

Occupational Therapy Council of Australia Ltd

Contributing to a flexible, innovative and safe occupational therapy workforce



E-mail: admin@otcouncil.com.au

Website: www.otcouncil.com.au

GPO Box 959

South Perth WA 6951

Phone: +61-8-9368 2655

Mobile: 0498 004 334

ACN 159 509 387

ABN 50 377 833 627

DIRECTORS' REPORT

FOR THE YEAR ENDED

30 JUNE 2020

Occupational Therapy Council of Australia Ltd

Contributing to a flexible, innovative and safe occupational therapy workforce



To Member Organisations and Stakeholders

I have pleasure in presenting the Directors' Report of the Occupational Therapy Council of Australia Ltd – formerly Occupational Therapy Council (Australia & New Zealand) Ltd - (OTC) for the 12 months ended 30 June 2020.

With the occupational therapy profession's inclusion into the National Registration and Accreditation Scheme on 1 July 2012, the OTC was appointed as the accreditation and assessment authority under the Health Practitioner Regulation National Law Act (National Law).

This role requires the OTC to continue its ongoing administration of the assessment of internationally-qualified occupational therapists for skilled migration and practice in Australia and assume the responsibility for the accreditation of occupational therapy programs offered by educational providers in Australia. During 2019/2020, the OTC has focused on streamlining processes for these two functions.

A main focus for the OTC this year has been implementation of the revised Accreditation Standards (December 2018) which came into effect on 1 January 2020.

OTC, like the rest of the world, has faced many challenges in ensuring education providers and internationally-qualified practitioners have been supported to navigate through the COVID-19 period to ensure standards are maintained to uphold the primary focus of protection of the public. This has required alternative ways to deliver programs for students and for supervision to be provided to internationally-qualified practitioners during a period of supervised practice.

The OTC had planned to focus on cultural training with the provision of a one-day workshop for all OTC staff, directors and assessors. This course would have been facilitated by Indigenous Allied Health Australia. This training has been deferred to 2021.

To extend the cultural training further, the OTC is investigating an on-line process for all internationally-qualified practitioners seeking to practise in Australia to gain a comprehensive cultural understanding prior to commencing the Stage 2 period of supervised practice.

The commitment of our directors and committee members, staff and assessors to enable the OTC to assume these roles in compliance with the National Law is to be commended, and greatly appreciated.

A handwritten signature in black ink, appearing to read "L. Adamson".

Assoc Prof Lynne Adamson
CHAIRPERSON

TABLE OF CONTENTS

	Page No
Purpose	4
Objectives	4
Membership and Directors	5
Structure	9
Committees	10
(a) Overseas Qualifications Assessment Committee (OQAC)	10
(b) Program Accreditation Committee (PAC)	11
(c) Governance and Strategic Affairs Committee (GSAC)	12
(d) Independent Review Committee	12
Directors' and Committee Meetings	12
Administration	13
Website	13
Assessment of Qualifications for Internationally-qualified practitioners	14
(a) Assessment Procedure	14
(b) Modified Desktop Assessment	18
(c) Stage 2 Period of Supervised Practice	18
(d) Assessment Results	18
(i) Stage 1 – Desktop Audit	18
(ii) Stage 2 – Practice Audit	19
Fee Schedule for Internationally-qualified Practitioners	20
Risk Management	21
Strategic Planning	21
Department of Immigration and Border Protection (DIBP) and, the Australian Government Department of Education and Training (DET)	21
Health Professions Accreditation Collaborative <i>Forum</i> (HPACF)	21
Other Meetings and Forums	22
Aboriginal and Torres Strait Islander Health Strategy	22
Publications	22
Accreditation of Occupational Therapy Programs	23
Fee Schedule – Program Accreditation	26
Occupational Therapy Board of Australia	28
Occupational Therapy Australia Ltd	29
Finances	29

PURPOSE

The Council of Occupational Therapists Registration Boards (Australia & New Zealand) Inc. (COTRB) was established in 1996 in Queensland for the consideration of matters of joint or common concern or interest to the occupational therapy registration boards in Australia and New Zealand. COTRB was incorporated in South Australia on 21 January 2000. On the 17 February 2010 the Office of Consumer and Business Affairs (SA) approved amendment to COTRB's constitution and rules and a change of name to the Occupational Therapy Council (Australia & New Zealand) Inc (OTC).

Following inclusion of the occupational therapy profession in the national registration and accreditation scheme on 1 July 2012, the OTC's constitution and rules were amended to comply with its appointment as the assessment and accreditation authority in accordance with the Health Practitioner Regulation National Law (National Law). On 16 July 2012 the status of the OTC was changed to a public company limited by guarantee Occupational Therapy Council (Australia & New Zealand) Ltd (OTC).

An extensive review of the strategic plan of the OTC was undertaken during the year which noted:

- The sole purpose of the OTC is to accredit education programs in Australia for Australian registration purposes, and to assess internationally-qualified occupational therapists seeking registration in Australia.
- OTC does not conduct any business in New Zealand on behalf of the New Zealand Board and, based on communications in recent times, it is unlikely to do so in the foreseeable future.
- Increasing pressure to contain operating costs and fees charged to education providers in Australia and internationally-qualified occupational therapists.

As a result of this review, at its Annual General Meeting on 11 November 2018, the directors made recommendation to the members to adopt a revised constitution which removed sponsorship by the Occupational Therapy Board of New Zealand and the Occupational Therapy New Zealand Whakaora Ngangahau Aotearoa and in turn, the nomination of Members and Directors from New Zealand.

As of 13 November 2019, the company changed its name to:

Occupational Therapy Council of Australia Ltd

OBJECTIVES

Consistent with its purpose, the objectives of the company are all and any one or more of the following:

- To develop, review and maintain accreditation standards to assess occupational therapy programs for approval by the Occupational Therapy Board of Australia (OTBA).
- To assess programs of study, and the education providers that provide the programs of study leading to eligibility for registration as an occupational therapist, to determine whether the programs meet approved accreditation standards.
- To assess for the purpose of granting accreditation, programs leading to eligibility for registration as an occupational therapist.
- To advise and make recommendation to the OTBA relating to the accreditation status granted to an occupational therapy program.

- To develop and implement an overseas skills assessment process to ensure the knowledge, clinical skills and professional attributes of internationally-qualified occupational therapists is of a comparable standard to occupational therapists in Australia.
- To act on the reasonable direction of the OTBA consistent with the objectives and purpose of the OTC.
- To provide information and advice to the OTBA or governmental agency concerning the adequacy of a person's qualifications and skills in the field of occupational therapy for the purpose of migration to Australia.
- To assess authorities in other countries who conduct examinations, or accredit programs of study relevant to registration as an occupational therapist, to decide whether persons who successfully complete the examinations or programs of study conducted or accredited by the authorities have the knowledge, clinical skills and professional attributes necessary to practise the profession in Australia.
- To provide information and advice to the OTBA or governmental agency relating to law and policy concerning accreditation and competency requirements for the registration of occupational therapists.
- To establish and maintain relationships with bodies or organisations having objectives and functions in whole or in part similar to the objectives and functions of the OTC.

MEMBERSHIP AND DIRECTORS

As at the 30 June 2020 the OTC comprised the following members:

- Occupational Therapy Board of Australia (OTBA) – two members
- Occupational Therapy Australia Limited (OTA) – one member
- Australian and New Zealand Council for Occupational Therapy Education (ANZCOTE) – one member

The Board of Directors must not exceed nine persons and is comprised of the members nominated by the sponsors (above), a community representative and two additional persons with suitable skills and experience nominated by the members.

Four meetings were convened during the year (two via teleconference and two face-to-face), and the number of meetings attended by each director is shown in brackets.

