

# Application for credit towards the VCE/VCAL

## COLLECTION NOTICE

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006* (Vic). The VCAA collects the information requested in this form, which includes personal information within the meaning of the *Privacy and Data Protection Act 2014* (Vic) (PDP Act), for the purpose of facilitating an application for a student to obtain credit towards the VCE/VCAL. The personal information collected in this form will be disclosed to and used by relevant VCAA employees and/or contractors in the VCAA Student Records and Results Unit for and in connection with the abovementioned purpose. The personal information collected will not otherwise be used or disclosed by the VCAA, except with the consent of the individual, or if the VCAA is required or otherwise permitted by law to do so. When an individual's personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal information will be or has been provided to the VCAA, the purpose for which it will be or was provided and to whom it will be or is likely to be disclosed. If the requested personal information is not provided, the student named on this form will not be able to obtain credit towards the VCE/VCAL. An individual may request access to personal information the VCAA holds about them, and request its correction if inaccurate. To do so, please contact VCAA Student Records and Results Unit on (03) 9032 1742. The VCAA Privacy Policy can be found at: [www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx](http://www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx).

**Please print clearly and in CAPITAL LETTERS.** Return completed application to Student Records and Results Unit, Victorian Curriculum and Assessment Authority, Level 7, 2 Lonsdale Street, Melbourne VIC 3000, by email to [student.records@edumail.vic.gov.au](mailto:student.records@edumail.vic.gov.au) or by fax to (03) 9032 1591.

This application is to be completed by all students who are currently enrolled in the VCE or VCAL and are seeking to obtain credit for previously completed interstate or overseas equivalent study.

Students are required to attach copies (certified by the principal) of statements of results for interstate, overseas or International Baccalaureate studies, or statements of attainment and/or certificates for Vocational Education and Training and/or Further Education (VET/FE). Documents presented must be in English or translated into English by a recognised translation authority. All students must complete Parts A, B and F. The principal must complete Part E for students from interstate. Students applying for credit for previously completed VET/FE training must complete Part C.

## PART A: STUDENT INFORMATION

Please ensure details are identical to those on VASS.

VCAA Student Number

First name

Surname

Date of birth  /  /   Male  Female  Gender X (undefined)

Address

Suburb

State/Country  Postcode

Telephone (  )

## PART B: SCHOOL INFORMATION

Current enrolment  VCE  VCAL

Home school name

Home school telephone number (  )  Home school number

## PART C: VET/FE AND REGISTERED TRAINING ORGANISATION (RTO) INFORMATION

For VET/FE credit only.

### VET/FE DETAILS

Qualification code   
*(for example, 21251VIC)*

Title   
*(for example, Certificate II in General Education for Adults)*

RTO Code

RTO Name

## PART D: EQUIVALENT STUDY DETAILS

Include details of interstate or overseas studies.

Country, state or territory

Year qualification obtained/attempted

Name of qualification

*(for example GCE Ordinary Level, partly completed New South Wales HSC)*

This qualification was attempted over:  half an academic year  full academic year

## PART E: PRINCIPAL ASSESSMENT

To be completed by school principal or delegate. For interstate students only with full or part Year 11 qualifications.

Total number of units at Unit 1 and 2 level credited

Number of units of English at Unit 1 and 2 level credited (0, 1 or 2)

## PART F: GENERAL DECLARATION

It is the responsibility of the student to supply complete and correct information on this form. The VCAA does not accept responsibility for verifying the completeness or accuracy of information provided by the student.

I declare that to the best of my knowledge the information supplied herein is complete and correct.

Student's signature

Date

I declare that to the best of my knowledge the information supplied herein is complete and correct.

Principal's signature

*(or delegate)*

Date

### OFFICE USE ONLY

#### Assessment/Recommendation

##### Units 1 and 2

Total number of units granted at Units 1 and 2 level

Number of English units granted at Units 1 and 2 level

##### Units 3 and 4

Total number of units granted at Units 3 and 4 level

Number of English units granted at Units 3 and 4 level

Total number of Units 3 and 4 level sequences in studies other than English

#### Comments/Notes

Name of person completing assessment recommendation

Assessed/Recommended

Date