



---

# Overseas Students: Course Credit Policy

The purpose of this Policy is to outline the circumstances in which Cranbrook School (the School) grants course credit to an Overseas Student.

## Rationale

Standard 2.3 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (National Code) requires the School to have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if the School intends to assess or grant course credit.

RPL is an assessment process that considers evidence of an Overseas Student's prior learning, including formal, informal and non-formal learning, to determine the learning outcome of an individual.

The School's decision to assess RPL or grant course credit must preserve the integrity of the award to which it applies and comply with the requirements of the educational framework of the course.

## Cranbrook School's Policy

Entry into any course is subject to the assessment of the School. Other than as outlined below, the School does not offer course credit.

In order to ensure that NESA requirements for the relevant course have or can be met, in accordance with the ACE Manual, Policy ACE 8044 and ACE 8045, all applications will be assessed by the Director of Academics and Deputy Head of Senior School, and the Director of Curriculum, and with assistance from Heads of Department as appropriate.

In order to ensure that International Baccalaureate requirements for the relevant course have or can be met, all applications will be assessed by the Director of Academics and Deputy Head of Senior School, the Director of Curriculum, and the IB Diploma Co-ordinator and with assistance from Heads of Department.\*

## Course Credit for Year 11 and Year 12 Students

Course credit is only available to Overseas Students transferring from another Australian curriculum school in Year 11 and at the beginning of Year 12 for the award of the HSC.

In this case, the Overseas Student may receive course credit for units previously completed based on evidence provided of studies undertaken under the relevant state or territory curriculum assessment authority or nationally accredited framework.

Course credit is only available to Overseas Students transferring from another IB school up to the end of Term 1 in Year 11 for the award of the International Baccalaureate Diploma.\* This also requires evidence that the Overseas Student has undertaken the same subject combination as they would be taking at the School, they have been studying those courses for a period equivalent to at least the time they would have missed had they started at the School at the beginning of the school year, and their prior school confirms they had met all of the internal IB Diploma deadlines.

An application for RPL must be made **prior** to an Overseas Student commencing at the School. Appropriate documentation must be provided to the School to support the application for course credit.

The application will be assessed by the Director of Academics and Director of Curriculum (with assistance from Heads of Department and IB Diploma Co-ordinator as required) to ensure that the NSW Education Standards Authority requirements for the relevant course have or can be met, and a recommendation made to the Headmaster. The decision to award course credit is in the absolute discretion of the Headmaster.

The Director of Academics will provide written notification to the Overseas Student and parents of the outcome of the application for course credit, including reasons for any refusal and any reduction in course duration.

If the granting of course credit leads to a reduction in course length, the Director of Admissions will ensure the electronic Confirmation of Enrolment is issued for the reduced duration. The Director of Admissions will also record the change in course duration in PRISMS if the course credit is granted after the Overseas Student's visa has been granted.

All relevant documentation will be retained on the Overseas Student's file, including any application for course credit and RPL and supporting documentation, records of the School's assessment of the application, written notification of the outcome and any notifications recorded in PRISMS for at least 2 years after the Overseas Student ceases to be an accepted student of the School.

### **Record Keeping**

The School maintains evidence of compliance with this policy by maintaining records of assessments and decisions made regarding requests to grant RPL and course credit. Records will be maintained in accordance with [the Overseas Students: Records Management and Retention Policy](#).

*Published: March 2022*

*\*Subject to approval to offer the IB Diploma Programme to Overseas Students*