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ISP Course Credit Policy

Purpose

To outline the Department of Education and Training (International Education Division) (DET (IED)) policy on assessing, recognising, recording, and reporting the granting of course credit to international students enrolled in the International Student Program (ISP).

Scope

This policy applies to international students (also referred to as 'students'), schools, and DET (IED). International students must already have a Confirmation of Enrolment (CoE) and a current senior secondary enrolment with the school in order to apply for course credit.
Please refer to the ISP Course Credit Procedure for further information on the process of applying for course credit.

Policy

Students can only apply for course credit towards the Victorian Certificate of Education (VCE). VCE is offered in the Secondary Course and the Victorian College of the Arts Secondary School (VCASS) secondary course and is typically done by students in Year 11 and Year 12.
Course credit is available for studies equivalent to the VCE completed overseas or interstate. Students are not required to apply for course credit for VCE units satisfactorily completed overseas (VCE Offshore) as these are automatically recognised by the Victorian Curriculum Assessment Authority (VCAA). Course credit for equivalent studies undertaken by students **overseas** may be granted for VCE Units 1 and 2 only. Course credit for equivalent studies undertaken by students **interstate** may be granted for VCE Units 1 and 2 as well as Units 3 and 4. Please refer to the VCAA website for further information.
Schools will assess the eligibility of the student to apply for course credit and will assist the student with completing an application to the VCAA if deemed eligible. The VCAA confirms the eligibility and grants course credit for the purposes of the VCE.
If course credit is granted, VCAA will provide the student with a record of this decision through the Victorian Assessment Software System (VASS).
School staff must promptly notify DET (IED) of the outcome of the course credit application. DET (IED) will decide whether to endorse the granting of course credit; the granting of course credit must not result in a breach of the student visa requirement to be enrolled in full-time study.
DET (IED) will provide the school and student a written record of this decision.
If the granting of course credit is endorsed and results in a change to the student's enrolment details DET (IED) will do the following (in accordance with the ISP Variation to Enrolment Policy):

- issue a new CoE
- update the Provider Registration and International Student Management System (PRISMS), within 14 days of the approved change to the student's course (such as a change to the duration of the student's enrolment in a course)
- revise the Confirmation of Appropriate Accommodation and Welfare (CAAW) and the Overseas Student Health Cover (OSHC).

Legislation

- *Education Services for Overseas Students Act 2000* (Cth)
- *The National Code of Practice for Providers of Education and Training to Overseas Students 2018* (Cth)

Associated Documents

- ISP Course Credit Procedure
- ISP Quality Standards for Schools
- ISP Admissions and Enrolment Policy
- ISP Variation to Enrolment Policy
- ISP Record Keeping Procedural Guidelines

- [VCE and VCAL Administrative Handbook](#)
- [Application for credit towards the VCE/VCAL - form](#)
- [Credit towards the VCE](#)

Definitions

- **Course** refers to a course registered on CRICOS offered by the Department of Education and Training (under DET (IED)).
- **DET (IED)** – Department of Education and Training – International Education Division. IED is the division in DET that administers the International Student Program in Victorian government schools. IED is not a separate entity to DET. DET is the CRICOS registered provider.
- **International students (students)** for the purpose of this policy are defined as students participating in the ISP who are applying for, or hold, a subclass 500 Student – Schools visa.
- **International Student Program (ISP)** for the purpose of this policy is defined as the program administered by the DET International Education Division (IED).
- **School** for the purpose of this document is defined as a school accredited by DET (IED) to deliver an ISP
- **School staff** are employees of schools, for example – International Student Coordinator, Homestay Coordinator, Head of Department, Deputy Principal, and Principal.

Policy Contact Officer

For further information, please contact the DET (IED) International Student Support Team on +61 3 7022 1000.

Policy Maintenance Officer

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Authorised

Executive Director, International Education Division

Date of authorisation: 29/11/2019

Review frequency: This policy will be reviewed at minimum 24 months or when any changes arise impacting its currency, including legislative or regulation change.