

**Applicants may be required to submit this form and payment if they require a professional reference assessment for ANZSCO code recognition, or to apply for extra points with the Department of Immigration and Border Protection.**

All professional references **MUST** meet the criteria below. You will be required to provide professional reference(s) from employer(s) with evidence that you meet professional competencies in each position. The professional reference(s) must be able to identify the area of nursing/midwifery you were employed in, as per the ANZSCO code you nominate for each employer. Professional references dating back to ten (10) years can be assessed.

Each professional reference must come from your nurse/midwife manager (who **must** be a nurse/midwife) and **must** include **all** of the following:

- Dates of employment
- Areas of experience (use ANZSCO code)
- Statements and examples of your professional competence and safety as a nurse/midwife. Have specific day to day activities relevant to your area(s) of experience explained
- Comments on how you are observed to achieve competence and safety
- Date of the statement
- Name, signature and position of the referee
- Printed on the organisation’s official letterhead

**Useful information:**

- Registered nurses cannot have previous work experience as an enrolled nurse assessed for recognition of recency of practice, ANZSCO code recognition or points recognition
- Generic job descriptions cannot be accepted
- If dates of employment are not on your professional reference(s) you will need employment statements that detail the dates of employment as a nurse or midwife. This document should be requested from Human resources at the organisation
- ANMAC does not accept payslips in lieu of employment statements
- Please send correctly certified copies – keep originals for your own records (we do not return documents at the completion of an assessment)
- Failing to meet the above criteria will unnecessarily delay your assessment

ANZSCO codes assessed by ANMAC	
134212	Nursing Clinical Director
254111	Midwife
254411	Nurse Practitioner
254412	Registered Nurse (Aged Care)
254413	Registered Nurse (Child and Family Health)
254414	Registered Nurse (Community Health)
254415	Registered Nurse (Critical Care and Emergency)
254416	Registered Nurse (Developmental Disability)
254417	Registered Nurse (Disability and Rehabilitation)
254418	Registered Nurse (Medical)
254421	Registered Nurse (Medical Practice)
254422	Registered Nurse (Mental Health)
254423	Registered Nurse (Perioperative)
254424	Registered Nurse (Surgical)
254425	Registered Nurses (Paediatric)
254499	Registered Nurse (not elsewhere classified[NEC])
411411	Enrolled nurse

Visit [www.abs.gov.au](http://www.abs.gov.au) for a full definition of each occupation.

**Included on page 2 is a *Professional reference example template*. Providing your referee with a copy of this document may assist when writing your reference.**

## ACCEPTABLE

A guide to help your referee prepare a professional reference for submission to ANMAC.

### Reference to be provided on official letterhead

Must include contact details (address, telephone, email, website).

### Date written

### Address to ANMAC

GPO Box 400  
Canberra City ACT 2601  
Australia

### Applicant's full name

### Brief overview

- Must state that the applicant is employed as a nurse or midwife.
- Commencement date/dates of employment/full time part time capacity.

### Body of reference

- Details of the ward/setting (not simply "Ward A")—make reference to ANZSCO code.
- Must provide details of nursing work undertaken in this setting.
- Examples of competence in carrying out nursing work.
- Brief comment on continuing professional development.
- Should be at least two paragraphs of detailed information.

Remember that ANMAC uses these professional references to make a recommendation to the Department of Immigration and Border Protection. They must be explicit and reflect your nursing/midwifery role accurately for ANMAC to make the correct decision.

### Name, signature and position of the referee

### Designation

Must be a nurse or midwife

### What we CANNOT accept

- Employment that is less than three months full time equivalent.
- Payslips, generalised job descriptions, performance review documents.
- If claiming extra points for your visa we will not review;
  - less than one year (cumulative) work experience in Australia.
  - less than three years (cumulative) work experience internationally.
  - references that relate to work experience over ten years ago.



# Professional reference assessment

07.16

## Applicant details

Applicant name:

Reference No:

Email:

Address to post LOD:

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Please list the professional references you are attaching to this form (name of employer and ANZSCO code):

Please tick the box next to your nominated ANZSCO code:

### Professional references (must meet ALL of the requirements listed on page 1)

Employer name:

1. ....

2. ....

3. ....

4. ....

5. ....

6. ....

ANZSCO code:

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Applicant signature:

Date:

## Authority to deduct credit card

Amount (AU\$): **125.00**

Visa  Mastercard

Card No:

Expiry:

Name of cardholder

I, the cardholder, have read and understood [ANMAC's Privacy Statement](#) issued with this application. I consent to ANMAC collecting and using my personal information in accordance with the Privacy Statement.

Signature of Cardholder:

Date:

## Office use only

Authorised by:

Date authorised:

Payment taken:

Payment date:

GPO Box 400  
Canberra City ACT 2601  
AUSTRALIA

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F +61 (0)2 6257 7955

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ACN 143 879 396