Assoc Prof Lynne Adamson – nominated by ANZCOTE	(4/4)
Dr Jill Hummell – nominated by OTBA	(4/4)
Dr Margaret Cook – nominated by OTBA	(4/4)
Ms Jan Erven – nominated by OTA	(3/4)
Ms Alison Sinclair – community representative – nominated by members pursuant to Clause 22.2.2 of the Constitution	(4/4)
Ms Laila Hakansson Ware – nominated by members as a person with suitable qualifications, skills and experience pursuant to Clause 22.2.3 of the Constitution	(3/4)
Mr Michael Piu – nominated by members as a person with suitable qualifications, skills and experience pursuant to Clause 22.2.3 of the Constitution	(4/4)

Directors' qualifications, experience and special responsibilities

Name	Qualification	Experience	Special responsibilities
Lynne Adamson	PhD, M App Sci (OT), B App Sci (OT), Grad Cert Higher Ed (Teach & Learn)	Director since 2012. Associate Professor of Occupational Science and Therapy, with over 20 years' experience as an occupational therapy academic. Practice experience in a range of areas and management of occupational therapy services. Former Australian delegate to the World Federation of Occupational Therapists.	Chair from April 2014 Chair, Program Accreditation Committee
Jill Hummell	PhD, MA, BA, Dip OT	Director of the Occupational Therapy Council since 2012. Recently retired from a management role in a NSW public health service. Previously worked as a manager, clinician, academic and researcher in a range of workplace settings. Previous involvement with occupational therapy association activities at state, national and international levels.	Deputy Chair from April 2014. Member, Program Accreditation and Governance and Strategic Affairs Committees
Margaret Cook	B OT (Hons), GDOHS, M Hlth Sci, PhD, FAIHS, FHFESA	Director of the Occupational Therapy Council since 2012. Associate Professor and Academic Lead in the discipline of Occupational Health and Safety at the University of Queensland. Expert member of various government boards and panels.	Member, Program Accreditation Committee
Jan Erven	Dip (OT) Cumberland 1976; Grad Cert (Management) Western Sydney 2001.	Board member of OT Australia for seven years, and president of the NSW association for four years before a national organisation was established. Chair of National Allied Health Classification Committee, on the Independent Hospitals Pricing Authority Clinical Advisory Committee and	Chair Overseas Qualification Assessment Committee from May 2014 and member since 2012

		represent Occupational Therapy on the National Aged Care Alliance.	
Alison Sinclair	BA (SW); Grad Diploma (PHC)	<p>Former community member on the Occupational Therapy Registration Board SA. Current member of Service and Clinical Governance Subcommittee of the Board of the Adelaide PHN and a Director on the Board of Disability Living Inc.</p> <p>Twenty-five years' experience in quality, standards and accreditation in the health and community services sectors and an approved assessor for the Australian Service Excellence, QIC, National Mental Health Service Standards and the NDIS Practice Standards.</p> <p>Member of Australian Organisation for Quality. Currently Director, Alison Sinclair Consulting (ASC)</p>	<p>Community Member, Member Governance and Strategic Affairs Committee and Chair, Governance and Strategic Affairs Committee from 1 May 2017</p> <p>Member of Program Accreditation Committee from 1 May 2017.</p>
Laila Hakansson Ware	BA, Dip.Ed, Barrister-at-Law; Graduate of Australian Institute of Company Directors	<p>Retired Barrister. 20 years' board member experience on State and National Health Practitioner Regulation boards, OT Board Qld. DT&DP Board Qld., DT Board Qld, 3 years' experience Policy, Codes & Guidelines Committee - Pharmacy Board of Australia (PBA), 3 years' experience Finance & Governance Committee- PBA.</p> <p>Past Panel Member AHPRA's List of Approved Persons (formerly known as Performance & Professional Standards Hearing Panel".)</p>	<p>Skills based OTC board member, and member Governance and Strategic Affairs Committee</p> <p>Member of Overseas Qualified Assessment Committee from 1 May 2017</p>

Michael Piu	<p>BA (SocSc); LLB; FANZCN; MIPAA; MAIM</p> <p>Barrister and solicitor of the Supreme Court of Western Australia and Supreme Court of Victoria, and High Court of Australia.</p> <p>Public Notary for the State of Western Australia</p>	<p>Former Member of Occupational Therapists' Registration Board of Western Australia 2007 – 2009 including Complaints Assessment Committee. Former National Board Member, Pharmacy Board of Australia, and Notifications Committee of the Board; former Member, National Aboriginal and Torres Strait Islander Health Strategy Working Group for NRAS; Member WA Board (and Chair, WA Registration Committee) of the Nursing Board of Australia. Former Member, Physiotherapists' Registration Board of WA 2008 – transition to National Registration and Accreditation Scheme in October 2010. Member of National RNC of the Physiotherapy Board of Australia to December 2015. Former member RNC, WA Committee of the Dental Board of Australia. Experience as a board member (and Chair) in community sector, NGO and statutory boards for over 20 years. CEO of a non-government charitable organisation providing health, housing, and support services to people at risk of homelessness.</p>	<p>Chair, Governance and Strategic Affairs Committee (remains on the Committee but resigned chair position 1 May 2017) Member Program Accreditation Committee from 1 May 2017</p>
-------------	--	---	---

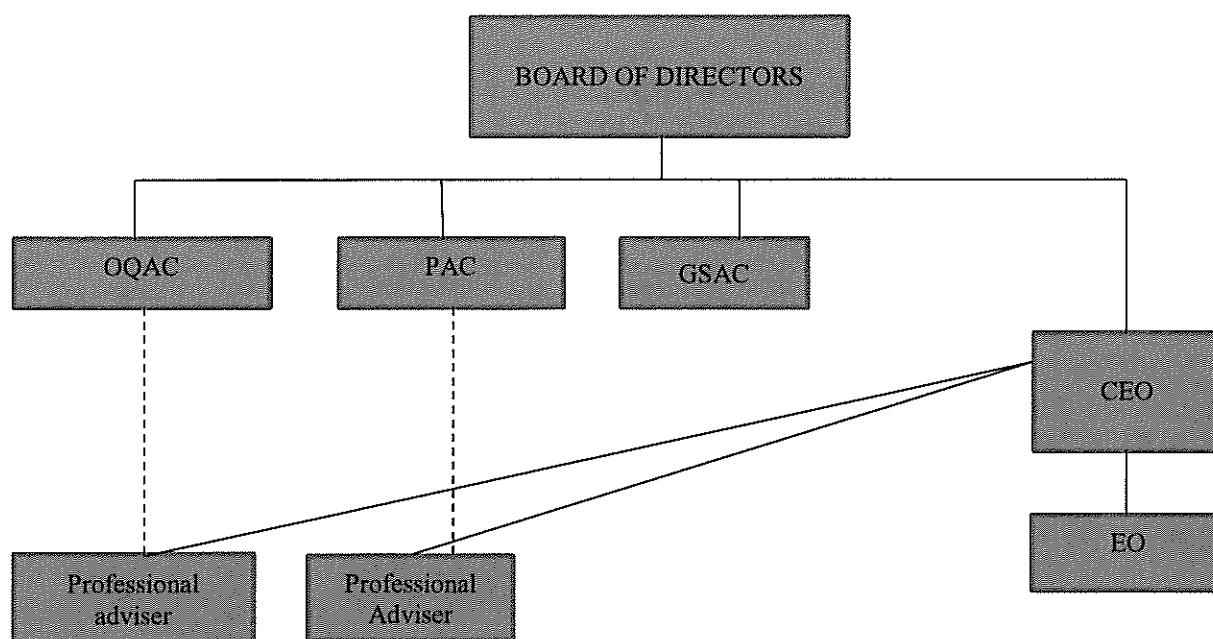
Directors must retire from office after three years and are eligible for re-appointment on two further occasions.

STRUCTURE

To fulfil its responsibilities in compliance with the National Law as the nominated assessment and accreditation authority, the directors established three committees to assist with the requirements of these roles:

- Overseas Qualification Assessment Committee (OQAC)
- Program Accreditation Committee (PAC)
- Governance and Strategic Affairs Committee (GSAC)

To assist with specific aspects of these committees, two professional advisers were appointed; one to the OQAC and one to the PAC. As at 30 June 2020, the structure of the OTC is depicted below:



COMMITTEES

In accordance with its objectives, the OTC has formed the following committees:

a) *Overseas Qualifications Assessment Committee (OQAC)*

The primary purposes of the committee are to:

- (a) Ensure provision of an effective and cost-efficient process to assess the professional suitability for practice in Australia of internationally-qualified occupational therapists.
- (b) Manage the executive functions associated with the process.

In pursuing these purposes, the committee will be cognisant of the OTC's objects and the need to conduct regular evaluation of the effectiveness of the assessment functions.

The committee will also work in conjunction with the OTBA to align processes relating to the assessment of internationally-qualified occupational therapists.

Membership:

At 30 June 2020, this committee comprised:

Ms Jan Erven – Chair
 Ms Susan Gilbert-Hunt
 Ms Laila Hakansson Ware

Secretariat: Ms Katt McDonald – Professional Adviser
 Mr Kim Bradbury – Chief Executive Officer
 Ms Julia Savage – Executive Officer

Ms Geraldine Iwanicki resigned as professional adviser on 5 May 2020, and Ms Katt McDonald commenced in the role on 18 May 2020.

Three additional assessors have also been appointed to assist with the Stage 2 assessment of internationally-qualified occupational therapists:

Mr Francis Gomes
Ms Katt McDonald
Ms Deborah Maiden

b) Program Accreditation Committee (PAC)

The PAC has the role of advising the OTC directors on accreditation for entry-level occupational therapy programs including:

- the accreditation standards established for educational programs leading to registration as an occupational therapist;
- assessing programs and education providers to determine if they meet approved accreditation standards, and
- monitoring programs and education providers to ensure they continue to meet the accreditation standards.

