

Assessment of Qualifications – required documentation

Note: Where academic transcripts are referred to below, the official academic transcript is required. Statements of attainment, results slips, and award elements documents are not sufficient.

Year 12/Secondary studies (note, only completed secondary studies are assessed)

- Academic transcript showing all final-year subjects and grades (including fails) and proof of award/completion.

Preparatory programs

- Academic transcripts showing all subjects undertaken, results (including fails), key to the grading system, name of award, and proof of award/completion if applicable.

Certificates

- Academic transcript showing all subjects undertaken, results (including fails), key to the grading system, name of award, and proof of award/completion if applicable. **Note: do not include Australian Qualifications Framework (AQF) Certificates I or II, incomplete AQF Certificates III or IV, or courses shorter than eight weeks (less than 180 hours)** as these cannot be assessed.

Tertiary

- Academic transcript showing all subjects undertaken, results (including fails), key to the grading system, name of award, degree certificate, and proof of award/completion if applicable.

Trades or traineeships

- Australian, achieved **prior** to introduction of AQF in 1995 – certificate showing trade or traineeship completion from relevant government or issuing body.
- Australian, achieved **since** 1995 – AQF qualification (eg Certificate III, Diploma etc) academic transcript showing all subjects undertaken, results (including fails), key to the grading system, name of award, and proof of award/completion from your registered training provider.
- Overseas, any year – certificate of trade or traineeship completion from relevant government or issuing body, and documents for any associated academic qualification including academic transcript showing all subjects undertaken, results (including fails), key to the grading system, name of award, and proof of award/completion.

Other professional qualifications

- Australian nursing/health care qualifications achieved through hospital-based or registration body training, and/or any overseas nursing/health care qualifications – provide certificate of registration from relevant governing body. **Note:** Your annual nursing licence is not sufficient.
- Australian nursing/health care qualifications achieved as academic qualifications – AQF qualification (eg Certificate III, Diploma etc) academic transcript showing all subjects undertaken, results (including fails), key to the grading system, name of award, and proof of award/completion from your registered training provider.

- Music, dance, speech and drama – completion certificate. **Note:** for Australian Music Examinations Board (AMEB) grade 7 or 8 qualifications a theory certificate may also be required. Contact QTAC on 1300 467 822 for more information.
- Language qualifications – translating and interpreting or language proficiency, membership of professional associations for which qualifying examinations were undertaken – official award completion certificate.
- Fire service, ambulance service – a letter or certificate of service from your supervisor/personnel officer/commanding officer, giving length of service and occupation.
- Merchant marine – certificate of competency.
- Civil aviation, Commercial Pilot licence – licence certificate.
- Police – certificate of service that states rank on discharge and dates of service.
- Defence forces – one of the following:
 - A full PMKeyS statement containing a complete service record which is available to serving members of the Armed Forces. The statements contain current rank, date of enlistment, length of service, current occupation, posting and promotion history. (You can blank out any personal information such as home address and next of kin, before submitting a copy of the document.) Note: Certificate of Enlistment is not sufficient.
 - A letter from your supervisor/personnel officer/commanding officer giving rank, length of service, and, if possible, occupation.
 - Certificate of service that states rank on discharge and dates of service.

Special Tertiary Admissions Test (STAT)

- A copy of your official statement of test results.

Employment experience

It is essential that your employment experience be substantiated by copies of statements from your employers. Each employer's statement must include all details listed below. Statements missing any details cannot be assessed.

- must be written on official company letterhead
- date the statement was written
- job title
- duties performed
- type of employment (full-time, part-time or casual) and hours per week or total hours for the period worked
- start date (mm/yyyy) and end date (mm/yyyy) of service, or stating that you are still currently employed, if applicable
- position and signature of your employer (or person authorised by your employer to write the statement eg Human Resources Officer)
- if multiple roles have been held within the same organisation, start date (mm/yyyy) and end date (mm/yyyy) and hours worked for each of these roles must be noted.

Do not submit: duties statement, job description, personal resume, curriculum vitae, group certificate, pay slip, tax return, separation certificate, employment contract, or similar.

Employment experience – self-employed

If you have been self-employed, it is essential that your self-employment be substantiated by copies of statements from your accountant, solicitor or tax agent. Each statement must include all details listed below. Statements missing any detail cannot be assessed:

- must be written on the official letterhead of your accountant, solicitor or tax agent
- date the statement was written
- type of business you conduct(ed)
- job title
- duties performed
- start date (mm/yyyy) and end date (mm/yyyy) of service, or stating that you are still self-employed, if applicable
- type of employment (full-time, part-time or casual) and hours per week or total hours for the period worked
- length of time the accountant, solicitor or tax agent has been of service to you and the relevant business
- position and signature of your accountant, solicitor or tax agent.

Do not submit: duties statement, job description, personal resume, curriculum vitae, group certificate, pay slip, tax return, separation certificate, employment contract, or similar.