

Introduction

This policy is required under *Standard 2.3* of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*. Faith Lutheran College, as a registered CRICOS provider, must ensure students who are enquiring about enrolment in its accredited courses are aware of the College Course Credit Policy.

Definitions

QCAA	Queensland Curriculum and Assessment Authority
QCE	Queensland Certificate of Education
OP	Overall Position
ATAR	Australian Tertiary Entrance Rank
SDCS	Student Data Capture System
QTAC	Queensland Tertiary Admissions Centre
ASQA	Australian Skills Quality Authority

Details of Policy

1. Assessment of applications for course credit

- a) The College will assess all applications for entry, and course credit may only be offered as outlined below:
 - o Faith Lutheran College will assess all applications for course credit for students enrolling in Senior Secondary studies. The student may receive course credit for units completed based on evidence provided of studies undertaken under the Queensland Curriculum Assessment Authority (QCAA), relevant state curriculum assessment authority or Australian Skills Quality Authority (ASQA).
 - o Faith Lutheran College has a process for assessing whether the international student's English language proficiency and educational qualifications are sufficient to enable them to enter the course.
 - o For students transferring from interstate up to Year 10, the College does not offer course credit. Entry into any course is subject to the assessment of the College. The Director of Teaching and Learning will examine the academic and school reports provided by the prospective student. The focus will be on establishing whether the student will be able to fulfil the academic and attitudinal requirements set out by the College.
 - o For students transferring from interstate or internationally in Year 11 and the beginning of Year 12, the student may receive course credit for units completed based on evidence provided of studies undertaken under the relevant State Curriculum Assessment Authority, National Curriculum Authority or Australian Skills Quality Authority and in accordance with Faith Lutheran College's Course Credit Policy.
- b) The Director of Teaching and Learning will examine the academic and school reports provided by the prospective student and if the decision is favourable the Director of Teaching and Learning will allow the enrolment procedure to continue.
- c) When students are applying to university, they may have to supply this same proof to the Queensland Tertiary Admissions Centre (QTAC) or the University as well, and are advised that QTAC or the University may not recognise their prior studies even though

Faith Lutheran College does. Students in this situation should personally check with QTAC or their intended University, or utilise the International Student Liaison Coordinator at Faith Lutheran College to assist in resolving whether recognition of prior studies will be granted, before finalising enrolment at Faith Lutheran College.

- d) If the decision to grant course credit is not favourable, the Director of Teaching and Learning will notify the student/parent/legal guardian of this decision, including reasons relevant in determining this outcome. The written notification may also include further information or conditions, such as granting of recognition of prior studies into a year other than that requested for the prospective student.
- e) Concessional Credit for units related to Overall Positions (OP) and credit for the Queensland Certificate of Education (QCE) may be awarded as determined by the College on the provision of a prior educational authority's transcript of studies completed.
- f) To be awarded a Queensland Certificate of Education (QCE) students' need a set amount of learning (20 credits), at a set standard (Sound Achievement, Pass or equivalent), in a set pattern (at least 12 credit points must come from completed Core courses of study and an additional eight (8) credit points from a combination of any courses of study). Students are also required to meet literacy and numeracy requirements of passing at least one unit at a passing level of achievement.
- g) Credit Points are given at exit after successful completion (minimum passing grade or equivalent) of four (4) semesters of study or two (2) semesters if entering in Year 12 AND students are required to pass one semester of English at any level (literacy) AND one semester of Maths at any level (numeracy).
- h) To be awarded an OP for University entrance, a student must usually complete five (5) authority subjects for four (4) semester units of study. Students can attain an OP equivalency by completing a Certificate III or higher course as well as a combination of four (4) authority subjects.
- i) The application for credit for an OP or QCE is a separate process to the initial application for granting of course credit for entry into Faith Lutheran College.
- j) The decision to grant course credit for entry into Year 11 or 12 at Faith Lutheran College does NOT mean the student will receive course credit toward the OP or QCE.

2. Credit for the QCE

- a) If the student has completed semesters of study at a Queensland High School, the Director of Teaching and Learning will allow the enrolment to continue, and will complete the requested S1 process for the student via Student Data Capture System (SDCS).
- b) If a student is seeking credit for the QCE from a school overseas, a learning provider must not open a learning account for a student visa holder or give notice to the QCAA of the enrolment of a student visa holder without the visa holder's written agreement. The learner must be made aware that without a learning account, they will not receive a Senior Statement or a Tertiary Entrance Statement. Once permission is obtained and the learning account is opened, procedures for credit transfer apply, as for non-visa overseas transfer students.
- c) Students who have completed part of an equivalent course of study may apply for Course Credit for the QCE. Students who have not successfully completed an equivalent course of study cannot apply for Course Credit for the QCE. With advice from the receiving school, an interstate transfer student should choose their subjects carefully so that they will have sufficient subjects that are closely aligned with the subjects studied at the previous school. The student needs to have three subjects similar to those studied in the previous school so that they can be granted relaxation of completed Core. A list of equivalent courses can be found in the Queensland Curriculum and Assessment Authority (QCAA) "QCE Handbook: Section 3 Credit for non-Queensland Students". Students must complete an "Application for credit transfer

and/or relaxation of completed Core" form, and include the following documentation necessary for submitting the form:

- A school report/certification of results for senior studies fully or partially completed, and
 - A letter from the issuing authority confirming the enrolment and study details of the student.
- d) A recognised translation agency must translate any forms requiring translation and certified copies must be provided. Faith Lutheran College will forward the completed form to the QCAA and record the outcome on the student's file. If the application for Course Credit toward a QCE is refused, students may be ineligible for an OP, Senior Certificate or QCE, even though they have been granted course credit for previous studies by Faith Lutheran College for entry into Year 11 or 12.

3. Concessional credit for an OP from any school

- a) Faith Lutheran College does grant concessional credit for studies completed overseas or interstate towards the awarding of an OP. The Director of Teaching and Learning, upon receipt of the documentation listed above, will note the concessional credit directly onto the SDCS software provided by the QCAA for this purpose.
- b) The QCAA will assess the validity of the relaxation of core and the contribution of courses towards an OP.

Policy Release Details

Date of Policy:	April 2018
Approved by:	Plenary
Responsibility:	College Principal
Point of Contact:	International Student Liaison Coordinator
Review Date:	October 2020