

Internal and external reviews

Equivalency of non-Queensland school qualifications

The following information is based on Part 5 Review of decisions of the Education (Queensland Curriculum and Assessment Authority) Act 2014.

Internal review

If an applicant wishes to apply for a review of a decision the QCAA has made, they must do so in writing within seven days of receiving the letter outlining the decision.

The applicant must state fully the grounds for the review application and provide additional supporting evidence.

In the first instance the application will be treated by way of an internal review. The QCAA will appoint an internal review officer to conduct the review. If practicable, this person will not have assisted in making the original decision and will not be less senior than the person who helped to make the original decision.

The internal review officer will come to an outcome based on all of the following:

- material that led to the original decision
- reasons for the original decision
- any other relevant material.

The internal review officer will report to the QCAA on the review and the QCAA will do one of the following:

- confirm the original decision
- amend the original decision
- substitute another decision for the original decision.

The QCAA will, as soon as practicable, tell the applicant in writing of the outcome of the review and the reasons for the decision.

External review

Under the Judicial Review Act 1991, a person dissatisfied with the decision on their application can apply for a judicial review of the decision by the Supreme Court.

More information

If you would like more information, please visit the QCAA website www.qcaa.qld.edu.au. Alternatively, email the Equivalency Unit at equivalency@qcaa.qld.edu.au.