

Application for QCE credit and relaxation of the studies that contribute to completed Core – Overseas student

Queensland Certificate of Education (QCE)

Form 3

Complete this form electronically. Do not print.

This form is submitted by a student's main learning provider (MLP) to apply for QCE credit for previously completed overseas studies and link these studies to current subjects for eligible credit to contribute to the completed Core (set pattern requirement of the QCE).

Evidence must be submitted with this form as outlined on page 2.

Student details Enter details as recorded in Student Management.

LUI	<input type="text"/>	Date of birth	<input type="text"/>
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Given name/s</small>	<small>Preferred name</small>	<small>Family name</small>
Sex	<input type="text"/>		

Previous registration

School	<input type="text"/>		
Town or city	<input type="text"/>	Country	<input type="text"/>
Date registration ceased	<input type="text"/>	Year level at exit	<input type="text"/>
Name of certificate or diploma the student was studying towards at their last school (e.g. Abitur, Diploma de Maturitate, GCSE, Lukionpaastotodistus)	<input type="text"/>		

Current registration (MLP)

School	<input type="text"/>		
Date of registration	<input type="text"/>	Exit year	<input type="text"/>

The information you provide on this form is being collected and used in relation to the QCAA's functions and powers prescribed under Part 2 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014*. The information will be accessed by QCAA staff and handled in accordance with the *Information Privacy Act 2009*. Information held by the QCAA is also subject to the *Right to Information Act 2009*.

Current enrolments

The QCAA will use evidence of previous studies provided by the school to determine if/which:

- QCE credit will be assigned from studies completed at the previous school
- studies may be linked to current enrolments to be eligible to contribute to the completed Core.

Enter enrolment information below as it is recorded in Student Management.

QCAA General/Applied subjects	Unit enrolments			
	1	2	3	4

Additional information

Provide any additional relevant information.

Required documentation for previous studies

Evidence of the studies that QCE credit is being applied for must be included in this application. Relevant documents must be submitted to the QCAA to verify registration, enrolments and results.

Documents may include school reports or official certification of results for senior school studies completed or partially completed.

Please indicate which documents are included (in a single attachment where possible) with this application form.

Evidence	Comment/description
School reports or official certification of results are included for:	Include name of document and studies applying to have QCE credit assigned by the QCAA

Translation

Documents produced in a language other than English must be translated into English by an accredited translator. To find a translator, go to the National Accreditation Authority for Translators and Interpreters (NAATI) website: www.naati.com.au.

Principal/Principal's delegate declaration

I declare that the information in this application:

- is complete and correct
- has been checked with the student and they and their parent/carer are aware of this application
- includes evidence documents that are authentic and have not been altered in any way.

Principal/Principal's delegate name Date

Contact details
Phone Email

Submitting this application

1. Complete this form electronically. Do not print and scan this form.
2. Save the completed application form ('save as' with an appropriate filename).
3. The Principal/Principal's delegate must email this form and evidence file (as attachment) from their school email address to **rocc@qcaa.qld.edu.au**.

A decision regarding the outcome of this application will be sent by return email.

Enquiries

If you have questions about:

- submitting this application, email **rocc@qcaa.qld.edu.au**
- QCE eligibility, email **QCEforschools@qcaa.qld.edu.au**.