Membership:

As at 30 June 2020, the committee comprised:

Assoc Prof Lynne Adamson – Chair
Dr Margaret Cook
Dr Jill Hummell
Dr Mandy Stanley
Ms Alison Sinclair
Mr Michael Piu

Secretariat: Ms Rebecca Allen – Professional Adviser
Mr Kim Bradbury – Chief Executive Officer

c) Governance and Strategic Affairs Committee (GSAC)

The primary purpose of this committee is to make recommendations to OTC directors on the overall priorities, strategies and policies related to corporate governance, as well as matters of significant strategic importance to the organisation which have broader impact on the financial, contractual or legal affairs of the OTC. One of the tasks undertaken by the GSAC has been the development of a Governance Charter for directors which will remain a work in progress and maintained for currency.

Membership

As at 30 June 2020, the committee comprised:

Ms Alison Sinclair - Chair
Mr Michael Piu
Dr Jill Hummell
Ms Laila Hakansson Ware

Secretariat: Mr Kim Bradbury – Chief Executive Officer
Ms Julia Savage – Executive Officer

d) Independent Review Panel (IRP)

The purpose of the IRP is to consider appeals against decisions of the OQAC for the Stage 1 assessment or the Stage 2 period of supervised practice.

An appeal against a Stage 1 assessment decision may arise if the applicant believes the OTC decision about the recognition of occupational therapy qualifications for skilled migration and/or registration, namely English language proficiency and professional education as an occupational therapist, as per the guidelines on the application form for the Stage 1 assessment have not been considered appropriately.

An appeal against a Stage 2 decision may arise if:

- practitioners believe information provided by the supervisor has been misinterpreted, or the supervisor has omitted relevant information in the supervised practice assessment to inform the OQAC in its decision-making to not issue a COPC;
- processes have not been applied correctly.

The IRP considers appeals in relation to both stages.

The IRP is appointed at the discretion of the Chair of OQAC and comprises:

- a senior occupational therapist independent of the assessment procedure but familiar with occupational therapy education with current registration;
- an internationally-qualified occupational therapist with a minimum of two years' experience in Australia and current registration;
- a community member familiar with legal procedures or civil rights.

No appeals were commenced during the year to 30 June 2020.

DIRECTORS' AND COMMITTEE MEETINGS

The directors and committees have met as follows throughout the 12 months to 30 June 2020:

Annual General Meeting	Adelaide	09 November 2019
Special Meeting	Adelaide	09 November 2019
Directors' Meeting	Teleconference	22 July 2019
	Adelaide	09 November 2019
	Zoom meeting	03 February 2020
	*Zoom meeting	18 April 2020
OQAC	Teleconference	03 July 2019
	Adelaide	08 November 2019
	Zoom meeting	29 January 2020
	*Zoom meeting	17 April 2019
OQAC assessors	Zoom meeting	02 July 2019
	Zoom meeting	02 December 2019
PAC	Zoom meeting	08 August 2019
	Adelaide	08 November 2019
	Zoom meeting	1 April 2020
	*Zoom meeting	17 April 2020
GSAC	Zoom meeting	15 July 2019
	Adelaide	07 November 2019
	Zoom meeting	28 January 2020
	Zoom meeting	18 March 2020
	*Zoom meeting	16 April 2020

*Zoom meetings were held due to COVID-19 travel restrictions; normally these meetings would have been held in Adelaide.

ADMINISTRATION

The OTC has appointed a Chief Executive Officer on a contractual basis, and employs a full-time Executive Officer as follows: Together they provide all executive, administrative and financial services.

- Mr Kim Bradbury Chief Executive Officer
- Ms Julia Savage Executive Officer

The office is located at:

68 South Terrace
South Perth
Western Australia 6151

WEBSITE

The OTC has established a comprehensive website at the address www.otccouncil.com.au

The Constitution, Annual Reports and the Council's publications and forms can be downloaded from this site.

Any person who does not have access to the internet can contact the office of the OTC to obtain these documents.

The website is updated regularly and has many links to associated websites nationally and internationally. The site also features a "What's New" section.

ASSESSMENT OF QUALIFICATIONS FOR INTERNATIONALLY-QUALIFIED PRACTITIONERS

a) ASSESSMENT PROCEDURE

The Australian Government's skilled migration program is implemented through a partnership between government and industry. The OTC has been specified by the Minister, Australian Government, Department of Education and Training (Department of Immigration and Border Protection) in accordance with the Migration Regulations 1994 as the assessing authority for the occupation of Occupational Therapist ANZSCO Code: 252411. For migration purposes, occupational therapy skills are assessed as "suitable" or "not suitable" against the requirements established by the OTC.

Internationally-qualified occupational therapists who wish to apply to migrate to Australia under the skilled migration program must have their qualifications and skills assessed by OTC.

The assessment procedure also applies to internationally-qualified occupational therapists wanting to practise in Australia. These practitioners wishing to practise in Australia must have their qualification and skills assessed in order to apply for registration with the Occupational Therapy Board of Australia (OTBA) via the Australian Health Practitioner Regulation Agency (AHPRA).

Stage 1 of the OTC assessment of overseas qualifications is undertaken via a desktop assessment of qualifications and English language proficiency.

The practitioner will be assessed against the following criteria (all copied documentation must be certified correctly in accordance with the requirements below):

Proof of Identity

The practitioner must provide photographic identification (passport or driver's licence) when

submitting their application.

If the name of the practitioner has changed and is different from that shown on the qualification upon which they rely, then evidence/proof of this change of name should be provided i.e. marriage certificate, deed poll, divorce papers.

Qualifications

The practitioner must demonstrate successful completion of a tertiary education programme leading to an award in occupational therapy (undergraduate or graduate entry). This programme must:

- have been accredited by the World Federation of Occupational Therapy (WFOT) at the time of graduation, and
- be comparable to an Australian Bachelor or Graduate Entry Master degree in accordance with Country Education Profiles produced by Australian Government, Department of Education and Training.

A certified copy of qualification papers must be provided i.e. degree, diploma, certificate, together with associated transcript.

WFOT approval must have been in place at the time of graduation and cannot be considered retrospectively i.e. if the institution or programme received WFOT approval after the time of graduation, this will not be sufficient to meet the criteria for assessment.

Academic Review Committee (ARC)

Applications that fail to meet the qualifications criteria will be referred to the ARC of the OTC who will consider the qualifications that were completed as occupational therapy training, but are:

- WFOT accredited but assessed as not comparable in accordance with Country Education Profiles produced by Australian Government, Department of Education and Training; or
- assessed as being comparable to an Australian degree in accordance with Country Education Profiles produced by Australian Government, Department of Education and Training.
- but not WFOT accredited.

The practitioner will be advised of the referral of their application to the ARC and will be asked to provide additional information (e.g. course handbooks, supervisor reports relating to the practitioner's practical components of the course) to enable the ARC to undertake a thorough assessment of the qualifications.

English Language Proficiency

High-level competence in English language is essential for the practice of occupational therapy in Australia. The practitioner must submit evidence to demonstrate sufficient English language skills to work as an occupational therapist in an English language environment. Practitioners applying for skilled migration or practice in Australia must provide, evidence of either:

1. English is your **primary language** and you have undertaken and satisfactorily completed:
 - a. all of your primary and **secondary education** which was taught and assessed solely in English in a **recognised country**, and
 - b. tertiary qualifications in the relevant professional discipline, on which you are relying to support your eligibility for registration under the **National Law**, which were taught and assessed solely in English in a **recognised country**.
2. You have a combination of **secondary education** and tertiary qualifications, where you have undertaken and satisfactorily completed:
 - a. at least two years of your **secondary education** which was taught and assessed solely in English in a **recognised country**, and

- b. tertiary qualifications in the relevant professional discipline, on which you are relying to support your eligibility for registration under the **National Law**, which were taught and assessed solely in English in a **recognised country**.

OR

3. You have undertaken and satisfactorily completed at least **six years' (full time equivalent) continuous education** taught and assessed solely in English, in any of the **recognised countries**, which includes tertiary qualifications in the relevant professional discipline which you are relying on to support your eligibility for registration under the **National Law**.

Recognised countries:

Australia
New Zealand
United States of America
United Kingdom
Republic of Ireland
Canada
South Africa

A certified copy of the educational transcripts or letter must be provided from the secondary school and tertiary institution in Canada or South Africa attesting that courses were taught and assessed in English (including subjects, hours, examination results and, where applicable, details of clinical education when relating to the tertiary education).

