apply to migrate to Australia as a Medical Physicist under the General Skilled Migration categories, you must have a skills assessment from ACPSEM to include with your migration application to Australia's Department of Home Affairs.

You must meet all ACPSEM's educational, professional and English language requirements to receive a positive skills assessment.

You need to be aware that successfully migrating to Australia as a Medical Physicist is no guarantee of membership of ACPSEM, employment as a Medical Physicist in Australia, inclusion on any current or future list of registered Medical Physicists, or acceptance into any accreditation program for a sub-discipline of Medical Physics, nor does it imply that ACPSEM considers that you are competent in a particular sub-discipline of Medical Physics.

ACPSEM is not able to give prospective migrants advice on any aspect of the migration process except skills assessment. All migration-related queries must be directed to the Department of Home Affairs. Information and contact details are available at <https://www.homeaffairs.gov.au>

ACPSEM will:

- process your assessment fee and issue you with a receipt
- assess your application against its requirements;
- request any additional information required
- finalise your assessment on the basis of the evidence provided; and
- provide you with the results of your migration skills assessment stating whether you have been found suitable or not suitable as a Medical Scientist (Medical Physicist) for the purposes of migration to Australia under the General Skilled Migration categories.

It is your responsibility as an applicant to provide all relevant information to ACPSEM and keep ACPSEM informed of:

- your current contact details; and
- any new information which has the potential to affect your skills assessment.

ACPSEM cannot process your application until all required documentation is uploaded and full payment of the application is made.

ACPSEM aims to finalise assessments within eight weeks of receipt of an application. You should expect a delay in instances where further information is required and requested of you to conduct your skills assessment.

**IMPORTANT**

ACPSEM exists to promote and further the development of the physical sciences and engineering as applied to medicine in Australia and New Zealand. However, it is not an assessing authority for any engineering occupations. If you think your qualifications and experience may be more appropriate to the occupation Engineer - Biomedical Engineer (ANZSCO 234514), you should seek advice from the assessing authority for engineering occupations, [Engineers Australia](#).

**2. Preliminary Procedures and General Administration****2.1 Communication**

Email enquiries about any aspect of the skills assessment process can be sent to [admin.support@acpsem.org.au](mailto:admin.support@acpsem.org.au).

Communications regarding the final outcome of your assessment will be sent to you and/or your authorised agent by email and will not be released to any other party prior to this.

**2.2 Record Keeping and Privacy**

Records of all individual skills assessment applications will be kept for a period of at least 5 years. These records will include correspondence with all applicants and prospective applicants.

Personal information is collected only for the purpose of assessing an application, including for the purpose of the verification of information from referee contacts provided as part of the application. Information will be treated as strictly confidential within ACPSEM and will only be released to ACPSEM officers directly involved with your assessment. Information may be released to the Department of Home Affairs or to other parties if required by law.

**2.3 Agent Authority**

If you want someone to deal with ACPSEM on your behalf (such as a family member or a migration agent), you must fill in the appropriate section of the [application form](#), naming and authorising this person to act as your agent. Both you and your agent must sign the form in the indicated place. If you do not provide an authority for your agent, privacy considerations will prohibit ACPSEM from discussing your application with them.

**2.4 Applications**

Applications must be made and [submitted via the ACPSEM Website](#).

Certified Supporting Documents must be emailed to:

General Skilled Migration ACPSEM  
Suite 228  
30 Denison Street  
Bondi Junction NSW 2022  
AUSTRALIA

**2.5 Fee**

A non-refundable assessment fee is payable either by credit card or electronic bank transfer to Australasian College of Physical Scientists and Engineers in Medicine in Australian dollars.

The application fee must be paid during submission of your application. The fees are outlined on the [application form](#). Your application will not be processed until payment has been made in full.

If a candidate wishes to appeal the outcome of their assessment. The request must be in writing and is required before the appeal can proceed. The fee is subject to change without notice.

The Application fee and the Appeal fee are non-refundable, irrespective of the outcome of the application or appeal.



## 2.6 Supporting Documents

In order to enable ACPSEM to assess your application, you must include certified copies (and translated, where applicable, see 2.8 Translation of Documents) of these documents:

- official evidence of your name and date of birth, such as certified copies of your birth certificate or the identification page of your current passport;
- official evidence of change of name, where applicable;
- degree certificates for all your qualifications;
- course transcripts for all your qualifications;
- evidence of any registration as a medical physicist;
- evidence of professional experience, including referees' reports; and
- evidence of English language ability.

## 2.7 Certified Copies of Documents

A certified copy is a photocopy of a document which a certifying officer has attested is a true copy of the original document.

