

Victorian Certificate of Education

Application for Statement of Equivalent Qualification

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), for the purpose of facilitating an application for statement of equivalent qualification, including processing the payment of relevant application fees. The personal information collected in this form will be disclosed to and used by relevant VCAA employees and/or contractors 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 application will not be processed. An individual may request access to personal information the VCAA holds about them, if any, 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.

Return application by mail or lodge in person to Student Records and Results Unit, VCAA, Level 7, 2 Lonsdale Street, Melbourne, Victoria, 3000. Provide certified copies of original official educational documents. Do not provide original documents.

If any original educational documents are not in English, full official translations of each one, made by a recognised translation authority or agency, must be attached to this application. Contact the National Accreditation Authority for Translators and Interpreters (NAATI): www.naati.com.au. An official translating service is also available at the Australian Government Department of Home Affairs Immigration and citizenship: <https://translating.homeaffairs.gov.au/en>.

ONLY ONE SENIOR SECONDARY LEVEL (YEARS 10, 11 OR 12) CAN BE ASSESSED PER APPLICATION. IF MORE THAN ONE LEVEL NEEDS TO BE ASSESSED, THEN SEPARATE APPLICATIONS MUST BE SUBMITTED FOR EACH.

The VCAA does not assess tertiary qualifications or interstate/international teaching qualifications.

For assessment of tertiary qualifications, please refer to the Overseas Qualification Unit (OQU): <https://liveinmelbourne.vic.gov.au/work/overseas-qualification-unit>, email: ouq@livemelbourne.vic.gov.au or phone: 1300 492 606.

For assessment of international teaching qualifications, please refer to the Victorian Institute of Teaching (VIT): www.vit.vic.edu.au, email: vit@vit.vic.edu.au or phone 1300 888 067.

Please print clearly and in CAPITAL LETTERS.

SECTION 1: PERSONAL DETAILS

Title
(Mr, Mrs, Miss, Ms)

Surname

First name

Former or maiden name
(if applicable)

Date of birth / /

Address

Suburb **State** **Postcode**

Mobile **Telephone (home)** ()

Telephone (work) ()

Email

SECTION 2: SCHOOL EDUCATION DETAILS

Number of years of primary or basic schooling completed **Year completed**

Number of years of secondary schooling completed **Year completed**

Name of final examination taken or title of certificate awarded (if any) when you completed secondary school
(In your own language and English)

Name of country in which certificate was awarded

SECTION 3: POST-SECONDARY EDUCATION DETAILS (OPTIONAL)

Institution name

Institution address

(if known)

Degree/diploma/title awarded

(In your own language and English)

Date of award / / What was the normal duration of the course completed? years semesters

SECTION 4: CHECKLIST

Please provide sufficient documentation to ensure that the identity of the applicant on the educational documents is confirmed.

Indicate who completed this form

- This application form was completed by the applicant.
- This application form was completed on behalf of the applicant **and** an authorisation letter from the applicant is attached.

The following documents must be attached

- Certified copy of identification document (passport, driver's licence, birth certificate or similar).
- Certified copies of the original official educational documents.
- Certified translations of the originals (if applicable).

Indicate whether the following additional documents are attached

Evidence of change of name (if applicable). Only the following documents are accepted.

- Marriage certificate
- Deed poll

Signature of applicant or person authorised to complete this form on behalf of the applicant

Date

SECTION 5 : PAYMENT DETAILS

Please select one service from below

- Normal processing service (\$32.20)** (Allow 14 – 21 working days following receipt of application and payment).
- Priority processing service (\$60.75)** - \$32.20 normal processing service fee plus \$28.55 priority processing service fee (including GST)
(Your application will be processed within 48 hours of receipt. Delivery by Australia Post will take longer than 48 hours).
- Cheque or Money Order (payable to the VCAA)** **Mastercard** **Visa**

Total amount payable \$.

Card number Expiry date /

Cardholder's name

Cardholder's signature Date

This document becomes a tax invoice upon payment. Please make a copy of this form for your own taxation records as no receipt will be supplied.

Fees and charges are inclusive of GST unless shown otherwise