If documents are unavailable, there is a process below to address this (Documents Unavailable).

OR

4. complete, to the level specified, one of the OTC-approved English language tests outlined below:

International English Language Testing System (IELTS) examination (Academic Module) – results must be from **one** test sitting or a **maximum** of **two** test sittings in a **six-month period**:

- a minimum overall score of seven (7) in each sitting;
- a minimum score of 7 in each component across the two sittings;
- no score in any component of the test is below 6.5.

Occupational English Test (OET) – results must be from **one** test sitting or a **maximum** of **two** test sittings in a **six-month period**:

- you are tested in all four components in each sitting;
- a minimum grade B in each of the four competencies (listening, reading, writing and speaking) across two sittings;
- no score in any component of the test is below C.

PTE Academic - results must be from **one** test sitting or a **maximum** of **two** test sittings in a **six-month period**:

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

Test of English Language internet-based test (TOEFL iBT) - results must be from **one** test sitting or a **maximum** of **two** test sittings in a **six-month period**:

- a minimum total score of 94 and the following minimum score in each section of the test across two sittings:
 - 24 listening
 - 24 reading
 - 27 writing
 - 23 speaking
- No score in any of the sections is below:
 - 20 listening
 - 19 reading
 - 24 writing
 - 20 speaking

Test results for all the recognised tests above will be accepted if:

- the results were obtained within two years prior to the date of application, or
- the results are older than two years if, since the test result was obtained, you have been in continuous employment as an occupational therapist (which commenced within 12 months of the date of the test) in one of the recognised countries where English was the primary language of practice, or
- the results are more than two years old before the date the application is lodged if, in the period since the test result was obtained;
- you have been enrolled continuously in an OTC accredited program of study which commenced within 12 months of the date of the test and undertook subjects in each semester with no break from study apart from the education provider's scheduled holidays, and
- the application is lodged within 12 months of completing an OTC accredited program of study.

The Department of Home Affairs (DoHA) may also require occupational therapists to meet English language proficiency standards even though the OTC has assessed the practitioner as meeting all its requirements.

Certification

All copied documentation must be certified appropriately as true copies of the original by an appropriate person. In Australia, people who are authorised to certify copies are:

- Justices of the Peace (JP).
- Legal practitioners.
- Persons eligible to sign statutory declarations
- Employees authorised by the OTC.

In countries outside Australia:

- Notary public.
- Registered legal practitioners.
- Australian Embassy or Australian High Commission personnel.

To have copies certified, the practitioner must present both the original and the copy to the person carrying out the certification.

Each copy of the document must be certified separately and must show clearly:

- the words "certified true copy of the original";
- the signature of the certifying officer; and
- the name, address, position and phone number (with international dialling codes) of the certifying officer legibly printed below the signature. It must be possible, from the details provided, for the OTC to contact the certifying officer if necessary.

Translation of Documents

If the practitioner's qualification has been undertaken in a language other than English, a translated document must accompany the certified copy of the original qualification document. In Australia

translation should be undertaken by an accredited NAATI (National Accreditation Authority for Translations and Interpreters Ltd) translator. Further information can be found on its website at www.naati.com.au

An assessment will not be undertaken unless translations are provided.

Authenticity of Documents

If queries arise as to the authenticity of documents they will be provided by the OTC Executive Officer to DIBP for an opinion. The OTC will not progress with the assessment until advice has been received from DIBP. The assessment fee will not be refunded.

Documents Unavailable

Practitioners who cannot obtain the required documents should attach a letter to the application form identifying which documents they cannot obtain and explaining the reasons for this. Each case will be considered, and a Statutory Declaration from the practitioner explaining why documents are unavailable may be required if the assessment outcome relies on unobtainable documents. In this situation, the OTC Executive Officer will refer the information to the Overseas Qualification Assessment Committee (OQAC) for consideration during assessment.

Number of Attempts

Practitioners may make an unlimited number of attempts for a Stage 1 assessment. Each repeat application must be accompanied by the appropriate fee. If the practitioner has previously been found to be unsuitable, the practitioner must provide additional evidence to demonstrate how they meet the criteria.

The practitioner has two years in which to commence the Stage 2 period of supervised practice before needing to undertake a review of the assessment.

Advice and Feedback to Practitioners

Practitioners considering or preparing an application for the Stage 1 assessment may seek advice from the OTC Executive Officer. Where applications fail to meet the OTC requirements for the Stage 1 assessment, practitioners are advised in writing giving reasons where their assessment fails to meet the requirements. They will be asked to provide additional information for the assessment to continue. This documentary evidence must be received within 12 months of the OTC mailing the results.

b) MODIFIED DESKTOP ASSESSMENT

A Modified Desktop Assessment is available for Australian trained occupational therapists holding qualifications recognised by the OTBA for registration purposes, seeking an assessment for skilled migration purposes. Successful persons will not be required to undertake the Stage 2 period of supervised practice.

c) STAGE 2 PERIOD OF SUPERVISED PRACTICE

Comprehensive guidelines, examples and templates are available on the website for supervisors and applicants undergoing the Stage 2 period of supervised practice which is based on six months full-time equivalent (12 months part-time). Documentation has been reviewed to remove any duplication of information, and the assessment process by the OQAC revised to enable practitioners to complete the period of supervised practice in less than the six or 12-month timeframe. This has been achieved by two OQAC members reviewing the midway progress report to establish whether the practitioner has met goals and is competent to practise independently. Following positive assessment by both committee members, the practitioner and supervisor are then invited to submit final reports for confirmation a Certificate of Practical Completion may be issued, enabling the practitioner to apply for general registration.

d) ASSESSMENT RESULTS for Stage 1 and Stage 2 for the period to 30 June 2020

(i) Stage 1

Totals 2019/2020 Stage 1			
Country	Male	Female	Total

Australia	15	71	86
Brazil		2	2
Canada		2	2
Colombia		1	1
Denmark		1	1
France	1		1
Germany		2	2
Hong Kong	2	10	12
India	3	12	15
Iran		4	4
Ireland	2	16	16
Israel		1	1
Jordan		1	1
Pakistan		1	1
Philippines	8	7	15
Singapore		1	1
South Africa	1	19	20
Taiwan		1	1
UK	6	34	40
USA	1	3	4
Venezuela		1	1
Zimbabwe	2	6	8
Total Stage 1 received			235

Applications Received since Commencement of Assessment Process

30 June 2001	94
30 June 2002	87
30 June 2003	116
30 June 2004	120
30 June 2005	124
30 June 2006	148
30 June 2007	203
30 June 2008	208
30 June 2009	187
30 June 2010	176
30 June 2011	180
30 June 2012	195
30 June 2013	189
30 June 2014	138
30 June 2015	147
30 June 2016	160
30 June 2017	181
30 June 2018	168
30 June 2019	187
30 June 2020	235
Total	<u>3,243</u>

Appeals

No appeals have been received during the year ended 30 June 2020.

(ii) Stage 2 – Period of Supervised Practice

Completed during the year to 30 June 2020

• New South Wales	13
• Victoria	13
• Western Australia	2
• Queensland	2
• South Australia	5
• Australian Capital Territory	1
• Tasmania	0
• Northern Territory	0
Total	36

Note: A number of persons assessed as suitable for migration/registration were not required to undertake a practice audit in Australia as they were holders of Australian qualifications.

In progress as at 30 June 2020

• New South Wales	15
• Victoria	10
• Western Australia	8
• Queensland	5
• South Australia	3
• Australian Capital Territory	0
• Tasmania	1
• Northern Territory	1
Total	43

Stage 2 Applications Received since Commencement of Audit Process

30 June 2001	7
30 June 2002	19
30 June 2003	10
30 June 2004	31
30 June 2005	29
30 June 2006	32
30 June 2007	40
30 June 2008	68
30 June 2009	72
30 June 2010	61
30 June 2011	64
30 June 2012	68
30 June 2013	72
30 June 2014	84
30 June 2015	76
30 June 2016	67
30 June 2017	83
30 June 2018	91
30 June 2019	95
30 June 2020	101
Total	<u>1170</u>

Appeals

No appeals have been received during the year to 30 June 2020.

FEE SCHEDULE – INTERNATIONALLY-QUALIFIED PRACTITIONERS

Stage 1 – Desktop Assessment

a)	Application or assessment of qualifications	A\$1,200.00
b)	Review of previous application	A\$ 500.00

Stage 2 – Supervised Practice Audit

Application for practice audit	A\$1,000.00
--------------------------------	-------------

Appeals

Level 1 appeal (OQAC)	A\$ 600.00
Level 2 appeal (IAP)	A\$ 600.00

Replacement of:

Assessment letter	A\$ 100.00
Certificate of Practical Completion	A\$ 100.00

RISK MANAGEMENT

A comprehensive risk review of the organisation including the enterprise risk management framework was undertaken in November 2019. The framework includes mechanisms for more regular ongoing operational and strategic risk management and review at all levels of the organisation.

