

# Request to have additional higher education qualifications recorded

The *Education (Queensland College of Teachers) Act 2005* (the Act) includes a requirement for the QCT to record the qualifications of approved teachers on the register of teachers and on the certificate of registration.

The Act refers to qualifications awarded by higher education institutions and providers. Technical and vocational qualifications, such as those awarded by a TAFE college or training organisation, are not recorded.

If you have completed additional higher education qualifications which you would like the QCT to record, please complete this form and submit it to the QCT with certified<sup>1</sup> copies of both the final official academic transcript and the award certificate for each additional qualification.

## A PERSONAL DETAILS

QCT registration number

Name

## B DETAILS OF COMPLETED ADDITIONAL HIGHER EDUCATION QUALIFICATIONS

Name of qualification

Year completed  Length of course (equivalent full time years)

Name of higher education institution

Country

Name of qualification

Year completed  Length of course (equivalent full time years)

Name of higher education institution

Country

Name of qualification

Year completed  Length of course (equivalent full time years)

Name of higher education institution

Country

<sup>1</sup> To have a document certified, take the original and a photocopy to a person authorised to certify documents (e.g. Solicitor, Justice of the Peace, Commissioner for Declarations or Notary Public). The official must make the following statement on every page of the documents to be certified: I have sighted the original document and certify this to be a true copy of the original. The official's name and contact details and Justice of the Peace/Commissioner for Declarations registration number should be clearly indicated.

**PLEASE POST THE COMPLETED FORM AND CERTIFIED DOCUMENTS TO  
QUEENSLAND COLLEGE OF TEACHERS, GPO BOX 702, BRISBANE QLD 4001**

### PRIVACY STATEMENT

The *Education (Queensland College of Teachers) Act 2005* authorises the Queensland College of Teachers (QCT) to collect and use personal information for the purpose of carrying out its statutory obligations and functions which include deciding applications for registration and permission to teach, maintaining the register of teachers and undertaking reviews and research. In carrying out its functions the QCT will give some personal information to other parties including the Queensland Police Service, the Director of Public Prosecutions, the Public Safety Business Agency, teacher employing authorities or service providers engaged by the QCT. A de-identified or aggregate form of data may be released on an open data website. Further details about the QCT's Privacy Statement and collection of personal information may be found on the QCT's website [www.qct.edu.au](http://www.qct.edu.au).

Contact us

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