



Wollongong College Australia

A College of the University of Wollongong

Australia

Wollongong

New Zealand

Auckland

Wollongong College Australia
A trading division of ITC Education Limited
CRICOS Provide Code 02723D
A University of Wollongong Enterprise ABN 14105312329

Course Credit Policy and Procedure

Date approved: 8 November 2007

Approved by WCA Academic Board

Reference and
Legislation

- Student Grievance Policy – Academic
- Confirmation of Enrolment
- National Code of Practice for Providers of Education and Training to Overseas Students 2007

Contents

1.	Description	3
2.	Definitions	3
3.	Applications	3
4.	Documentation	4
5.	Assessment of Applications	4
6.	Visa Implications for International Students.....	5
7.	Appealing Decisions	5
8.	Version Control and Change History.....	6

1. Description

Course Credit refers to an exemption from certain Diploma subjects on the basis of equivalent previous experience or learning.

Other institutions may grant course credit on the basis of Recognition of Prior Learning (RPL) for students' non-formal and informal learning; that is, learning achieved outside the formal education and training system. The Wollongong College Australia (the College) does not grant this form of RPL in the Diploma programs.

The College does not grant course credit for other courses at the College:

- ELICOS
- Foundation Studies
- other non award courses

The College may grant course credit for formal courses completed prior to enrolment. This is called credit transfer and refers to learning achieved through formal education.

2. Definitions

“Course credit” refers to exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. It includes credit transfer and recognition of prior learning.

3. Applications

Students should apply for course credit by completing ***F-WCA-3.2.4 - Application for Course Credit*** at the time of application to the College and at least a month in advance of the start of session.

4. Documentation

- 4.1 Applications for course credit must be accompanied by full original documentation and;
- a. certified photocopies of relevant pages from the handbook of the institution concerned
 - b. complete copy of each subject outline, including subject content by topic and assessment details in percentage terms
 - c. certified transcript of results
 - d. list of subjects considered equivalent to the College subject for which they are seeking course credit.
- 4.2 The amount of course credit granted will vary in each case and depend on the type and level of courses previously studied, when study commenced or was completed and whether or not the previous study is assessed to be the equivalent to the Diploma subjects at the College.

5. Assessment of Applications

- 5.1 Requests for course credit will be assessed using the following criteria:
- a. equivalency with regard to the type and level of course studied elsewhere
 - b. equivalency of individual subject content, objectives and outcomes
 - c. satisfactory performance in the subject previously studied for which course credit is being sought.
- 5.2 A maximum of 50% of the Diploma Program can be granted course credit.

5.3 Students will be advised in writing of the outcome of their applications for course credit. Students who are granted course credit must make an appointment with the Student Adviser to discuss implications for their student visa. International students must maintain if possible a full-time study load and are advised that course credit may cause a reduction in the student visa duration.

6. Visa Implications for International Students

For international students studying in Australia, when the granting of course credit leads to a shortening of the student's course, the College will:

- a. in cases where course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
- b. in cases where course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act. In these circumstances, a new confirmation of enrolment will be issued.

7. Appealing Decisions

If a student is not satisfied with the outcome of their application for course credit they may appeal the decision (refer to WCA Student Grievance Policy – Academic www.wca.uow.edu.au/Policies).

8. Version Control and Change History

Version Control	Date Released	Date Effective	Approved By	Amendment
1	8/11/07	16/11/07	WCA Academic Board	