STRATEGIC PLANNING

An Operational Plan has been developed to guide implementation of the Strategic Plan 2018-2021 approved by the Board in November 2018.

DEPARTMENT OF HOME AFFAIRS (DoHA) AND THE AUSTRALIAN GOVERNMENT DEPARTMENT OF EDUCATION AND TRAINING (DET)

The Australian Government's Skilled Migration programme is implemented through a partnership between government and industry. The Department of Home Affairs (DoHA) and the Australian Government, Department of Education and Training (DET) work with industry, represented by professional migration assessing authorities, (OTC has been appointed to assess occupational therapy qualifications) to ensure that policies and procedures for assessing the skills of prospective migrants are appropriate, transparent and do not pose unreasonable barriers to migration. This includes assessment of qualifications and English language to meet the OTC standards posed in the Stage 1 desktop assessment.

HEALTH PROFESSIONS ACCREDITATION COLLABORATIVE FORUM (HPACF)

(formerly HEALTH PROFESSIONS ACCREDITATION COUNCILS' FORUM)

The main purposes of this group are to:

- work together on issues of national and international importance to the regulated health professions;
- identify areas of common interest and concern in relation to the regulated health professions;
- work towards a position of consensus on identified issues and concerns;
- take joint action in areas of importance to the regulated health professions;
- develop joint position statements which provide recommended policy directions for governments and other relevant stakeholders.

The group was convened in 2010 following the introduction of the national registration and accreditation scheme, and membership of the group is comprised of those professions with external accreditation authorities appointed pursuant to the National Law and the Committees of national boards. The OTC was invited to be a part of the forum from 1 July 2012 when the profession became part of the national scheme.

Regular meetings have been held at which the OTC has been represented as follows:

02 August 2019	Canberra	Ms Jan Erven
05 December 2019	Melbourne	Assoc Prof Lynne Adamson and Mr Kim Bradbury
06 December 2019	Melbourne	Assoc Prof Lynne Adamson and Mr Kim Bradbury (focus was on cultural safety)
26 February 2020	Melbourne	Dr Jill Hummell
07 May 2020	Canberra	Cancelled due to COVID-19

OTHER MEETINGS AND FORUMS

The OTC has also been represented at the following meetings:

23 July 2019	Accreditation managers meeting	Ms Rebecca Allen
06 August 2019	Stage 2 working group with OTBA	Ms Jan Erven and Ms Geraldine Iwanicki
12 September 2019	Stage 2 working group with OTBA	Ms Jan Erven and Ms Geraldine Iwanicki
1 October 2019	NRAS	Assoc Prof Lynne Adamson
31 October 2019	Accreditation managers meeting	Ms Rebecca Allen
21 and 22 February 2020	Training for PAC assessors	Facilitated by Ms Rebecca Allen
27 February 2020	AHPRA and National Boards (NRAS)	Dr Jill Hummell and Ms Rebecca Allen
28 February 2020	Combined National Boards	Dr Jill Hummell and Ms Rebecca Allen
28 February 2020	OTBA Board Meeting	Dr Jill Hummell, Ms Rebecca Allen and Ms Geraldine Iwanicki
19 March 2020	Accreditation managers meeting	Ms Rebecca Allen
23 June 2020	Meeting with OTBA representatives via Zoom	Assoc Prof Lynne Adamson, Ms Jan Erven, Mr Kim Bradbury, Ms Rebecca Allen

ABORIGINAL AND TORRES STRAIT ISLANDER HEALTH STRATEGY

Plans for the OTC to host cultural safety training in April 2020, facilitated by Indigenous Allied Health Australia for directors, staff, professional advisers, committee members, and accreditation and assessment assessors was postponed due to COVID-19.

In December 2019, Associate Professor Lynne Adamson and Mr Kim Bradbury attended a cultural training workshop hosted by the Health Professions Accreditation Collaborative *Forum*.

PUBLICATIONS

a) Applications/Information Collection Forms

- Step-by-step process for internationally-qualified practitioners
- Stage 1 – application for desktop audit
- Stage 2 – application form for supervised practice
- Stage 2 – final report for supervised practice

b) Guidelines

- Stage 1 – explanatory notes for desktop assessment
- Stage 2 – Policy and procedures for period of supervised practice
- Stage 2 – guidelines for PREPARING supervised practice plan
- Stage 2 - example of application form for supervised practice
- Stage 2 - example of supervised practice plan

c) Templates

- Stage 2 – supervision log
- Stage 2 – supervised practice plan
- Stage 2 – midway and final progress report

d) General

- Appeal Process
- Accreditation guidelines for education providers
- Accreditation standards (December 2013)
- Accreditation standards (December 2018)
- Explanatory notes for simulation in practice education
- Accreditation status of programs in Australia
- Directors' Report
- Communiques from Directors' meetings
- Constitution

ACCREDITATION OF OCCUPATIONAL THERAPY PROGRAMS

Following approval by the OTBA, revised Accreditation Standards (December 2018) came into effect on 1 January 2020.

The following is a list of Australian entry-level qualifications in occupational therapy recognised by the OTC as at 30 June 2020:

	University and campus	Qualification	Accreditation status	Next accreditation review due before
1	Australian Catholic University: Melbourne campus	Bachelor of Occupational Therapy [Pass & Honours]	Accredited	31 December 2020
	Australian Catholic University: Sydney campus	Bachelor of Occupational Therapy [Pass & Honours]	Accredited	31 December 2021
	Australian Catholic University: Brisbane campus	Bachelor of Occupational Therapy [Pass & Honours]	Accredited	31 December 2022
2	Bond University	Master of Occupational Therapy	Accredited	31 August 2023
3	Charles Sturt University: Albury-Wodonga campus	Bachelor of Occupational Therapy [Pass & Honours]	Accredited	31 December 2024
	Charles Sturt University: Port Macquarie campus	Bachelor of Occupational Therapy [Pass & Honours]	Accredited with Conditions	31 December 2021
4	Central Queensland University: Rockhampton campus	Bachelor of Occupational Therapy [Honours]	Accredited	31 December 2021
	Central Queensland University: Bundaberg campus	Bachelor of Occupational Therapy [Honours]	Accredited	31 December 2021
5	Curtin University	Master of Occupational Therapy	Accredited	31 December 2022
		Bachelor of Science (Occupational Therapy)	Accredited until 31 December 2022	No new student intake
		Bachelor of Science (Occupational Therapy) [Honours]	Accredited	31 December 2022
6	Deakin University	Bachelor of Occupational Therapy [Pass & Honours]	Accredited	31 December 2021
7	Edith Cowan University	Bachelor of Science (Occupational Therapy) [Pass & Honours]	Accredited	31 December 2023
8	Flinders University	Master of Occupational Therapy	Accredited	31 December 2023

		Bachelor of Health Science/Master of Occupational Therapy	Accredited	31 December 2023
9	Griffith University: Gold Coast Campus	Bachelor of Occupational Therapy [Pass and Honours]	Accredited	31 December 2022
	Griffith University: Nathan Campus	Bachelor of Occupational Therapy [Pass and Honours]	Accredited with conditions	31 December 2021
10	James Cook University	Bachelor of Occupational Therapy [Pass & Honours]	Accredited	31 December 2020
11	La Trobe University: Melbourne campus	Bachelor of Health Sciences and Master of Occupational Therapy Practice	Accredited until 31 December 2020	No new student intake
		Bachelor of Applied Science and Master of Occupational Therapy Practice.	Accredited	31 December 2020
		Master of Occupational Therapy Practice	Accredited	31 December 2020
	La Trobe University: Bendigo campus	Bachelor of Health Sciences and Master of Occupational Therapy Practice	Accredited until 31 December 2020	No new student intake
		Bachelor of Applied Science and Master of Occupational Therapy Practice	Accredited	31 December 2020
		Master of Occupational Therapy Practice.	Accredited	31 December 2020
12	Monash University	Bachelor of Occupational Therapy [Honours]	Accredited	31 December 2024
		Master of Occupational Therapy Practice	Accredited	31 December 2024
13	Southern Cross University: Gold Coast campus	Bachelor of Occupational Therapy [Pass and Honours]	Accredited with Conditions	31 December 2022