Each photocopied page of your documentation must be certified on the face and must show clearly: the words "certified true copy of the original"; the signature of the certifying officer; and the name and address or provider/registration number of the certifying officer.

It must be possible from the information provided for ACPSEM to contact the certifying officer if necessary. Certification by a member of your family or by your migration agent is not acceptable.

Please do not send original documents to ACPSEM, except for your English Language Test Report Form (where required).

### **In Australia, documentation can be certified by the following:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Justice of the Peace</li><li>• Magistrate</li><li>• registered legal practitioner</li><li>• Commissioner for Declarations</li><li>• Commissioner for Affidavits</li><li>• registered medical practitioner</li><li>• bank officer with five or more continuous years of experience</li><li>• Australian Public Service officer with five or more continuous years of service</li><li>• Teacher</li></ul> | <ul style="list-style-type: none"><li>• Pharmacist (licensed or registered)</li><li>• Physiotherapist (licensed or registered)</li><li>• Police officer</li><li>• Psychologist (licensed or registered)</li><li>• Registrar, or Deputy Registrar, of a court</li><li>• Sheriff</li><li>• Veterinary surgeon (licensed or registered)</li></ul> |
|---|--|

For a more extensive list, please refer to [Australian Department of Home Affairs website](#).

### **In countries other than Australia:**

Officers approved by the authorities in your country to provide notarial services. This may be a Notary Public or a Solicitor.

## 2.8 Translation of Documents

All documents you send to ACPSEM must be translated into English.

If your documents are translated in a country outside Australia, the translator must be approved by the authorities in the country where the translation is made. Ask the Australian Embassy, High Commission or Consulate for advice if you are unsure.

If your documents are translated in Australia, the translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) – <http://www.naati.com.au/>.



## 2.9 Appeals

If you receive a negative assessment, you can lodge an appeal with ACPSEM and request a review of the assessment. Your request must be lodged via the [ACPSEM website](#) and a non-refundable appeal fee must be paid. An appeal must be lodged within 12 weeks of the date of your letter of outcome.

An appeal should address the reasons why you disagree with the assessment by ACPSEM and include any supplementary information or documents that can support your claims.

If you are considering making an appeal, please visit the [ACPSEM Policy Register](#) on the College website. More specific about the appeal process can be found in the [ACPSEM Grievance Handling and Appeal Policy](#).

## 2.10 After your Skills Assessment

If you have received a skills assessment, you must include it with your migration application to Australia's Department of Home Affairs. The Department requires applicants for General Skilled Migration to include all documents that were provided with the original application for a skills assessment. A positive skills assessment for your nominated occupation is only one of the requirements that will be considered by the Australian migration authorities in your application for migration.

It is in your interest to make certified copies of your skills assessment for your own use, as it may be required for other purposes.

Note that successfully migrating to Australia as a Medical Physicist is no guarantee of membership of ACPSEM, employment as a Medical Physicist in Australia, inclusion on any current or future list of registered Medical Physicists, or acceptance into any accreditation program for a sub-discipline of Medical Physics, nor does it imply that ACPSEM considers that you are competent in a particular Medical Physics specialty or sub-discipline.

Employment prospects will depend on the prevailing economic factors in Australia at the time, the type of work you are seeking and the availability of that work in different parts of Australia, and your suitability for a particular job.

## 3. Assessment Procedures

### 3.1 General

Applications are assessed against ACPSEM's requirements (described in this section) by the ACPSEM GSM Assessment Panel. ACPSEM aims to finalise assessment outcomes within eight (8) weeks of receipt of applications.

Applicants must meet all of ACPSEM's educational, professional and English language requirements to receive a positive skills assessment.

### 3.2 Assessment Guidelines

#### 3.2.1 Educational and Professional requirements

Applicants must provide evidence that they meet one of the following categories of educational and professional requirements:

- a) a four-year honours degree in Medical Physics; or
- b) a four-year honours degree in physics plus 12 months' full-time experience working as a Medical Physicist; or
- c) a four-year honours degree in physics plus a Masters or PhD degree in Medical Physics; or
- d) a three-year degree in physics plus 18 months' full-time experience working as a Medical Physicist; or



- e) a three-year degree in physics plus a Masters degree in Medical Physics plus 6 months' full-time experience working as a Medical Physicist\*; or
- f) a three-year degree in physics plus a PhD degree in Medical Physics.<sup>1</sup>

You are required to provide certified copies of your degree certificates and complete course transcripts, translated into English if necessary, so that ACPSEM can assess your tertiary qualifications. Copies of abstracts for MSc and PhD projects in a medical physics topic area are required to be provided.

