Course Credit Overseas Student Policy and Procedure

Purpose
The purpose of this policy is to ensure TAFE Queensland East Coast meets the current legislative requirements specific to registered providers who deliver education and training services to overseas students in line with the regulatory framework.

Scope
This policy covers overseas student seeking credit for qualifications previously achieved and the process of determining possible exemption and/or partial enrolment.

Policy

Assessment
The Standards for NVR Registered Training Organisations 2012 for continuing registration requires assessors to assess the evidence provided using the following guidelines:

- meets the requirements of the Training Package or accredited course;
- is consistent with the training and assessment strategy;
- is valid, reliable, flexible and fair;
- focuses on the application of knowledge and skill to the standard of performance required in the Australian workplace;
- involves the collection of sufficient, valid, authentic and current evidence to enable a judgement to be made about whether competency has been attained; and
- confirms that Australian workplace and regulatory requirements are met.

Evidence
The Assessor may evaluate a student’s application for course credit based on the following criteria:

Currency
- Are the student’s skills current and used regularly in this employment?
- Is evidence recent?

Validity
- Is the evidence presented relevant to the course the student is claiming?
- Are the previously acquired skills relevant to the student’s current workplace?

Authenticity
- Can the student prove that he/she has the claimed skills and knowledge?
- Can the student obtain verification of these skills?

Sufficiency
- Is the student able to perform these skills to the Australian industry standard?
- Is there sufficient evidence to prove the student is competent?

The student may provide numerous types of evidence which will be used in the assessment for course credit with the Region. Four such categories are:

Direct evidence
- Interview with an assessor;
- Observations in the workplace by the assessor; or
- Results of assessment or qualification which are accredited in Australia.

Indirect evidence
- Statements by the student’s employer regarding the student’s work performance (written or verbal);
- Samples or work; or
• Performance appraisals.

Personal statements
• Details outlining the functions undertaken and work activities.

Supplementary evidence
• Any further information provided by the student.

Evidence recommended to support an application could include but are not limited to:
• Certificates;
• Statements of attendance;
• Work samples;
• Third party verifications; and/or
• Membership of relevant professional association.

Granting/not granting course credit

Course credit may be granted if the student:
• Can provide sufficient evidence of relevant prior learning or experience
• Can accurately demonstrate the competency/competencies required for the program or qualification
• Presents valid results of assessment or qualification

Course credit may not be granted if the student:
• Cannot provide sufficient evidence
• Is unable demonstrate the competency/competencies required for the program or qualification

If the Region grants the student course credit before the student visa grant, which leads to a shortening of the student’s course, the Region will indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course. This will allow Department of Immigration and Border Protection (DIBP) to grant a visa with duration that reflects the actual course length.

Where the student is granted course credit before the student visa grant, the course credit will be included in the Letter of Offer. The student’s signature on the Outcome of Course Credit and payment of all fees listed on the Letter of Offer will indicate the student’s acceptance of the course credit. A copy of the accepted Letter of Offer must be kept in the student’s file in the IU.

Students who apply for course credit after they have signed the Letter of Offer and paid all fees may indicate their acceptance of the course credit by signing the Outcome of Course Credit Letter.

If the course credit is granted after the student visa grant, the Region will report the change of course duration to DIBP via PRISMS. Under Section 19 of the ESOS Act, this must be done within 14 days after the change occurs.

Course credit does not generally result in a change to course length as units are delivered once per course according to a set timetable.

Standard 9 (Completion within the expected duration of study) requires that providers manage student’s loads so that students finish within the expected course duration (with opportunities for extension of the CoE under certain circumstances – see 9.2).

However, Standard 12.2 requires providers to respond appropriately (issue shorter CoE or notify the Department of Education, Training and Employment of change of the duration of the CoE through PRISMS) if the granting of course credit leads to a shortening of the student’s course.