	Southern Cross University: Coffs Harbour campus	Bachelor of Occupational Therapy [Pass and Honours]	Accredited with Conditions	31 December 2022
14	Swinburne University of Technology	Master of Occupational Therapy	Accredited	30 June 2023
15	University of Canberra	Master of Occupational Therapy	Accredited	31 December 2022
		Bachelor of Occupational Therapy (pass and honours)	Accredited with Conditions	31 December 2021
16	University of Newcastle	Bachelor of Occupational Therapy [Honours]	Accredited	30 June 2021
17	University of Queensland	Bachelor of Occupational Therapy [Honours]	Accredited	31 December 2021
		Master of Occupational Therapy Studies	Accredited	31 December 2021
18	University of South Australia	Bachelor of Occupational Therapy [Pass & Honours]	Accredited	31 December 2020
		Master of Occupational Therapy (graduate entry)	Accredited	31 December 2020
19	University of Sydney	Bachelor of Applied Science (Occupational Therapy) [Pass & Honours]	Accredited	31 December 2022
		Master of Occupational Therapy	Accredited	31 December 2022
20	University of the Sunshine Coast	Bachelor of Occupational Therapy [Pass]	Accredited until 31 December 2021	No new student intake.
		Bachelor of Occupational Therapy Honours	Accredited	31 December 2021
21	Western Sydney University	Bachelor of Occupational Therapy [Pass and Honours]	Accredited	31 December 2023

		Bachelor of Health Science [Pass & Honours] /Master of Occupational Therapy	Accredited until 31 December 2023	No new student intake.
--	--	---	-----------------------------------	------------------------

FEE SCHEDULE – PROGRAM ACCREDITATION

Programs currently accredited

Annual fee (2019/2020 financial year)	\$9,600.00
Annual fee (2020/2021 financial year)	\$9,850.00
Annual fee (2021/2022 financial year)	\$10,100.00
Annual fee (2022/2023 financial year)	\$10,350.00
Annual fee (2023/2024 financial year)	\$10,600.00
Annual fee (2024/2025 financial year)	\$10,850.00

Programs of study offered across multiple campuses receive a 50 per cent discount to the annual fee for each additional campus.

Where an education provider offers multiple programs of study, a 50 per cent discount will be applied to each additional program. A 75 per cent discount will be applied to fully embedded programs e.g. a Master program when it is also delivered as part of a Bachelor/Master program. There is no additional fee for embedded Honours programs when they are delivered concurrently with a Bachelor level program of study.

New programs seeking initial accreditation

Initial accreditation fee levied at the time the Stage 2 accreditation application is received:

2019/2020	\$7,300.00
2020/2021	\$7,500.00
2021/2022	\$7,700.00
2022/2023	\$7,900.00
2023/2024	\$8,100.00
2024/2025	\$8,300.00

An annual fee will commence in the first year of delivery of a new program.

Site visit costs

A site visit fee will be levied at the time of a scheduled accreditation assessment visit. Scheduled visits include the Stage 3 accreditation site visit for new programs and a reaccreditation site visit every 5 years for established programs.

2019/2020	\$7,300.00
2020/2021	\$7,800.00
2021/2022	\$8,000.00
2022/2023	\$8,200.00
2023/2024	\$8,400.00
2024/2025	\$8,600.00

An additional fee, typically \$2000 (+CPI) per day, will apply when a site visit requires concurrent review of programs delivered at more than one campus. Additional site visits e.g. to assess major changes to program of study, will be charged on the same daily fee basis.

Site visits to programs delivered off-shore will be charged on a cost recovery basis.

The OTC will appropriately and transparently adjust site visit fees where accreditation and re-accreditation deviates from the usual process; for example, where a site visit requires additional days as described above, or in other specific situations. In these circumstances, liaison will occur with the head of program prior to the site visit.

Payment methods:

Payment of fees may be made as follows:

- Credit card – Visa or Mastercard
- A money order issued by Australia Post.
- A bank cheque drawn by an Australian bank.
- A personal cheque drawn on an Australian bank account.
- Foreign bank draft in Australian dollars and drawn on an Australian bank.
- Direct debit.

The above fees are non-refundable. The fees are GST free under section 38-110 of A New Tax System (Goods and Services Tax) Act 1999.

OCCUPATIONAL THERAPY BOARD OF AUSTRALIA (OTBA)

During the year to 30 June 2020 the OTC directors and/or its representatives have attended meetings to ensure the assessment and accreditation functions undertaken by the OTC continue to meet the OTBA standards and legislative requirements of the National Law.

Representatives of the OTBA have met face-to-face with the directors at the meeting in Adelaide in November 2019. The meeting scheduled for April 2020 was cancelled due to COVID-19, and a smaller meeting via Zoom arranged for June 2020.

The OTC currently assesses qualifications and skills of internationally-qualified occupational therapists and recommends recognition of accredited programs of study for registration purposes. The OTC has the charter, independence and capacity to undertake the full range of accreditation functions outlined in the National Law.

The accreditation functions are:

- developing accreditation standards for approval by a National Board;
- assessing programs of study, and the education providers that provide the programs of study, to determine whether the programs meet approved accreditation standards;
- assessing authorities in other countries to decide whether persons who complete the program of study conducted or accredited by the authorities have the skills and knowledge to practise the profession in Australia;
- overseeing the assessment of the skills and knowledge of internationally-qualified occupational therapists who are seeking registration in Australia, and
- making recommendations and giving advice to a National Board about the above matters.

OCCUPATIONAL THERAPY AUSTRALIA LIMITED (OTA)

OTC maintains a collaborative and ongoing working relationship with OTA.

Assoc Prof Lynne Adamson and Dr Jill Hummell attended the OTA Education Day on 9 July 2019 to provide an overview of the implementation process for the Accreditation Standards (December 2018) and advances in cultural competence.

FINANCES

The OTC has been endorsed by the Australian Taxation Office as an income tax exempt charitable entity.

The fees for assessing overseas qualifications are GST free in accordance with Section 38-110 of A New Tax System (Goods and Services Tax) Act, 1999.

The OTC is registered for GST and has an ABN – 50 377 833 627.

CERTIFICATE

In our opinion:

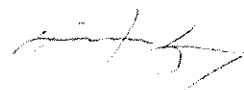
- a. The attached Statement of Financial Performance and the Statement of Financial Position, and notes thereto present fairly, in accordance with Australian Accounting Standards, the financial position of the Occupational Therapy Council of Australia Ltd (OTC) as of 30 June 2020 and the results of its operations for the year then ended;

and

- b. Internal controls over financial reporting have been effective throughout the year.



Lynne Adamson
CHAIRPERSON
14 October 2020



Kimberley Bradbury
CHIEF EXECUTIVE OFFICER



AUDITOR'S INDEPENDENCE DECLARATION
UNDER SECTION 307C OF THE CORPORATIONS ACT 2001
TO DIRECTORS OF
OCCUPATIONAL THERAPY COUNCIL OF AUSTRALIA LIMITED

I declare that, to the best of my knowledge and belief, during the year ended *30 June 2020* there have been:

- a. no contraventions of the auditor independence requirements as set out in the Corporations Act 2001 in relation to the audit; and
- b. no contraventions of any applicable code of professional conduct in relation to the audit.

SHAKESPEARE PARTNERS (AUDIT) PYT LTD
Chartered Accountants

Leigh-Anne Meyerowitz
Auditor Registration Number: 279757
14 October 2020

DIRECTORS: Leigh-Anne Meyerowitz CA | Stephen Thompson CA

OCCUPATIONAL THERAPY COUNCIL AUSTRALIA LIMITED
ABN: 50 377 833 627

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

OCCUPATIONAL THERAPY COUNCIL OF AUSTRALIA LIMITED

ABN: 50 377 833 627

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020**Statement of Profit or Loss and Other Comprehensive Income**

	Note	2020	2019
		\$	\$
Revenue and Other Income			
Revenue	2(A)	673,900	606,325
Other income	2(B)	19,704	2,070
Revenue and Other Income	1.3	<u>693,604</u>	<u>608,395</u>
Meeting Costs	2(E)	27,452	43,403
Management and Administration Expenses	2(E)	403,159	380,945
Office Costs	2(E)	58,395	67,260
Expenditure	1.3	<u>489,006</u>	<u>491,608</u>
Total Comprehensive Income/(Loss) for the Year		<u>204,598</u>	<u>116,787</u>

The accompanying notes form part of these financial statements.

