



EXPLANATORY NOTES AND PROCEDURE

Assessment of Competence through Supervised Practice

Updated May 2026

Process

1. Limited registration

Practitioners who have had their international qualification assessed as 'relevant to the profession' by Australian Health Practitioner Regulation Agency (Ahpra) are then referred on to the Occupational Therapy Council (OTC) for an Assessment for Competence through supervised practice.

The Assessment of Competence is undertaken by the practitioner while the practitioner is holding limited registration.

The process is as follows:

Step 1 – Employment

Seek suitable employment and identify a [suitable supervisor](#). It is recommended to have a secondary supervisor approved.

- This needs to be a position that requires a registered occupational therapist.
- If the position is 30 hours or more per week, then the Assessment of Competence will be based on six months. If the position is 30 hours or less per week, it will be based on 12 months.

Step 2 – Application to Ahpra

Submit an application for limited registration using Ahpra forms [ALPS-96](#) and [SPPA-00](#), along with all required supporting documents. (Note: Section G of the SPPA-00 form does NOT need to be completed.)

Upload documents via the Ahpra practitioner portal or through the [online upload](#) system.

- Once limited registration is granted, Ahpra will notify both the practitioner and the OTC, confirming the location of practice and supervisor.

Step 3 – Notification to the OTC

After limited registration has been granted, notify the OTC of the Assessment of Competence commencement date.

Step 4 – Submission to the OTC

Submit the application and all supporting documents to the OTC **within two weeks** of commencing the Assessment of Competence.

Supporting documents required for the Assessment of Competence

- Assessment of Competence application form
- Practitioner's curriculum vitae
- Supervisor/s' curriculum vitae
- Position description
- Supervised practice implementation plan (SPIP) using the OTC template
- Fee of A\$1500 - payable upon submission of the Assessment of Competence application

On approval of the application, the OTC will advise the practitioner of when midway progress and final reports are due.

If the Assessment of Competence application form is not received by the OTC within two weeks of the practitioner commencing, the OTC will advise Ahpra as this may be in breach of the conditions of limited registration.

2. Cultural responsiveness training

All internationally qualified health practitioners are required to successfully complete a cultural responsiveness and awareness training program.

Practitioners are strongly encouraged to complete Levels 1 to 3 of the Indigenous Allied Health Australia (IAHA) training (<https://iahatraining.com.au/>) either before or at the same time as undertaking the Assessment of Competence under limited registration. This training may also be completed while the practitioner is overseas.

If cultural responsiveness training is not completed before a practitioner applies for General Registration, Occupational Therapy Board of Australia (OTBA) may impose conditions on the practitioner's registration.

3. Supervised practice implementation plan and supervision log

The SPIP is based on [Australian occupational therapy competency standards](#).

A [template](#) and an [example](#) of the SPIP as well as a [template](#) of the supervision log can be found on the OTC website. Practitioners must use the template. **Altered formats will not be accepted.**

A [tutorial video](#) and a [guide](#) is available on the OTC website to assist with the development of your own SPIP.

If revisions to the SPIP are required, the OTC will provide feedback and a new submission date.

If the SPIP is not submitted by the due date and no extenuating circumstances are provided, the OTC will advise the International Qualifications Committee (IQC) of non-compliance. The IQC may then decide to withdraw from the practitioner from the assessment and Ahpra will be advised of the decision.

4. Midway progress report

After three months' full-time practice (or the equivalent part-time practice), submit to the OTC:

- A midway progress report
- A supervision log

If the IQC assessors determine the practitioner has demonstrated competence, the practitioner and supervisor will be invited to submit the final report.

5. Final report

When invited to submit the final report, provide the OTC with:

- The final report
- An updated self-reflection (if required)
- A supervision log (if required)

Once the IQC assessors approve the documents, the OTC will prepare and send the practitioner:

- An Assessment of Competence Certificate (AOCC)
- A Certificate of Appreciation for the supervisor/s

The OTC will notify Ahpra that the AOCC has been issued and provide the certificate number.

The practitioner and supervisor must maintain the supervision regime until general registration has been granted.

6. Duration of supervised practice assessment

The Assessment of Competence is based on six months' full-time equivalent (a minimum of 30 hours of practice per week). At the midway point, the practitioner must submit a midway progress report and supervision logs to the OTC.

Depending on the assessment of these documents, the practitioner and supervisor may be asked to submit final reports earlier which will reduce the period of the supervised practice assessment. The **minimum** period for the supervised practice assessment is three months full-time (six months part-time). The maximum duration is 12 months.

If the practitioner does not achieve all competencies within the first six months, the supervisor and practitioner must review and update the SPIP, including learning goals and strategies. An updated plan must then be provided to the OTC. If needed, the OTC will contact the practitioner and supervisor to provide guidance, resources and support to help achieve the required competencies.

