



Application for Credit Towards the VCE/VCAL

Forward this form to the Student Records and Results Unit

This form is for students currently enrolled in the VCE or VCAL who seek to obtain credit on the basis of previously completed equivalent study.

Requirements:

Students are required to attach certified copies of statements of results for overseas, interstate or IB studies, or statements of attainment and/or certificates for Vocational Education and Training and/or Further Education (VET/FE).

Documents presented must be in English or translated into English by a recognised translation authority.

All students must complete Parts A, C and F. The Principal must complete Part E for students from interstate.

Students applying for credit for previously completed VET/FE training must complete Part B.

Part A: School Information

VCAA Student Number

Current enrolment VCE VCAL

Home VCAA School Code

Home school _____

Part B: VET/FE and Registered Training Organisation (RTO) information *(For VET/FE credit only)*

VET/FE Details

1. Qualification code _____ 2. Title _____
(for example, 21251VIC) (for example, Certificate II in General Education for Adults)

RTO Code RTO Name _____

Part C: Personal Information *(Please ensure details are identical to those on VASS.)*

Family name _____

Given names _____ Male Female

Date of birth ____/____/____

Address

Number and Street _____

Town or Suburb _____ Postcode _____

State/Country (if overseas) _____

Contact telephone: Area code _____ Telephone number _____

Part D: Equivalent study details

Interstate or Overseas Details

1. Country, State, Territory _____ 2. Year qualification obtained/attempted _____

3. Name of qualification _____
(for example GCE Ordinary Level, partly completed New South Wales HSC)

4. Indicate whether the qualification was attempted over: half an academic year full academic year

Part E (To be completed by school Principal or delegate.)

For Interstate students only with full or part Year 11 qualifications.

Total number of units at 1 and 2 level credited _____

Number of units of English at 1 and 2 level credited (0, 1 or 2) _____

Part F: General Declaration

It is the responsibility of the student to supply complete and correct information on this form. The VCAA does not accept responsibility for verifying the completeness or accuracy of information provided by the student.

I declare that to the best of my knowledge the information supplied herein is complete and correct.

Student's signature _____ Date ____/____/____

I declare that to the best of my knowledge the information supplied herein is complete and correct.

Principal's signature _____ Date ____/____/____
(or delegate)

NOTE: Make sure all documents attached to form are officially translated into English.

OFFICE USE ONLY

Assessment/Recommendation

Units 1 and 2 level

Total number of units granted at Units 1 and 2 level

Number of English units granted at Units 1 and 2 level

Units 3 and 4 level

Total number of units granted at Units 3 and 4 level

Number of English units granted at Units 3 and 4 level

Total number of Units 3 and 4 level sequences in studies other than English

Comment/Notes: _____

Assessed/Recommended _____ Date _____

COLLECTION NOTICE

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the *Education and Training Reform Act 2006*. The VCAA has responsibilities relating to both curriculum and assessment across year levels Prep to 12 for all Victorian school students.

The collection of the personal information on this form is required to enable your application for credit towards the VCE/VCAL. Without this information, your application cannot proceed.

The personal information you supply in your application is for VCAA internal use only and will not be disclosed to any third party unless required by law.

You are able to request access to the personal information we hold about you, and to request that it be corrected. To do so, please contact the Student Records and Results Unit.