



# Information Sheet for Schools Course Credit and Duration

## Policy

**Course Credit**      **National Code 2007, Standard 12:** Registered providers appropriately recognise course credit.

Students applying for enrolment in South Australian Government Schools (SAGS), are required to provide their academic reports for the last 2 years from their home country school. This will determine the credit that can be granted and therefore the most appropriate program and year level placement.

For student placement, International Education Services (IES) uses criteria which include:

- their age and the number of years of formal schooling
- their year level completed in their home country, their results for the year and the equivalent year level in SA as recognised by SACE Board (primary and secondary students).
- their English level and/or International English Level Test Score (IELTS) score.

Based on the information provided, most students are required to undertake a component of intensive English before entering mainstream classes.

For the High School Graduate Program students who are not able to complete a full year of mainstream year 11 in an SA government school, schools may be required to apply to SACE Board on behalf of the student for credit for their studies in their home country. The student will need to provide the most up to date translated school report from their home country. Where course credit is granted by SACE Board after a student has commenced their course, a record of the granted course credit should be provided to the student, signed by the student and kept on file.

**Course Duration**      **National Code 2007, standard 9:** Students complete their course within the duration specified.

International students are required to complete their course/s in the time identified on their Letter of Offer (LOO) however, a student will only progress to their next course upon successful completion of their initial or subsequent courses and on the recommendation of the principal.

Schools should notify IES immediately in instances where a student:

- Will not successfully complete their initial course in the time identified on their LOO eg intensive English.
- Will not complete their course/s in the time identified on their LOO.

In instances where the student's program is altered and where:

- the course completion date will not change - the agent/family will be informed and IES records updated.
- the course completion date will be shortened – the agent/family will be informed, a revised Confirmation of Enrolment (CoE) issued to the student and IES records updated.
- the course completion date will need to be extended - the agent/family will be informed, a new LOO and CoE/s issued and IES records updated. The student must then apply for a new student visa to cover their revised study program.

## Procedure

### Course Credit

Where a student requires additional course credit after course commencement, schools should undertake the following:

- Request the student to provide last/latest study results from their home country.
- Apply to SACE Board on behalf of the student using the school procedure, for credit for their home country studies. Check with the SACE Coordinator regarding the process.
- Provide the student with a record of the course credit granted, have the student sign the record and place a copy in the student's file.

IES should be contacted where a student is unable to provide their latest results.

### Course Duration

Where it appears a student will not complete their course/s in the time identified on the LOO, schools should contact IES (Executive Manager International Student Services or Manager Enrolment Services) via email and include:

- student details
- student concerns including results where appropriate, (ESL scale for students in intensive English)
- proposed option/s for the student using the *Course Variation* letter template.

Schools should discuss the proposed option/s with the student.

IES will communicate the proposed adjustments to the student's course as identified on the *Course Variation* letter with the agent/family to gain agent/family consent.



**Government of South Australia**  
Department for Education and  
Child Development