

# International Student Recognition of Course Credit

## Procedure

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Procedure owner:	Manager International Marketing
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Related policies and documents:	VET Recognition of Prior Learning Policy and Procedure Higher Education Recognition of Prior Learning Policy and Procedure VET Credit Transfer Policy and Procedure International Course Guide Application Form (A1) Offer Letter and Acceptance Agreement

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## Purpose

To ensure that William Angliss Institute (WAI) complies with provisions under the Education Services for Overseas Students (ESOS) Framework as outlined in Standard 2 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) 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 (CT). Subject credits as a result of credit transfers from another Registered Training Organisation (RTO) or an institution with a Credit Transfer agreement should be treated in the same manner as RPL subject credits when reporting to the Department of Education.

This procedure must be read as an adjunct to WAI's policies and procedures for RPL and Credit Transfer for Vocational Education and Training (VET) and the Higher Education (HE). This procedure applies only to international students.

## Procedure

### Information for Students

Information on the course credit (i.e. RPL/CT) process is provided to international students in policies and procedures referenced in the International Course Guide and on WAI's website.

### Application for Course Credit or RPL

International students requesting course credit must complete the "Credit Transfer and Advanced Standing" section in the Application Form (A1). This form is available in the International Course Guide or on the International Student section of the WAI official website. International Students must submit the required documentation to ensure course credit can be determined and granted prior to the commencement of a study period or semester. If an international student applies for course credit after the study period has commenced, the application must be submitted before the census date and the student must continue attending all scheduled classes until the application outcome is finalised. Applications for course credit will not be accepted after the census date for that study period. However, eligible students may apply for course credit for units in subsequent semesters.

### Course Credit and RPL assessment

Supporting documentation received from applicants will be forwarded to the respective academic area for credit assessment, in line with the VET Recognition of Prior Learning Policy and Procedure, VET

Credit Transfer Policy and Procedure and the Higher Education Recognition of Prior Learning Policy and Procedure. Students must also complete the required forms in accordance with these procedures.

### Course Duration

The International Student Course Coordinators (VET) or the Administrative Coordinator Higher Education provide the International Office with the study plan based on the course credit, advanced standing or RPL assessment. If the student's course duration will change due to the credits, the International Student Officers will issue the offer according to the adjusted course duration. If possible, the teaching areas may bring forward subjects from later stages.

### Course Credit before granting of Student Visa

International Officers will indicate in the Offer Letter and Acceptance Agreement to an international student or intending international student who is awarded course credit the reduced course duration as a result of application of course credit. The student must sign the Offer Letter and Acceptance Agreement to accept the credits.

International Officers will issue the Confirmation of Enrolment (CoE) on receipt of a signed Offer Letter and 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

In accordance with Standard 2.5.2 of the National Code 2018, if an international student's course duration changes due to granting of credit after a student visa has been issued, the International Officers must report the change via the Provider Registration and International Student Management System (PRISMS). A new Confirmation of Enrolment (CoE) must be issued to reflect the updated course length and the student must be advised of the need to extend their student visa if required.

### Accountability

- Process RPL and Credit Transfer VET applications - Program Leader/RPL Coordinator.
- Approve Higher Education (HE) International Credit arrangements – Manager Higher Education, Manager International Marketing and Manager International Office.
- Provide timetables and subjects to determine course duration and study loads for each semester – Program Leaders and International Student Course Coordinators for VET; Manager Higher Education for Higher Education.
- Ensure that Offer letters are issued with the correct course duration and any variations on course duration is reported via PRISMS – International Officers.