

Conditions of QTAC's *Assessment of Qualifications* service:

- QTAC is unable to obtain results on your behalf from any issuing authority. It is your responsibility to provide correct documentation.
- QTAC can only assess qualifications from the documentation you provide. Qualifications for which correct documentation cannot be obtained should not be listed.
- If documentation does not meet the requirements for assessment the service fee will not be refunded.
- For completed qualifications you must provide evidence of course completion if this is not stated in your academic record.
- The assessment is not a formal application for tertiary study.
- The assessment is issued as a guide only and does not bind any particular tertiary institutions to accepting QTAC's assessment.

Senior/Year 12 Secondary Studies or Equivalent (completed only) * Academic record required

Name of Senior / Year 12 or other Secondary Qualification	Year completed	State or Country where study undertaken.	Tick if course completed

Tertiary & Postsecondary Studies

(including Doctoral, Masters, Honours, Bachelor, Advanced Diploma, Diploma, Associate Diploma, Certificate III & IV, Advanced Certificate, Certificate and Bridging study) * Academic record required

Year of first enrolment	Year of last enrolment	Name of course and institution	Tick if course completed

Trade or Traineeship (pre 1995 and overseas)

Name of Trade or Traineeship Qualification	Year completed	State or Country where study undertaken	Tick if completed

Other Qualifications

(including Nursing, Armed Services, Police & Emergency Services, Commercial Pilot licence, Music & Drama, Language qualifications)

Name of Qualification	Year completed	State or Country where study undertaken.	Tick if completed

Work Experience

(For work experience to be assessed you must provide supporting documents on official letterhead from your employer(s) identifying the position(s) you held, duties performed and length and dates of service)

Year Commenced	Year Concluded	Equivalent full-time service	Occupation title	Main tasks or duties usually performed by you personally