

STUDENT HANDBOOK

Part B – International Students

Section 12 – Course Credit

In addition to the information on course credit in Part A, the following information relates specifically to International Students.

Course Credit and Course Length

Course credit may reduce the length of a student's course.

If this occurs before visa grant, providers indicate the actual course duration in the confirmation of enrolment issued for that student for that course.

If the course credit is granted after visa grant, the change in course duration is reported via Provider Registration and International Student Management System (PRISMS) under section 19 of the Education Services for Overseas Students (ESOS) Act.

Students to Accept the Course Credit Outcome

Students are to show they accept the course credit. This will be achieved by either:

- a) Prior to enrolment – accepting and signing the letter of offer where the details of the course credit has been noted in the letter of offer
- b) During enrolment - by being presented the course credit information in writing and acknowledging receipt of this course credit confirmation and any reduced course load or fee reduction granted

Copy of Course Credit Provided

ALG is obliged to ensure a copy of course credit is kept on student file. Note this may be done in several ways:

- Written copy in students written file
- AND/OR an electronic information note saved on student's electronic file
- AND/OR a record of RPL kept in the ALG RPL electronic file



First aid Module - Course Credit and Attendance Requirements for International Students

Fee credit for the first aid will only be given to students who have applied successfully for course credit with their application. A fee credit of \$100 will be given towards the total term fees.

Whilst a student can still apply for course credit for this module at anytime throughout their studies, no *fee* credit will be given if the student applied for course credit after the application stage (including during the term).

A student who has course credit for first aid module does not need to attend the classes for this module.

If I miss my first aid class – what happens and how can I make up this class?

If a student misses a first aid class, they are marked absent. If they get the qualification elsewhere (at their own cost) before the end of the term, they can apply for course credit for this module and therefore no longer have an attendance requirement for this module.

If a student has not produced evidence of a first aid certificate by the end of term the student will receive a Letter for unsatisfactory academic progress at the end of the study period. Students will then have until the end of their course to supply first aid certificate otherwise they may be reported for unsatisfactory course progress.