

# Professional reference example

A brief guide to help you prepare your professional reference for submission to the Australian Nursing and Midwifery Accreditation Council.

## Reference to be provided on official letterhead

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

### Date written

### Address to ANMAC

GPO Box 400  
Canberra City ACT 2601  
Australia

## Applicant's full name

### Brief overview

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

### Body of reference

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

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

### Name and signature of referee

### Designation

Must be RN/RM

### What we CANNOT accept

- Employment that is less than three months (full time equivalent) duration.
- 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.