OCCUPATIONAL THERAPY COUNCIL OF AUSTRALIA LIMITED

ABN: 50 377 833 627

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

Statement of Financial Position

	Note	2020 \$	2019 \$
Assets			
Current Assets			
Cash and Cash Equivalents	3	752,969	519,703
Trade and Other Receivables	4	50,798	60,007
Total Current Assets		<u>803,767</u>	<u>579,710</u>
Non-Current Assets			
Plant and Equipment	5	1,871	2,822
Total Non-Current Assets		<u>1,871</u>	<u>2,822</u>
Total Assets		<u>805,638</u>	<u>582,532</u>
Liabilities			
Current Liabilities			
Trade Creditors and Other Payables	6	43,079	25,574
Provisions	7	37,428	36,425
Total Liabilities		<u>80,507</u>	<u>61,999</u>
Net Assets		<u>725,131</u>	<u>520,533</u>
Funds			
Accumulated Funds	8	725,131	520,533
Total Funds		<u>725,131</u>	<u>520,533</u>

The accompanying notes form part of these financial statements.

OCCUPATIONAL THERAPY COUNCIL OF AUSTRALIA LIMITED

ABN: 50 377 833 627

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

Statement of Changes in Equity

	Note	Funds \$
Balance at 30 June 2018		403,746
Net surplus		116,787
Balance as at 30 June 2019		<u>520,533</u>
Net surplus		204,598
Balance as at 30 June 2020	8	<u>725,131</u>

The accompanying notes form part of these financial statements.

OCCUPATIONAL THERAPY COUNCIL OF AUSTRALIA LIMITED

ABN: 50 377 833 627

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

Statement of Cash Flows			
	Note	2020	2019
		\$	\$
Cash flows from operating activities			
Receipts from:			
Receipts		755,169	693,640
Interest Income		576	2,070
Payments to suppliers & employees		(522,479)	(516,098)
Net cash flows from operating activities	9	<u>233,266</u>	<u>179,612</u>
Cash flows from investing activities			
Purchase of plant and equipment		-	(1,769)
Net cash flows used in investing activities		<u>-</u>	<u>(1,769)</u>
Net increase/(decrease) in cash and cash equivalents		233,266	177,843
Cash and cash equivalents at beginning of year		519,703	341,860
Cash and cash equivalents at end of year	1.3, 3	<u>752,969</u>	<u>519,703</u>

The accompanying notes form part of these financial statements.

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

Notes to and forming part of the financial statements

1. Statement of Significant Accounting Policies

The directors have prepared the financial statements on the basis that the company is a non-reporting entity because there are no users dependent on a general purpose financial report. The financial report is therefore a special purpose financial report that has been prepared in accordance with the requirements of section 60.30 of the Australian Charities and Not-for-profits Commission Regulation 2013 (ACNC Regulation) and in order to meet the requirements of the Corporations Act 2001.

These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and Interpretations and the disclosure requirements of AASB 101 Presentation of Financial Statements, AASB 107 Statement of Cash Flows, AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors, AASB 1048 Interpretation of Standards, AASB 1053 Application of Tiers of Australian Accounting Standards, AASB 1054 Australian Additional Disclosures and AASB 1057 Application of Australian Accounting Standards.

Occupational Therapy Council of Australia Limited is a company limited by guarantee, incorporated and domiciled in Australia. The Company is a not-for-profit entity for the purpose of preparing financial statements under Australian Accounting Standards.

1.1 Basis of preparation

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs unless otherwise stated in the notes. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise. The amounts presented in the financial statements have been rounded to the nearest dollar.

1.2 New and amended standards adopted by the Company

The Company has adopted all the amendments to Australian Accounting Standards issued by the Australian Accounting Standards Board, which are relevant to and effective for the Company's financial statements for the annual period beginning 1 July 2019.

The Company has adopted AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities for the first time in the current year with a date of initial application of 1 July 2019. It has been assessed there has been no impact on these financial statements from applying AASB 15 and AASB 1058.

The Company has adopted AASB 16 Leases and as no lease is held by the Company there is no impact on these financial statements.

1.3 Significant accounting policies

Revenue

Revenue is measured at the fair value of consideration received or receivable.

Assessment fees apply to the financial year and no liability arises to refund fees paid in the event of loss or surrender of assessment. Fees are recognised as income in the year they are received.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument.

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to a particular category they have been allocated to activities on a basis consistent with use of the resources.

Management and administration costs are those incurred in connection with administration of the company.

Meeting costs are those incurred in connection with meetings, conferences and teleconferences paid in accordance with the company's remuneration policy.

Office costs are those costs directly incurred in supporting the objectives of the company.

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

Notes to and forming part of the financial statements

Cash and Cash Equivalents

Cash and cash equivalents in the statement of financial position comprise cash at bank and in hand and is subject to insignificant risk of changes in value. For the purposes of the statement of cash flow, cash and cash equivalents consist of cash and cash equivalents as defined above.

Trade and Other Receivables

The carrying amount of the receivable is deemed to reflect fair value. An allowance for doubtful debts is made when there is objective evidence that the company will not be able to collect the debts. Bad debts are written off when identified.

Plant and Equipment

Plant and equipment is stated at cost less accumulated depreciation and any accumulated impairment losses. impairment losses.

Items of plant and equipment are depreciated over their useful lives to the company commencing from the time the asset is held ready for use. Depreciation is calculated on a diminishing value basis over the expected useful economic lives of the assets.

	2020	2019
	%pa	%pa
Plant and Equipment	20	20
Computer Equipment	40	40

The carrying values of plant and equipment are reviewed for impairment at each reporting date, with recoverable amounts being estimated when events or changes in circumstances indicate that the carrying value may be impaired.

The recoverable amount of plant and equipment is the higher of fair value less costs of disposal and value in use. Any excess of the asset's carrying value over its recoverable amount is recognised immediately in profit or loss. Any impairment loss exists when the carrying value of an asset exceeds its estimated recoverable amount. The asset is then written down to its recoverable amount.

Any item of plant and equipment is derecognised upon disposal, when the item is no longer used in the operations of the company or when it has no sale value. Any gain or loss arising on derecognition of the asset is included in profit and loss in the year the asset is derecognised.

Impairment

At the end of each reporting period, the company assesses whether there is objective evidence that a financial asset has been impaired. A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which has an impact on the estimated future cash flows of the financial asset(s).

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors (or a group of debtors) are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account, or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

When the terms of financial assets that would otherwise have been past due or impaired have been renegotiated, the company recognises the impairment for such financial assets by taking into account the original terms as if the terms have not been renegotiated so that the loss events that have occurred are duly considered.

Trade Creditors and Other Payables

Trade and other payables represent liabilities for goods and services provided to the company before the end of the financial year that are unpaid. These amounts are usually settled in 30 days. The carrying amount of the creditors and payables is deemed to reflect fair value.

OCCUPATIONAL THERAPY COUNCIL OF AUSTRALIA LIMITED

ABN: 50 377 833 627

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

Notes to and forming part of the financial statements

Employee Benefits

Employee benefits comprise wages and salaries and contributions to superannuation plans.

Liabilities for wages and salaries expected to be settled within 12 months of the reporting date are recognised in other payables in respect of employees' services up to the reporting date. Liabilities for annual leave in respect of employees' services up to the reporting date that are expected to be settled within 12 months after the end of the period in which the employees render the related services are recognised in the provision for annual leave. Both liabilities are measured at the amounts expected to be paid when the liabilities are settled.

The company pays contributions to certain defined contribution superannuation plans. Contributions are recognised in the statement of profit and loss and other comprehensive income when they are due.

Taxation

Income Tax

The company is a not for profit entity and for the purposes of Australian taxation legislation is therefore exempt from income tax. This exemption has been confirmed by the Australian Taxation Office.

Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

GST is not receivable on fees prescribed by the Act and Regulations.

Payables are stated inclusive of the amount of GST receivable. The amount of GST recoverable from the ATO is included with other receivables in the statement of financial position. Cash flows are presented on a net basis.

Provisions

Provision are recognised when the entity has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

Critical Accounting Estimates and Judgements

The directors evaluate estimates and judgements incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the company.

Key estimates

(i) Impairment - general

The company assesses impairment at the end of each reporting period by evaluating conditions and events specific to the company that may be indicative of impairment triggers. Recoverable amounts of relevant assets are reassessed using value-in-use calculations which incorporate various key assumptions.

(ii) Other Income

The company estimates fees receivable from Occupational Therapy Board of Australia (OTBA) in relation to the accreditation process of the company as the nominated accreditation authority at the end of each reporting period.

OCCUPATIONAL THERAPY COUNCIL OF AUSTRALIA LIMITED

ABN: 50 377 833 627

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

Notes to and forming part of the financial statements

(iii) Committee Expenses

There are three committees to which costs are apportioned: Overseas Qualification Assessment Committee (OQAC); Programme Accreditation Committee (PAC); Governance and Strategic Affairs Committee (GSAC).

Direct costs are charged 100% to the relevant committee. Proportional costs are charged on the following basis:

OQAC 45%; PAC 45%; GSAC 10%.

