



australian
pharmacy
council

APC Assessment Candidate Record Keeping Policy

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Glossary of Terms

| Term | Meaning |
|---|--|
| Knowledge Stream (previously Stream A) pathway | Comprises an eligibility assessment and the completion of the KAPS examination |
| Competency Stream (previously Stream B) pathway | Comprises an eligibility assessment and completion of the CAOP examination |
| International Student Stream (previously Graduates of Australian/ NZ programs) | Graduates of an APC accredited and PharmBA approved pharmacy degree from an institution in Australia or New Zealand |
| New Zealand registered pharmacist Stream (previously Trans-Tasman stream) | New Zealand trained pharmacists currently registered in Australia and/or New Zealand. |
| UK reciprocity | UK trained pharmacists currently registered with the PharmBA under a reciprocal arrangement (prior to 1 December 2006) |

List of Abbreviations

| Abbreviation | Term |
|----------------|---|
| APC | Australian Pharmacy Council |
| KAPS | Knowledge Assessment of Pharmaceutical Sciences |
| CAOP | Competency Assessment for Overseas Pharmacists |
| EDPS | Executive Director Professional Services |
| NZ | New Zealand |
| PharmBA | Pharmacy Board of Australia |
| UK | United Kingdom |

APC Assessment Candidate Record Keeping Policy

1. Purpose

We hold and store information on overseas trained pharmacists and graduates of Australian/ NZ programs who have lodged an application for the purposes of obtaining a Skills Assessment Letter.

This policy establishes our framework for the management of this information and provides clarity to candidates on the storage and destruction of their information.

The storage and destruction of information needs to be managed in accordance with Australian Government Privacy Principles and our policies for **Privacy**, Archiving and Retention and Record Keeping (this policy).

Under our policy the information of candidates who proceed for an assessment will be kept electronically for a period of 10 years from the time the application is lodged. After this period candidate records will be securely destroyed.

Our policy has been designed to ensure that candidates' records are managed in accordance with best practice principles. The policy also demonstrates our commitment to administrative transparency and accountability.

2. Scope

This policy applies to candidates who apply for an APC Skills Assessment and:

- have qualified overseas and applied for a Knowledge Stream (previously Stream A) or Competency Stream (previously Stream B) assessment
- are graduates of Australian/ NZ programs; and
- apply under the Trans-Tasman or UK reciprocity stream that was in place before December 2006

Candidates are advised that electronic documents have the same status as paper documents and are bound by the same legislative requirements. We ensure the same degree of confidentiality and care is applied to candidate information stored in both hard copy and electronically.

3. Policy Statement

All information held by us that has been submitted as part of an assessment application will be held for 10 years from the date of lodgement of the application. After this period candidate records will be securely destroyed.

This process will take place regardless of the candidate status in relation to the completion of the assessment process (including the completion of any required exams). Candidates will need to recommence the process from the first step (eligibility assessment) and pay the relevant fee again if they wish to be reconsidered for a Skills Assessment.

4. Roles and Responsibilities

The Assessments Manager is responsible for identifying and providing a list of candidate records to be deleted from the CRM and from archive storage. This list will be submitted to the Executive Director Professional Services (EDPS) for approval to delete. This cycle will be conducted at least annually.

The IT Manager or IT Consultant/Support Partner will undertake the deletion of records from the list provided by the EDPS.

5. Related documents/ Links

[Privacy Policy](#)

[Knowledge Stream \(Stream A\) skills assessment letter](#)

[Competency Stream \(Stream B\) skills assessment letter](#)

[International Student Stream Skills Assessment letter](#)

[New Zealand Registered Pharmacist Stream \(Trans-Tasman\) skills assessment letter](#)

[Reciprocal Stream Skills Assessment letter](#)

