

Assessment of Qualifications Request Form

Please complete both sides of this form, attach copies of full academic transcripts, completion certificates, and other documents that you wish to have assessed and email it to aog@qtac.edu.au

Title	Given name(s)	Family Name

Any previous family names

Date of birth	Gender

Address

Contact number (i.e. mobile)
Email address

Please ensure your email is correct. You will be contacted by email with further instructions on how to proceed with the assessment process. Please regularly check your junk/spam folder throughout the assessment process.

Service	Cost
Assessment of Qualifications	\$177.00

Conditions of QTAC’s Assessment of Qualifications service

- QTAC is unable to obtain results on your behalf from any issuing authority.
- QTAC can only assess qualifications from the documentation you provide. If you are unable to provide the correct documents for a qualification, please do not list it.
- Vocational Education and Training (VET) qualifications (Certificate III, Certificate IV, Diploma, Advanced Diploma) or qualifications deemed comparable to VET qualifications are not eligible for a QTAC selection rank and cannot be listed on the Assessment of Qualifications.
- Music and drama awards (e.g. Trinity College London, Australian Music Examination Board) are not eligible for a QTAC selection rank and cannot be listed on the Assessment of Qualifications.
- 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.
- QTAC collects your personal information to enable us to provide you with the services or goods that you have requested. QTAC will manage your personal information according to our Privacy Policy, which can be found on the QTAC website at www.qtac.edu.au
- QTAC may use the personal information disclosed if you request services from us in the future (e.g. if you lodge an application through QTAC).
- You will not be refunded if you are not satisfied with selection ranks provided in the statement.
- By lodging this request, you acknowledge that you have read and agree to the conditions above and understand you may not be entitled to a refund if your qualifications are not assessable.

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 & Bridging Studies

(including Doctoral, Master's, Honours, Bachelor's, and Bridging study)

**Academic record required*

Year of 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	End year	State or country where study undertaken	Tick if course completed

Other Qualifications

(including nursing, armed services, police/emergency services, commercial pilot licence, and translating/interpreting qualifications)

Name of qualification	End year	State or country where study undertaken	Tick if course completed

Work Experience

You must provide supporting documents on official letterhead from your employer(s) identifying the position(s) you held, duties performed, length and dates of service, and type of employment (i.e. full-time, part-time, or casual). If casual, the average hours per week must be noted.

Start date	End date	Equivalent full-time service	Occupation title	Main tasks or duties performed by you

What's next?

Request	A QTAC assessor will review your request and check your documents are ready for assessment. Especially during this time, please regularly check your email as we may need to request more information or additional supporting documentation
Assessment of Qualifications	After confirming your documents are sufficient and your qualifications are assessable, QTAC will begin formally assessing your qualifications. This could take up to 5 business days.
Sent	You will receive an email with your completed Assessment of Qualifications Statement.

FAQs

Who normally requests an Assessment of Qualifications?

Normally, people request an Assessment of Qualifications because they were asked to do so by an employer or educational institution. If you haven't been asked to request an Assessment of Qualifications, we usually recommend calling us on 1300 467 822 to check this service is right for you.

I'm also applying through QTAC for study, do I need an Assessment of Qualifications?

No. You do not need to apply for an Assessment of Qualifications if you are applying for study through QTAC. When you apply for study through QTAC, we assess your qualifications as part of your application process. This is included in your application fee.

I just want to know my chances of being accepted into a university course. Is this the only way to find out?

You can call QTAC on 1300 467 822 for an estimate of what QTAC selection rank you might expect for your qualifications and/or work experience. We can also walk you through other requirements for current course listings. As the Assessment of Qualifications is not binding and course entry requirements change each year, sometimes a call to QTAC gives you enough information without needing to request an Assessment of Qualifications.

In school, I didn't get an ATAR or an OP, can I still get a selection rank?

In some cases, yes. You might be able to get a selection rank for your work experience, bridging study, military service, tertiary study, and several other qualifications and awards. For more information on what is required to receive a rank in your situation, feel free to contact us before applying for an Assessment of Qualifications.

If you have any questions throughout the application process, feel free to contact QTAC on 1300 467 822 or +61 7 3837 9573 if you are calling from outside of Australia.