2 Revenue, Other Income and Expenses

		2020	2019		
(A)	Revenue	\$	\$		
	Fees received	673,900	606,325		
	Total Revenue	673,900	606,325		
(B)	Other Income				
	Interest received	3,350	2,070		
	Other Income	16,354	-		
	Total Other Income	19,704	2,070		
	Total Revenue and Other Income	693,604	608,395		
(C)	Expenses	2020	2019		
		\$	\$		
	Depreciation	951	939		
	Auditors remuneration	3,400	2,544		
(D)	Employee Benefits Expense	2020	2019		
		\$	\$		
	Wages and salaries	205,560	194,428		
	Workers compensation insurance	1,353	1,220		
	Defined contribution superannuation expense	18,006	16,839		
	Annual leave provision	1,695	4,987		
	Long service leave provision	2,798	18,027		
(E)	Committee Expenses			2020	2019
		OQAC	PAC	GSAC	Total
		\$	\$	\$	Total
	Meeting Costs	10,378	13,073	4,001	43,403
	Management and Administration Costs	164,542	207,546	31,071	380,945
	Office Costs	19,988	33,946	4,461	67,260
	Total Costs	194,908	254,565	39,533	491,608

Costs are apportioned to different committees for the purpose of cost analysis. These committees are described in detail in the Directors' Report.

OCCUPATIONAL THERAPY COUNCIL OF AUSTRALIA LIMITED

ABN: 50 377 833 627

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

Notes to and forming part of the financial statements

3	Cash and Cash Equivalents	2020	2019
		\$	\$
	Cash at bank	<u>752,969</u>	<u>519,703</u>
	Cash at bank earns interest at floating rates based on daily deposit rates.		
4	Trade and Other Receivables	2020	2019
		\$	\$
	Debtors	400	27,450
	Prepayments & other accrued income	50,398	32,557
		<u>50,798</u>	<u>60,007</u>
5	Plant and Equipment		
		\$	
	Cost or fair value		
	At 1 July 2018	4,471	
	Additions	1,769	
	Disposals	<u>-724</u>	
	At 30 June 2019	5,516	
	Additions	-	
	At 30 June 2020	<u>5,516</u>	
	Accumulated Depreciation		
	At 1 July 2018	2,455	
	Disposals	<u>-700</u>	
	Charge for year	939	
	At 30 June 2019	2,694	
	Charge for year	<u>951</u>	
	At 30 June 2020	<u>3,645</u>	
	Net Carrying Amount		
	At 30 June 2020	<u>1,871</u>	
	At 30 June 2019	<u>2,822</u>	
6	Trade Creditors and Other Payables	2020	2019
		\$	\$
	Trade Creditors	19,853	13,602
	Other Creditors	<u>23,226</u>	<u>11,972</u>
		<u>43,079</u>	<u>25,574</u>
7	Provisions	2020	2019
(A)	Current	\$	\$
	Annual leave	16,603	18,398
	Long service leave	<u>20,825</u>	<u>18,027</u>
		<u>37,428</u>	<u>36,425</u>

OCCUPATIONAL THERAPY COUNCIL OF AUSTRALIA LIMITED

ABN: 50 377 833 627

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

Notes to and forming part of the financial statements

8 Total Funds

(A) Movement in Funds

Details of the movement in funds are provided in the statement of changes in funds.

(B) Details of Funds included in Statement of Changes in Funds

Accumulated Funds

Represents the funds that are not designated for any particular purpose.

(C) Members' Guarantee

The company is limited by guarantee. In the event of the company being wound up, the constitution states that each member is required to contribute a maximum of \$10 towards meeting any outstanding obligations of the company.

At 30 June 2020 the number of members was 7. (2019: 7)

9 Cash Flow Information

Reconciliation of net surplus for the year to net cash flow from operations

	2020	2019
	\$	\$
Net Surplus/(Loss) for the Year	204,598	116,787
Depreciation of plant and equipment	951	939
Write off of assets	-	25
(Increase)/Decrease in Accounts Receivables	9,209	58,850
Increase/(Decrease) in Accounts Payable	17,505	(20,002)
Increase/(Decrease) in Provisions	1,003	23,013
Net Cash Flow from Operations	<u>233,266</u>	<u>179,612</u>

10 Commitment and Contingencies

No contingent liabilities exist at 30 June 2020.

11 Related Parties and Related Party Transactions

(A) Directors' Compensation

During the year, Directors received compensation for their services and were reimbursed for their travel expenses incurred in fulfilling their roles.

	2020	2019
	\$	\$
Directors' Fees	53,924	45,008
Travel expenses	17,452	33,308

(B) Related Party Transactions

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other persons unless otherwise stated.

12 Additional Company Information

The registered office of the company and its principal place of business is:

68 South Terrace
South Perth WA 6151

OCCUPATIONAL THERAPY COUNCIL OF AUSTRALIA LIMITED

ABN: 50 377 833 627

Directors' Declaration for the Year Ended 30 June 2020

In accordance with a resolution of the directors of Occupational Therapy Council of Australia Limited, the directors have determined that the company is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies described in Note 1 to the financial statements.

The directors of the company declare that:

- 1 The financial statements and notes are in accordance with the Corporations Act 2001 and:
 - (a) comply with the Australian Accounting Standards; and
 - (b) give a true and fair view of the financial position of the company as at 30 June 2020 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements.
- 2 In the directors' opinion there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.
- 3 The financial statements and notes satisfy the requirements of the Australian Charities and Not-for-profit Commission Regulation 2013.

Signed in accordance with subsection 60.15(2) of the Australian Charities and Not-for-profit Commission Regulation 2013.

A handwritten signature in black ink, appearing to read 'L. Adamson', written in a cursive style.

Lynne Adamson (Chairperson)

Dated 14 Oct 2020

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF OCCUPATIONAL THERAPY COUNCIL OF AUSTRALIA
LIMITED**

Report on Audit of the Financial Report

I have audited the accompanying financial report, being a special purpose financial report, of Occupational Therapy Council of Australia Limited (the Company), which comprises the statement of financial position as at 30 June 2020, and the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and the directors' declaration.

In my opinion the financial report of Occupational Therapy Council of Australia Limited is in accordance with Division 60 of the *Australian Charities and Not-for-Profits Commission Act 2012* (the ACNC Act) and *Corporations Act 2001*, including:

- a. giving a true and fair view of the Company's financial position as at 30 June 2020 and of its performance for the year ended; and
- b. complying with Australian Accounting Standards to the extent described in Note 1, Division 60 of the *Australian Charities and Not-for-Profits Commission Regulation 2013* and *Corporations Regulations 2001*.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Company in accordance with the auditor independence requirements of the *Corporations Act 2001* and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I confirm that the independence declaration required by the *Corporations Act 2001*, which has been given to the directors of the Company, would be in the same terms if given to the directors as at the time of this auditor's report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Basis of Accounting

I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Company's financial reporting responsibilities under the ACNC Act and the directors' financial reporting responsibilities under the *Corporations Act 2001*. As a result, the financial report may not be suitable for another purpose. My opinion is not modified in respect of this matter.

DIRECTORS: Leigh-Anne Meyerowitz CA | Stephen Thompson CA

Other Information

The directors are responsible for the other information. The other information comprises the information included in the Company's annual report for the year ended 30 June 2020, but does not include the financial report and my auditor's report thereon.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the Directors for the Financial Report

The directors of the Company are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the ACNC Act, the *Corporations Act 2001* and is appropriate to meet the needs of the members. The directors' responsibility also includes such internal control as the directors determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the directors are responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the Company or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: <http://www.auasb.gov.au/Home.aspx>. This description forms part of my auditor's report.

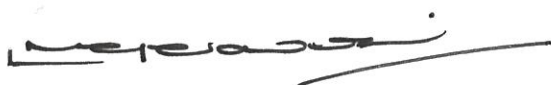
As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgment and maintain professional scepticism throughout the audit. I also:

DIRECTORS: Leigh-Anne Meyerowitz CA | Stephen Thompson CA

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

SHAKESPEARE PARTNERS (AUDIT) PTY LTD
CHARTERED ACCOUNTANTS



Leigh-Anne Meyerowitz
Auditor Number: 279757

14 October 2020

DIRECTORS: Leigh-Anne Meyerowitz CA | Stephen Thompson CA

Shakespeare Partners (Audit) Pty Ltd | ABN 67604460568
47 Outram Street, West Perth, Western Australia 6005 | PO Box 1257, West Perth, Western Australia 6872
www.shakes.com.au | info@shakes.com.au | Ph. +61 (08) 9321 2111 | Fax. +61 (08) 9321 2050
Liability limited by a scheme approved under Professional Standards Legislation