The student will be notified of the outcome of their application in writing. This notification may advise the applicant of some additional steps that could be taken to overcome ‘gaps’ in the evidence presented. If the applicant is dissatisfied with the outcome of their application he/she may appeal the decision in accordance with the International Students - Complaints and Appeals Policy and Procedure [0156].

All documentation with regard to course credit must be kept in the student’s file in the educational team and IU. All applications for course credit must be received by IU within 10 working days of course commencement.

Additional fees

Overseas students will be advised of the course fees and outcome of course credit by the reissuing of the Letter of Offer. Eligibility for course credit may not result in a reduction in tuition fees.

Procedure

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<th>Standard 12 – Course credits</th>
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| **Overseas Student** | 1. Indicates on ‘Overseas/International Student Application (Overseas students)’, that he/she would like to apply for course credit using an Australian qualification. For overseas qualifications please refer to the AEI Website: [www.aei.dest.gov.au/AEI/QualificationsRecognition/default.htm](http://www.aei.dest.gov.au/AEI/QualificationsRecognition/default.htm)  
   (a) IU will liaise with the student and the relevant Campus Educational Manager regarding credit available and provide student with Letter of Offer reflecting agreed credit transfers.  
   (b) If student agrees with credit transfers, fees will be paid in accordance with the Letter of Offer.  
2. Attends orientation  
3. Where student believes he/she is eligible for course credit and has not yet been assessed the student must contact the IU within ten (10) working days of course commencement to discuss applying for course credit with International Unit |
| **International Unit (IU)** | 1. Liaise with Assessor to calculate hours associated with assessing the course credit  
2. Meets with student and advise of additional fees to be paid prior to assessment  
3. Ensures that the student understands that tuition fees may not be reduced if course credits are awarded.  
4. Checks student timetable and ensures student continues to attend all classes until course credit is awarded (or not).  
   (a) If assessment is unsuccessful, no refund or credit is applicable.  
   (b) If assessment is partially successful credit will be applied as per 2.a. above.  
5. Advises student about the terms and conditions of enrolment  
6. Identifies support services that may be required and/or assessed by the student  
7. If the student is applying for academic credit:  
8. IU completes the Transfer Credit paperwork and forwards to the relevant educational team with student’s supporting documents  
9. If the student is applying for RPL:  
10. Provides ‘How to prepare for RPL Assessment’ to student  
11. Refers student to relevant assessor for an initial meeting  
12. Ensures applicant understands the options and processes available if the application is not successful  
13. Meets with RPL Co-ordinator and ensures they understand the implications re fees for overseas students, and that they must advise the Assessor not to discuss fees with the student – all discussions re fees must be between the student and IU.  
14. Student needs to understand that if RPL is not awarded, they will need to pay costs associated with assessment as this is not covered by the tuition fees |
| **Assessor** | 1. If the student is applying for academic credit:  
2. Validate transfer credit paperwork and forward for processing  
3. A copy of all paperwork is kept in student’s file in the IU  
4. If the student is applying for RPL, conducts initial meeting with student to advise student:  
   (a) that the Performance Level Assessment is not considered when assessing course credit or RPL  
   (b) in the identification of and access to course Unit descriptors where RPL is relevant  
   (c) on what competencies mean and provide copies of descriptors when required  
   (d) on what type of evidence of learning, experience, and life experience would be suitable and/or necessary  
   (e) on qualifications and career options/pathways  
   (f) to prepare details of proposed evidence that would substantiate competence for course credit/RPL assessment  
   (g) to submit only certified copies of official documents for assessment  
   (h) that a support person may be present during their interview with the assessor  
5. If necessary, arranges for student to access necessary Region support services |
| **Overseas Student** | 1. Ensures they are fully informed about the cost and consultation process  
2. Advises the Region of any additional support services required  
3. Prepares details of proposed evidence that would substantiate competence required for course credit – as stated above |
| **IU/Assessor** | Where the student requires additional support:  
