

Procedure for applying for Course Credit for EQI

Education Queensland International (EQI) is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) as a Registered Provider of courses to students in Queensland. EQI provides primary and secondary school courses to international students through selected Queensland Government Schools. As a Registered Provider, EQI must comply with the provisions of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code 2007).

The National Code 2007 sets out the requirements of education providers in relation to the educational outcomes and services which must be delivered to students on student visas. Standard 12 of the National Code 2007 requires Registered Providers to appropriately recognise course credit within the ESOS legislative framework.

The steps outlined below state the procedure followed by EQI in relation to the process for granting course credit to students with suitable prior learning or experience.

Applying for Credit

1. For the purpose of these procedures, "Course credit", is defined as an exemption from enrolment in a particular part of a course as a result of previous study, experience or recognition of a competency currently held by a Student. This includes academic credit and the recognition of prior learning.
2. At the time of making an application for course credit the following documentation should accompany the application:
 - (i) a certified copy of the international student's Academic Transcript of Results for the last 2 years from the institution where the previous studies were undertaken;
 - (ii) all relevant evidence and documentation to support the course credit application.

Procedure if credit granted

3. EQI will ensure that the student's parent/guardian and the student sign or otherwise accept the Offer of a Place which provides a record of course credit. This record will be kept on the student's file.
4. Course credit may reduce the length of a student's course. If this occurs before a student visa is granted, EQI will indicate the actual (reduced) course duration in the Confirmation of Enrolment (COE) issued for that student for that course.
5. If course credit is granted after the student is granted a visa, EQI will cancel the student's existing COE and issue a revised COE indicating the change of course duration via PRISMS under Section 19 of the ESOS Act.
6. EQI processing officers should refer to the document "Procedure Outlining EQI's Assessment of Academic and English Language Proficiency Entry Requirements" for further guidance in awarding course credit.

Complaint procedure

7. If a student is dissatisfied with the response to his or her application for course credit, they may access EQI's internal complaints and appeals process to have their grievances heard and addressed.