

Required documentation

Authenticated evidence of the completed or partially completed VET qualifications must be included in this application. The QCAA use this to verify and record eligible learning.

Evidence must have been issued by an RTO and authenticated as outlined below. It includes:

- Certificate I or higher — VET certificate and list of competencies achieved
- incomplete Certificate II or higher — Statement of Attainment.

Authentication

Only authenticated copies of original documents will be accepted. Authentication can be provided by:

- the Chief Executive Officer of the receiving school / Queensland learning provider, or
- a Commissioner for Declarations or Justice of the Peace.

The person authenticating the documents must view the original of the document and write on a photocopy 'I certify that this is an accurate copy of the original document', and provide their signature and the date.

Principal/Principal's delegate declaration

I declare that the information in this application is complete and correct. This information has been checked with the student and they and their parent/carer are aware of this application.

Principal/Principal's delegate name Date

Contact details

Phone

Email

Submitting this application

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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**.