



International Student Course Credit Policy

CRICOS Number: 03246J ABN: 96 105 961 135

This policy is in accordance with the National Code 2007, Standard 2.1a & 12. Groves Christian College, as a registered CRICOS provider, must ensure students who are enquiring about enrolment in its accredited courses are aware of the Course Credit Policy.

Groves Christian College will assess all applications for entry into the College. Course credit may only be offered as outlined below:

1. **STUDENTS YEAR P TO YEAR 10**

For students transferring from interstate up to year 10, the College does not offer course credit and entry into any course is subject to the assessment of the College. The Head of School - Secondary or Primary will examine the academic and school reports provided by the prospective student. The focus will be on establishing whether the student will be able to fulfil the academic and behavioural requirements set out by the College.

2. **STUDENTS YEARS 11 & 12**

For students transferring from interstate in Year 11 and the beginning of Year 12, the student may receive course credit for units completed based on evidence provided of studies undertaken under the relevant state or territory curriculum assessment authority or nationally accredited framework and in accordance with Groves Christian College's course credit policy.

The Head of School - Secondary or Primary will examine the academic and school reports provided by the prospective student and assess the students' likely ability to fulfil Groves Christian College's academic and behavioural requirements.

If the decision is favourable the Head of School will allow the enrolment procedure to continue. When applying to university, students may have to supply this same proof to the Queensland Tertiary Admissions Centre (QTAC) or the university as well, and are advised that QTAC or the university may not recognise their studies even though Groves Christian College does. Students in this situation seeking recognition of prior learning should personally check with QTAC or their intended university that recognition of prior studies will be granted before finalising enrolment at Groves Christian College.

If the decision to grant course credit is not favourable, the Head of School will notify the parent/guardian of this decision, including reasons relevant in determining this outcome. The written notification may also include further information or conditions, such as granting of recognition of prior learning into a year other than that requested for the prospective student.

3. **CONCESSIONAL CREDIT FOR OVERALL POSITIONS (OP) AND CREDIT FOR THE QUEENSLAND CERTIFICATE OF EDUCATION (QCE)**

To be awarded a Queensland Certificate of Education (QCE) a student must successfully complete (minimum "C-" grade or equivalent) sufficient learning to accumulate 20 'credits'. For example, each subject offered at Groves Christian College offers four 'credits' (one for each semester).

To be awarded an Overall Position (OP) for university entrance, a student must usually complete four semesters of study in each of at least 3 "authority" subjects, and 20 semesters in total, during years 11 and 12 (normally, 5 subjects over two years), and complete the Queensland Core Skills Test (QCST).

The application for Credit for an OP or QCE is a separate process to the initial application for Recognition of Prior Learning for entry into Groves Christian College. The decision to grant recognition of prior learning for entry into Year 11 or 12 at Groves Christian College does NOT mean the student will receive course credit toward the OP or QCE.

4. CREDIT FOR THE QCE FROM ANOTHER QUEENSLAND SCHOOL

If the student has completed semesters of study at a Queensland High School, the Head of School will allow the enrolment to continue, and will direct the Student Contact Officer to send a "Request for S1 form" to the student's previous school. The S1 will be added to the student's file upon receipt, and copies will be provided to the student's class teachers so that course credit may be calculated according to QSA regulations.

5. CREDIT FOR THE QCE FROM A SCHOOL IN ANOTHER AUSTRALIAN STATE/TERRITORY OR FROM OVERSEAS

Students who have completed part of an equivalent course of study may apply for Course Credit for the QCE. Students who have successfully completed an equivalent course of study cannot apply for Course Credit for the QCE. A list of equivalent courses can be found in the QSA "[QCE Handbook A7 for Credit for non-Queensland Students](#)".

Students must complete an "[Application for credit transfer and/or relaxation of completed Core](#)" form, and include the following documentation necessary for submitting the form:

- A school report/certification of results for senior studies fully or partially completed, *and*
- A letter from the issuing authority confirming the enrolment and study details of the student.

NB: Any forms requiring translation must be translated by a recognised translation agency and certified copies must be provided.

Groves Christian College will forward the completed form to the QSA and record the outcome on the student's file. If the application for Course Credit toward a QCE is refused, students may be ineligible for an OP, Senior Certificate or QCE, even though they have been given recognition of prior learning by Groves Christian College for entry into Year 11 or 12.

6. CONCESSIONAL CREDIT FOR AN OP FROM ANY SCHOOL

Groves Christian College does grant Concessional Credit for studies completed overseas which contribute to the awarding of an OP. The Head of School, upon receipt of the documentation listed above, will assess whether the student's grades and studies warrant concessional credit (as a result of a passing grade). The Head of School will inform the Administration Staff, who will note the concessional credit directly onto the SDCS software provided by the QSA for this purpose. No other entry need be made on the student's file.