

# AUSTRALIAN GUILD OF MUSIC EDUCATION INC



A10797

Australian Guild, Music & Speech Public Examination Division

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## Notice to Queensland Teachers

The Queensland Study Authority has computerised their method for recording study credits for the Queensland Certificate of Education. This means that the Guild, as a Recognised Study Provider, must meet their specifications.

The studies recognised start from grade/level Four and are specified on the QSA website at [http://www.qsa.qld.edu.au/downloads/certificates/qce\\_recognised\\_guild\\_music.pdf](http://www.qsa.qld.edu.au/downloads/certificates/qce_recognised_guild_music.pdf)

The enclosed form will have to be filled in by anyone wanting to gain credits towards their QCE for their Guild qualification. This form must be filled in accurately, as it is used for data entry to the QSA. Their system is not user friendly. Remember, Proficiency and higher require both Practical and Theory reports

Where dates are required, they must be in numeric format i.e dd/mm/yyyy. You must use examination dates from reports – see note at bottom of form †.

An item which we do not normally require on Guild forms is the “ ENROLMENT DATE”. We recommend that you use the examination date of the final examination which needed to be passed for the **previous** Guild qualification i.e the date on your **previous** report for that subject (not the one you are applying for). This does not have to be a Guild examination if RPL has been granted, but it represents the start of study for the examination for which credit is being requested.

We have had to specify a slightly “simplified” system of Grading Codes (i.e the term or letter which appears on a Guild Testamur as your “mark” eg High Distinction, C plus etc. This varies with the grade/level and does not appear on Diplomas which are simply ‘Awarded’). The following table specifies the codes agreed between Guild and QSA:

Levels of Achievement							
Grades Four & Five and Level Four & Five	High Distinction	Distinction	A, Honours	B plus, Credit	B, Credit	C plus	C, pass
Grades six and seven, Levels six and seven	High Distinction	Distinction	Pass				
Proficiency Grade eight Level eight School Leavers	AW = Awarded						
Diplomas: Professional Associate Public Licentiate	AW = Awarded						

**Please remember, this form is for QSA data entry and mistakes will simply be rejected by the QSA computer. If this happens the form will be returned to you for correction and the applicant may miss out on obtaining credits within the submission period.**

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## QUEENSLAND CERTIFICATE OF EDUCATION Application for credits from Guild studies

This form must be posted to the Guild, NOT QSA.

**One subject per page. Please attach all relevant reports.** All items must be completed.

For recognised studies see:

[http://www.qsa.qld.edu.au/downloads/certificates/qce\\_recognised\\_guild\\_music.pdf](http://www.qsa.qld.edu.au/downloads/certificates/qce_recognised_guild_music.pdf)

\* Must be obtained from the QSA .

\*LUI: \_\_\_\_\_ LAST NAME (Surname): \_\_\_\_\_

GIVEN NAMES (First and all middle names): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SEX: \_\_\_\_\_  
dd/mm/yyyy M/F

[LEARNING OPTION ID, only AGME codes are acceptable: \_\_\_\_\_ (Guild office to enter)]

\*LEARNING OPTION NAME (Single subject and standard): \_\_\_\_\_

ENROLMENT DATE (Date of achieving previous Guild qualification): \_\_\_\_\_  
dd/mm/yyyy

**NOTE:** The Enrolment date indicates start of study and MUST be BEFORE the Completion date!

†COMPLETION DATE (Date of final Guild exam for qualification): \_\_\_\_\_  
dd/mm/yyyy

RESULT/LEVEL OF ACHIEVEMENT (Grading code): \_\_\_\_\_  
(eg High Distinction, C+ Pass, Awarded etc – from your testamur, report footer or QSA website)

### NOTES:

This application must be with the Guild before 15 June or 15 November of the year in which you require your studies to be recognised for the QCE. The Guild has closing dates from the QSA which must be adhered to. A submission arriving after the above closing dates cannot be submitted to the QSA until the next closing date. Deficient forms will be returned.

This is NOT an application for a Guild testamur – that must be done separately but may be done at the same time.

†The completion date is the date of the last examination required to complete the qualification. Testamurs which are awarded at Graduation bear the Graduation date, so you should use the examination date from the report. All required reports must be attached (eg Theory and Practical for Proficiency and higher).

This application is used for QSA data entry – if the information is wrong, or absent, QSA will reject the data and you will miss out for that reporting period (6 months).