

Application for Replacement Results: Statements and Certificates

COLLECTION NOTICE

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006 (Vic)*. The VCAA collects the information requested in this form, which includes personal information within the meaning of the *Privacy and Data Protection Act 2014 (Vic)*, for the purpose of facilitating an application for replacement results, certificates and/or statements, including processing the payment of relevant application fees. The personal information collected in this form will be disclosed to and used by relevant VCAA employees and/or contractors for and in connection with the abovementioned purpose. The personal information collected will not otherwise be used or disclosed by the VCAA, except with the consent of the individual, or if the VCAA is required or otherwise permitted by law to do so. When an individual's personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal information will be or has been provided to the VCAA, the purpose for which it will be or was provided and to whom it will be or is likely to be disclosed. If the requested personal information is not provided, the application will not be processed. An individual may request access to personal information the VCAA holds about them, if any, and request its correction if inaccurate. To do so, please contact VCAA Student Records and Results Unit at student.records@education.vic.gov.au. The VCAA Privacy Policy can be found at: vcaa.vic.edu.au/footer/privacy-policy

IMPORTANT INSTRUCTIONS

Applicant MUST submit with their application a copy of a current identification document and if relevant a certified copy of a change of name document. We cannot process your application without identification documentation. A full list of acceptable identification documents is included in Section 4.

Return application by email to student.records@education.vic.gov.au or by mail to Student Records and Results Unit, VCAA, Level 7, 200 Victoria Parade, East Melbourne, Victoria, 3002.

Payment must be received prior to replacement results being processed.

PLEASE NOTE:

All replacement results are produced under the name at the time of enrolment.
Replacement results documents are produced in hard copy only. Electronic copies are NOT available.
Overseas postage and the priority processing service are NOT available.
Application processing time is 7 business days, excluding postage.

All replacement results will be posted to the nominated address on the application or can be collected in person by sending an email request to student.records@education.vic.gov.au. Student Records and Results Unit is open Mondays, Wednesdays and Fridays from 10am to 4pm.

Please print clearly and in CAPITAL LETTERS.

SECTION 1: PERSONAL DETAILS

Surname <i>(At time of enrolment)</i>	<input type="text"/>																							
Given names <i>(At time of enrolment)</i>	<input type="text"/>																							
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																	
Current Address	<input type="text"/>																							
Suburb	<input type="text"/>												State	<input type="text"/>		Postcode	<input type="text"/>							
Mobile	<input type="text"/>						Telephone (Home)	(<input type="text"/>)		<input type="text"/>														
Telephone (Work)	(<input type="text"/>)		<input type="text"/>																					
Email	<input type="text"/>																							

SECTION 2: SCHOOL EDUCATION DETAILS

VCAA Student Number <i>(If known)</i>	<input type="text"/>																							
Year certificate/statement awarded	<input type="text"/>																							
Name of school attended	<input type="text"/>																							

REPLACEMENT RESULTS, STATEMENTS AND CERTIFICATES EXPLANATORY NOTES

Victorian Certificate of Education (VCE)

The Victorian Certificate of Education (VCE) contains the student's name, year of completion and student number. It states that the student has satisfied all the requirements for the VCE. This certificate contains no subject, unit or grade results.

Victorian Certificate of Education (VCE) Statement of Results

VCE Statement of Results from 1991 contain Year 11 and 12 subjects, S and N unit results and grades. Statement of Results (VCE, HSC and Matriculation) before 1991 contain only Year 12 results.

VCE Statement of Results from 1994 onwards contain study scores. For the years 1992–1993 study scores were calculated and issued by the Victorian Tertiary Admissions Centre (VTAC). All queries about study scores for these years should be directed to VTAC.

Tertiary Orientation Programs (TOP), School Tertiary Certificate (STC) and Technical Year 12 (T12) results are available.

Intermediate and Leaving Statement of Results

Intermediate (Year 10) results are available for the years 1931–1967.

Leaving (Year 11) results are available for the years 1931–1972.

Victorian Pathways Certificate (VPC)

The Victorian Pathways Certificate (VPC) contains the student's name, year of completion and student number. This certificate contains no subject, unit or grade results.

Victorian Pathways Certificate (VPC) Statement of Results

VPC Statement of Results contain all units (VCE or VCE VM units, or VET at Cert I level or above) enrolled in and completed.

Victorian Certificate of Applied Learning (VCAL)

The Victorian Certificate of Applied Learning (VCAL) contains the student's name, year of completion, certificate level and student number. This certificate contains no subject, unit or grade results.

Victorian Certificate of Applied Learning (VCAL) Statement of Results

VCAL Statement of Results contain a list of results which include studies in VCAL units, VCE units and VET units.

Vocational Education and Training (VET) Statement of Results

VET Statement of Results contain a list of satisfactorily completed units of competency.

Further details regarding replacement results and certificates and an online version of the application can be found on the VCAA website at vcaa.vic.edu.au/assessment/results/order-replacement-results-and-certificates