

International Student Recognition of Course Credit

Procedure

Code and version control:	INT016/01-08-2018
Procedure owner:	Manager International Marketing
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Related policies and documents:	Recognition of Prior Learning Policy; Recognition of Prior Learning Procedure; Credit Transfer Policy; Credit Transfer Procedure; Higher Education Recognition Policy; Higher Education Recognition Procedure

Purpose

The following procedures are to ensure that William Angliss Institute (WAI) complies with provisions under the Education Services for Overseas Students (ESOS) framework (Standard 12 and Code 31, 32 and 33), to have a formal process for conducting and recording the course credits granted to international students. This includes Recognition of Prior Learning (RPL) and Credit Transfer. Subject credits as a result of credit transfers from another Registered Training Organisation (RTO) or an institution with a Credit Transfer (CT) agreement should be treated in the same manner as RPL subjects credits as far as reporting to Department of Education and Training is concerned. These procedures must be read as an adjunct to the Institute's Policy and Procedures for RPL and Credit Transfer for VET and the Higher Education Recognition Policy and Procedure as this set of procedures applies only to international students.

Procedure

Information on course credit (i.e. RPL/CT) process is provided to international students in policies and procedures outlined in the Course Guide for International Students and Institute website.

International students requesting for course credit must complete the Credit Transfer and Advanced Standing section in the International Student Application Form to ensure course credit can be determined/granted prior to the commencement of a semester. No application for course credit will be accepted for the study period that the student has already commenced. Eligible students may however apply for course credit for units in subsequent semester/s.

Course Credit and RPL assessment

Supporting documentation received from applicants will be forwarded to the respective academic area for credit assessment as per the Recognition of Prior Learning Policy and Procedure; Credit Transfer Policy and Procedure; Higher Education Recognition Policy and Procedure.

Course Duration

The Manager or delegated International Office staff will review the student's study load on confirmation of the course credit and liaise with the International Student Course Coordinators (VET) or HE staff to determine the actual course duration. The International Student Course Coordinators (VET) or HE staff will design a timetable for the student. The International Coordinator will advise staff in the International Education Office on prerequisite subject sequences in determination of the subject loads and on the availability of teaching resources to bring forward subjects from later stages.

Course Credit before granting of student visa

International Office staff will indicate in an offer letter to an international student or intending international student who is awarded course credit of the net course duration as a result of application of course credit. The student must sign the Acceptance Agreement to accept the credits.

International Office staff will issue the Confirmation of Enrolment (CoE) on receipt of a signed Acceptance Agreement and payment of the first semester tuition fees and the Overseas Student Health Cover (OSHC) (if relevant). The duration of the course as a result of course credit will be indicated on the CoE so that the visa can be issued for the reduced duration of the course.

Course Credit after granting of student visa

At any time after an international student has been granted a student visa, any change in course duration due to the granting of credit must be reported via Provider Registration and International Student Management System (PRISMS) under section 19 of the Education Services for Overseas Students (ESOS) Act.

If the course credit leads to a shortening or extending of the student's course, the International Office will report the change of course duration via PRISMS and issue a new CoE which reflects the actual course length. The International Office will notify the student about how to extend the student visa if required.

Accountability

VET: Program Leader/RPL Coordinator – Process RPL and Credit Transfer applications.

Higher Education: Associate Dean (HE Operations) and Manager Marketing and Manager International Office – Approve International Credit arrangements.

Program Managers, International Student Course Coordinators, HE Staff to provide timetables and subjects to determine course duration and study loads for each semester for each course.

The International Office to ensure that offer letters are issued with the correct course duration and any variations on course duration is reported via PRISMS.