ACPSEM will assess the educational level of your qualifications using the Department of Education and Training assessment guidelines. These guidelines are published in the Department of Education and Training Country Education Profiles (CEPs). To meet ACPSEM's requirements, your degree(s) must be assessed by ACPSEM as comparable to the relevant Australian qualification according to the guidelines published in the CEP for the country the qualification was issued in.

If there is no CEP for your country or your qualifications are not covered by the guidelines of an existing CEP, your qualifications can still be assessed on an individual basis. ACPSEM may contact you to request that you have your qualifications individually assessed by the Department of Education and Training, at your expense, before proceeding with your application.

Experience working as a Medical Physicist requires that you have worked in a paid position where you have actively and directly applied your knowledge of the principles of physics to the care of patients. Sub-disciplines of medical physics include, but are not limited to, radiation oncology medical physics, the physics of radiological imaging and nuclear medicine medical physics. You are required to submit documentation substantiating your professional experience, including references from your supervisor(s).

### 3.2.2 English language requirement

You must provide suitable evidence with your application that you have sufficient ability in the English language to meet the standard required for working as a Medical Physicist in the health care environment in Australia. You must provide evidence that:

- all of your secondary education was completed in a nominated English-speaking country\*; or
- you completed one or all of your professional qualifications in a nominated English-speaking country\*
- and were resident in that country for the period in which the qualification(s) were completed; or
- you have at least 2 years relevant work experience in the past 5 years in a nominated English-speaking country\*.
- you achieve the required minimum scores in one of the following English language tests in Listening, Reading, Writing, Speaking and meet the requirements for test results as outlined in the table below.
- You must supply your original Test Report Form and where applicable provided ACPSEM access to your online Test Report form.

Detailed information regarding the IELTS, TOEF iBT, PTE Academic & CAE is available from the individual websites.

\* A nominated English-speaking country is any of Australia, New Zealand, the United Kingdom, Ireland, Canada or the United States of America

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<sup>1</sup> If you completed a three-year degree; or a four-year degree that **did not** include an Honours component, and do not have a PhD in Medical Physics, then 6 months' Work Experience is required to qualify (e). An Honours degree and a medical physics MSc or PhD (c) qualifies without the need for work experience.



| English Language proficiency level | Test component | IELTS Academic | TOEFL iBT | PTE Academic | Cambridge English: Advanced (CAE) |
|------------------------------------|----------------|----------------|-----------|--------------|-----------------------------------|
| Proficient                         | Listening      | 7.0            | 24        | 65           | 185                               |
|                                    | Reading        | 7.0            | 24        | 65           | 185                               |
|                                    | Writing        | 7.0            | 27        | 65           | 185                               |
|                                    | Speaking       | 7.0            | 23        | 65           | 185                               |

IELTS Academic means the International English Language Testing System. TOEFL iBT means the Test of English as a Foreign Language internet-based test. PTE Academic means the Pearson Test of English Academic.

#### English Language Test Results

The following requirements apply to the English language test results: Test results will be accepted if they were obtained within the two years before the date you lodge your application.

**NOTE:** ACPSEM will only accept test results:

- From one test sitting; or
- a maximum of two test sittings in a six-month period, as long as certain minimum scores are achieved in each sitting. For more information, please refer to Appendix A to this document.

A written statement on letterhead of the educational institution or place of employment, plus contact details of the person providing the statement, is considered suitable evidence of English language-based education or employment.

If ACPSEM has any doubt about your English language ability, ACPSEM reserves the right to request that you provide the required evidence (see above) by taking an approved English language test (see section 3.2.2) test.



## **Appendix A: Explanation on Maximum Two Test Sittings for English Language Requirements**

### **IELTS**

A maximum of two test sittings in a six month period can be accepted only if:

- you achieve a minimum overall score of 7 in each sitting, and
- you achieve a minimum score of 7 in each component across the two sittings, and
- no score in any component of the test is below 6.5

### **TOEFL iBT**

A maximum of two test sittings in a six month period can be accepted only if:

- a minimum total score of 94 is achieved in each sitting, and you achieve a minimum score of 24 for listening, 24 for reading, 27 for writing and 23 for speaking across the two sittings, and
- no score in any of the sections is below:
  - 20 for listening
  - 19 for reading
  - 24 for writing, and
  - 20 for speaking

### **PTE Academic**

A maximum of two test sittings in a six-month period can be accepted only if:

- a minimum overall score of 65 is achieved in each sitting, and
- you achieve a minimum score of 65 in each of the communicative skills across the two sittings, and
- no score in any of the communicative skills is below 58.