7. Supervision

Notes for the supervisor

The first six weeks

The supervisor is required to provide weekly supervision to the practitioner for the first six weeks. The purpose is to implement the SPIP and evaluate practitioner competence.

During the first six weeks, the supervisor must complete four sessions of direct practice observation. These sessions should cover a range of practice skills including assessment and clinical interventions with clients.

Direct practice observation means the supervisor needs to be present during the assessments and clinical interventions. Each session of direct practice observation must have a minimum duration of 45 minutes.

When the supervised practice assessment is being undertaken in a remote location, direct observation must occur in real-time through videoconferencing platforms, for example Skype, Zoom or similar.

After six weeks

The frequency of supervision may be reduced to fortnightly after the first six weeks.

Two further sessions of direct practice observation need to occur between the six-week milestone and submission of the midway progress report.

Supervision sessions must be recorded on the supervision log and include details of the type and duration of supervision. The supervision log should be completed after each session.

Role of the supervisor

- Assist the practitioner in developing their (SPIP), helping to identify clear learning objectives, planned learning activities and areas for development.
- Provide ongoing support to ensure the practitioner develops competence across all relevant areas of occupational therapy practice.
- Direct the practitioner to appropriate resources, literature and tools necessary to build their professional knowledge and skills.
- Model effective occupational therapy practices within the Australian healthcare context, enabling the practitioner to observe and learn appropriate methods and standards.
- Regularly review intervention plans, clinical documentation, and reports to ensure quality, accuracy, and alignment with professional standards.
- Observe the practitioner in real-time service delivery, assessing their clinical reasoning, communication and practical application of occupational therapy skills.
- Conduct regular supervision sessions to provide structured, constructive feedback, addressing both strengths and areas for improvement.
- Complete and sign off on all required progress reports and be responsible for completing the final report.

Should the primary supervisor be unable to continue to supervise the practitioner, ideally, the secondary supervisor can take over supervision. If not, the practitioner must advise Ahpra immediately and complete the Request for Change in Circumstances form ([ACCL-96](#)).

8. Change in location of practice

Where a change in place of employment occurs during the assessment (e.g. the practitioner resigns and secures new employment), the practitioner must advise Ahpra immediately and complete the Request for Change in Circumstances form (ACCL-96).

The practitioner must not commence practice at the new location until formal approval has been provided by Ahpra.

Within two weeks of commencing in the new role, the practitioner must submit a new application. A fee is not required if the submission is made within 12 months of the previous submission.

Depending on the timing of the change, the previous supervisor may be required to complete a midway progress report. The OTC will work with the new supervisor to confirm whether they are confident the practitioner has met the competencies signed off by the previous supervisor at the midway point.

If the new supervisor:

- agrees that the previously signed-off competencies have been met, the practitioner will continue working towards demonstrating any remaining competencies only. The new supervisor will be responsible for completing the final report.
- does not agree that the previously signed-off competencies have been met, the new practitioner will need to demonstrate all competencies and the new supervisor will be required to complete both the midway progress report and the final report.

The practitioner must complete at least three months of supervised practice the assessment at the new practice.

9. Supervision of others

During the assessment, the practitioner must not take on supervisory responsibilities of other occupational therapy staff or students for the first six weeks.

After the first six weeks, supervisory responsibilities may be considered dependent on the practitioner's competence, supervisory experience, knowledge and experience.

10. Process for misconduct

Any allegations of misconduct will be reported to Ahpra for investigation and may result in regulatory action in accordance with the National Law.

11. Application fee

The non-refundable fee of A\$1500 is payable upon submission of the application.

If the practitioner changes position during the assessment but starts a new position within 12 months of initial payment, a second fee is not required.

However, if the OTC withdraws from the supervised practice assessment and the practitioner starts a new role within 12 months, a new application and fee will be required.

12. Support and advice procedures

The OTC provide ongoing support and advice to the supervisor/s and the practitioner, particularly in cases of poor performance, non-compliance or difficulties in meeting reporting requirements.

The OTC will contact the practitioner and supervisor if the practitioner has not achieved all competencies within six months. Practitioners who have not achieved all competencies within 12 months will be advised of their failure to meet the competency standards, with a copy of the letter forwarded to the OTBA. Details about grounds for appeal and appeal procedures will be provided.

13. Appeals process

Practitioners who have not achieved all competencies within 12 months will be notified. This notification will contain reasons for non-achievement and details of further action available, including the right to appeal.

Appeals must be in writing and clearly outline the grounds for appeal. Supportive evidence addressing these grounds and demonstrating that competencies have been achieved must also be included.

Appeals must be received within eight weeks of OTC mailing the notification.

See '[Appeals policy and procedure](#)' for more details.