



# Application notes

## Equivalency of overseas secondary education qualifications

### Who decides on the equivalency of overseas school qualifications?

The equivalency of overseas school qualifications is decided by the School Curriculum and Standards Authority (the Authority). This decision is made by using the information provided on the UK NARIC database and researching overseas secondary education boards/issuing authorities.

### Which qualifications can be assessed by the Authority?

The Authority can assess your high school education documents awarded by a recognised and accredited overseas educational institution.

An equivalency is based on the documents you provide with your application. The Authority cannot obtain documents on your behalf from any issuing education institution.

### Which qualifications cannot be recognised by the Authority?

- Qualifications not recognised or accredited by the education department in their country of origin, including those gained through home schooling and private institutions
- Qualifications not listed in the resources the Authority use to make our equivalency decision
- Individual grades from your school qualifications
- Qualifications from tertiary studies at universities or higher education institutions
- Vocational qualifications such as apprenticeships or trades
- Certificates in English/other language proficiency.

### Who can assess my overseas university/tertiary qualifications?

The Overseas Qualifications Unit is responsible for assessing completed overseas tertiary education. Its contact details are: <http://migration.wa.gov.au/contact/general-migration-support/overseas-qualifications-unit#>

### Who can assess my trade qualifications?

Trades Recognition Australia is responsible for recognising overseas trades in Australia. Its contact details are: <http://www.tradesrecognitionaustralia.gov.au>

### Who determines my eligibility to University?

Every university is responsible for assessing each applicant's overseas secondary education for entry into that University.

### What conditions apply for equivalency?

An equivalency does not:

- represent a new certificate or diploma
- imply that the applicant holds the target qualification
- guarantee or endorse the authenticity of the submitted qualifications
- give any claim to a position or trade
- guarantee admission to an educational institution
- indicate that an applicant has satisfied the requirement of 'passing' the target qualification or certain subject prerequisites (unless specifically stated).

### How does the Authority make decisions about equivalency?

The Authority bases its equivalency decisions on:

- the use of International Comparisons, a United Kingdom database providing

information and guidelines on comparing qualifications from over 180 countries  
[www.naric.org.uk](http://www.naric.org.uk)

- its own expertise in the Western Australian system of education.

#### **How much does it cost and how long will it take?**

The application fee is \$49 per certificate to be assessed.

#### **The service is available Monday, Tuesday and Wednesday only.**

Allow up to 10 working days (please note that during busy periods, May–June and October–December this process may take longer).

#### **What documents are required?**

<b>1. Secondary Education documents</b>	In original language
<b>2. Photo identification</b>	<b>One</b> of the following: <ul style="list-style-type: none"><li>• Australian drivers licence</li><li>• Passport</li></ul>
<b>3. Proof of name change if applicable</b>	Marriage or Change of Name certificate
<b>4. English translation of documents if applicable</b>	<ul style="list-style-type: none"><li>• Professional-level translations accredited by the National Accreditation Authority for Translators and Interpreters (NAATI). *</li><li>• If your documents have been translated overseas, they must be translated by an accredited translator.</li></ul>
<b>5. Application form</b>	All sections of the attached form must be completed

\*You can contact NAATI on 9380 6330 between 8.30 am – 12.30 pm Monday to Friday or go to [www.naati.com.au](http://www.naati.com.au).

#### **NB: It is the responsibility of the applicant to ensure all necessary documents are included.**

The Authority cannot accept any documents sent by fax or email. Do **not** send original documents in the mail.

Please note that the Authority does **not** accept statutory declarations.

**All photocopies of documents** must be certified as true and correct copies of the original document. You can find a list of professions that can certify documents at [http://www.bdm.dotag.wa.gov.au/files/BDM50\\_Certify\\_Documents.pdf](http://www.bdm.dotag.wa.gov.au/files/BDM50_Certify_Documents.pdf)

The Authority reserves the right to ask for further documentation and/or clarification before making its decision. The Authority cannot process your application until all requirements are met.

#### **How do I lodge my application?**

By post: (please ensure **all** documents are certified copies)

PO Box 816  
CANNINGTON WA 6987

In person: Level 2  
303 Sevenoaks Street  
CANNINGTON

We do not hold face-to-face interviews for this service.

#### **Can my application expire?**

You are considered to have withdrawn your original application and will forfeit the cost if you have not provided us with the required documentation within two calendar months of the date we received your application. If you still require this service, you will need to reapply, pay and provide all documentation again.

#### **Can I ask for a review of the decision made by the Authority?**

If you wish to apply for a review of a decision the Authority has made, you must do so within 7 days of receiving your Secondary Education Equivalence Statement. You can request a review by calling 9273 6352.

#### **More information**

Email: [equivalences@scsa.wa.edu.au](mailto:equivalences@scsa.wa.edu.au)

Telephone: 9273 6352