# ISP Course Credit Procedure

## Purpose

This procedure outlines the roles and responsibilities of school staff and the Department of Education (DE) International Education Division (IED) and the steps to follow to assess, record, and report any course credit granted to international students (also referred to as ‘students’).

As described in the [International Student Program (ISP) Course Credit Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Credit_Policy.docx), course credit is only available for units of the Victorian Certificate of Education (VCE).

This procedure should be read in conjunction with the [ISP Course Credit Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Credit_Policy.docx).

## Roles and responsibilities

### DE (IED)

* decides whether to endorse any course credits granted to the student by the Victorian Curriculum and Assessment Authority (VCAA)
* promptly action student enrolment variations
* report variations to student enrolment, within 31 days, to the Commonwealth government in the Provider Registration and International Student Management System (PRISMS)
* provide advice and support to school staff implementing this procedure
* maintain accurate and up to date records.

### School staff

* liaise with other school staff regarding student progress and year level placement
* assess student eligibility to apply for course credit
* provide the student with evidence of the outcome of the application for course credit which is supplied to schools through the Victorian Assessment Software System (VASS)
* promptly notify DE (IED) of course credit granted
* maintain accurate and up to date records in accordance with the [ISP Record Keeping Procedural Guidelines](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Record_Keeping_Procedural_Guidelines.docx).

### Principal

* endorse application to the VCAA for the granting of course credit
* appoint sufficient and suitably qualified staff (school staff) to recommend variations to student enrolment (for example, a VCE Coordinator)
* ensure school staff take appropriate action, within a timely manner, to support the variation to a student’s enrolment.

## Process

Schools decide whether a student is eligible for course credit. If a school determines that the student is eligible for course credit, the school must assist students to apply to the VCAA to verify the granting of course credit and advise DE (IED) of the outcome.

The granting of course credit may reduce or have no impact on the duration of a student’s enrolment. The [ISP Course Credit Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Credit_Policy.docx) outlines the conditions for granting course credit to a student. School staff must promptly inform DE (IED) of any potential variations to the student’s enrolment so that DE (IED) can determine whether to endorse the granted course credits and meet legislative requirements around reporting timeframes.

### School staff

1. refer student to the VCE Coordinator (or International Student Coordinator (ISC) if required)
2. assist student to apply to the VCAA for course credit
	1. refer to [VCAA website](https://www.vcaa.vic.edu.au/assessment/results/credit-recognition/Pages/Index.aspx?Redirect=1) for further information
	2. assist student to request evidence from overseas or interstate learning provider, if required.
3. seek Principal endorsement

### Principal

1. decide to either:
	1. endorse application
	2. not endorse application
	3. provide further instruction to school staff, if required.
2. notify school staff of decision.

### School staff

1. if endorsed, submit completed application form to VCAA
	1. advise student and parent / legal guardian / agent that the application has been submitted and that if the VCAA grants course credit which reduces the length of the student’s enrolment in the course, they will need to be issued a new Confirmation of Enrolment (CoE) to reflect the change.
2. if not endorsed, follow the Principal’s instructions
	1. notify student the application was not endorsed by the Principal and will not be submitted to VCAA.
3. if endorsed and application submitted, receive advice from VCAA regarding student’s application for course credit
4. where course credit not granted:
	1. notify the student and their nominated correspondent of VCAA decision in writing, if required (i.e. where VCAA hasn’t notified student directly).
5. where course credit is granted follow the steps outlined in the [ISP Variation to Enrolment Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Variation_to_Enrolment_Procedure.docx).

## 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)

## Related documents

* [ISP Course Credit Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Credit_Policy.docx)
* [ISP Refund Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Refund_Policy.docx)
* [ISP Variation to Enrolment Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Variation_to_Enrolment_Procedure.docx)

## Related procedures

* [ISP Record Keeping Procedural Guidelines](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Record_Keeping_Procedural_Guidelines.docx)

## Supporting information / websites

* [VCE and VCAL Administrative Handbook 2024](https://www.vcaa.vic.edu.au/administration/vce-handbook/Pages/index.aspx)

## Definitions

* **CASES21** is the administration and finance system used in Victorian Government schools for both domestic and international students. Please refer to the [ISP Record Keeping Procedural Guidelines](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Record_Keeping_Procedural_Guidelines.docx) for further information.
* **Course** refers to a course registered on CRICOS offered by the Department of Education (under DE (IED)).
* **CRICOS** stands for Commonwealth Register of Institutions and Courses for Overseas Students that lists all Australian education providers that offer courses to people studying in Australia on student visas and the courses offered.
* **DE (IED)** – Department of Education– International Education Division. IED is the division in DE that administers the International Student Program in Victorian government schools. IED is not a separate entity to DE. DE is the CRICOS registered provider.
* **DE (IED) staff** includes the Executive Officers, managers and employees (full time, part time, ongoing, fixed term, casual and contractor) of DE who work directly or indirectly with the ISP. This excludes school staff.
* **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 DE International Education Division (IED).
* **School** for the purpose of this policy is defined as a school accredited by DE (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.

## Procedure contact officer

For further information, please contact the DE (IED) School Support Team at international.school.support@education.vic.gov.au or +61 3 7022 1000.

## Procedure maintenance officer

Manager, School Support Unit

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## Authorised

Executive Director, International Education Division

**Date of authorisation**: 29/11/2020

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