1. Arranges any additional assistance required with the relevant assessor or International Unit |
| **Assessor** | 1. Reviews proposed evidence and if satisfactory advises student to prepare a formal submission of evidence for RPL assessment  
2. Provides student with RPL Application to be submitted with evidence |
| **Overseas Student** | 1. Once proposed evidence is identified as adequate by the Assessor, commences the formal submission by completing the RPL Application and submitting it to the Assessor with evidence attached  
2. Provides proof of identity, if required, to ensure authenticity of evidence  
3. Advises the Region of any additional requirements to enable completion of the submission  
4. Provides all required materials |
| **Assessor** | 1. Ensures all persons involved in assessing course credit/RPL are competent in terms of SNR 15.4  
2. When the student presents a submission of evidence, forward the ‘tear off receipt’ from the Assessment Cover Sheet to the student  
3. Conduct assessment in accordance with SNR 15.5  
4. Request interview/meeting with student to discuss complete assessment  
5. Applies professional judgement to determine if competency is demonstrated in all aspects by analysis and assessment, with reasonable adjustment to the assessment process for equity purposes  
6. If deemed necessary, informs the student that further evidence and/or assessment are required prior to a decision being made  
7. Completes and retains all relevant documentation, including sufficient notations relating to the non-documented evidence provided in the student’s file in the IU  
8. Records all results in ISAS and notifies the student of the results of the assessment in writing  
9. Advises student of options for unsuccessful applicant – appeal, enrolment in the program, or any other options available  
10. Request student to evaluate the RPL process by completing a RPL Evaluation Form  
11. Files all documentation in the student’s file in the educational team and IU |
| **Overseas Student** | Where the student is applying for RPL:  
1. Attends interview/meeting with assessor on agreed date (may be accompanied by a support person)  
2. Pays all fees  
3. Provides further evidence if required  
4. If necessary, seeks and considers advice on further options  
5. If assessment unsuccessful, the student may challenge the assessment decision by:  
   (a) Seeking an appointment with the assessor to discuss the decision  
   (b) If unresolved begin the Region’s internal appeals process by submitting an Overseas Student Internal Appeal Application to the IU |
| **Assessor** | 1. Makes decision to grant/not grant course credit  
2. Gives student Outcome of Course Credit Letter to notify student of the decision made |
| **Overseas Student** | 1. Receives Outcome of Course Credit Letter  
   (a) If course credit is granted, signs letter to indicate acceptance of course credit  
   (b) If course credit is not granted, student may appeal the decision in accordance with the International Students - Complaints and Appeals Policy and Procedure [0156] |
| **IU** | 1. Ensures fees are paid and receipted in ISAS where necessary  
2. Enrols student in the relevant unit(s) and checks that their enrolment is noted as identified for an RPL enrolment as per assessor’s request  
3. If the course credit granted will not affect the duration of the course, record the course credit on the student’s file. No further action is required  
4. If the course credit granted will affect the duration of the course, record a change of course duration on PRISMS.  
   (a) Use the Student Course Variation function  
   (b) Indicate that the student has requested a change to the existing enrolment |
(c) Choose ‘transfer student into same course’
(d) Change the end date of the course
5. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.
6. Give student new CoE and file copy of new CoE on student’s file in the IU

References

- National Legislation (www.comlaw.gov.au)
  - Education Services for Overseas Students Regulations 2001
  - Standards for NVR Registered Training Organisations 2012

- Other
  - The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
  - International Students - Complaints and Appeals Policy and Procedure [0156]

Glossary

<table>
<thead>
<tr>
<th>Terms</th>
<th>Definitions</th>
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<td>CoE</td>
<td>Confirmation of Enrolment</td>
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<td>ESOS</td>
<td>Education for Overseas Students</td>
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Authorisation

This policy has been approved by the TAFE Queensland East Coast General Manager or delegate. This policy’s effective date is the same as the date of approval. This policy supersedes any previous versions.

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<th>Approved by</th>
<th>Carolyn Jalal</th>
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