Application for recording Vocational Education and Training (VET) — students NOT registered with a Queensland school

Queensland Certificate of Education (QCE)   Form 6

Complete this form electronically. Do not print.

This form is submitted by a person who has a QCAA learning account but is not currently registered with a Queensland school. This application is for the QCAA to record:

- completed or partially completed Australian Quality Framework (AQF) VET qualification/s undertaken with an interstate learning provider
- completed or partially completed AQF VET qualification/s that cannot be reported by a Queensland learning provider.

Evidence must be submitted with this form as outlined on pages 1 and 2.

Student details Enter details as recorded in Student Management.

LUI

Date of birth

Name

Given name/s   Preferred name   Family name

Postal address

Street address or PO Box

Suburb   State   Postcode

Contact details

Home phone or mobile   Email

Details of VET to be recorded

Add all completed and/or partially completed qualifications you are applying to have recorded in your learning account. You must attach authenticated evidence of each.

Qualification code	Qualification name	Completion	
		Awarded	**Partially completed**

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*.

For all Queensland schools

220336

Qualification code	Qualification name	Completion	
		Awarded	**Partially completed**

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.

Applicant's declaration

I declare that the information in this application:

- is complete and correct
- includes **authenticated** copies of the RTO issued documents for each qualification listed to be recorded.

Applicant's name		Date	

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. Email this form and evidence file (as attachment) from your preferred email 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 **myQCE@qcaa.qld.edu.au**.

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Queensland Curriculum & Assessment Authority
May 2022

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