

Professional reference example

07.16

ACCEPTABLE

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

Reference to be provided on official letterhead

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

Date written

Address to ACWA

GPO Box 400
Canberra City ACT 2601
Australia

Applicant's full name

Brief overview

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

Body of reference

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

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

Name, signature and position of the referee

Designation

Must be a nurse or midwife

What we CANNOT accept

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