

INTERNATIONAL STUDENT HANDBOOK

Information, Procedures and Policies

Emmaus Christian College Contact Details

CRICOS Provider Number: 00358C

Name and Mail Address

Emmaus Christian College
7 Lynton Avenue
South Plympton SA 5038

Reception/Main Office

(Mon-Fri 8.20am to 4.30pm)

Tel: 08 8292 3888

Fax: 08 8292 3800

Email: enquiries@emmauscc.sa.edu.au

Student Absentee Notification

Tel: 08 8292 3838

International Student Contacts Academic

Middle School Yr7-9	Mr Jonathan Carpenter Head of Middle School Tel: 08 8292 3888 Email: jcarpenter@emmauscc.sa.edu.au
Senior School Yr10-12	Mrs Andrea Gear Head of Senior School Tel: 08 8292 3888 Email: agear@emmauscc.sa.edu.au

International Student Contact for Visa, Passport, Accommodation and Care Arrangements

Mr Ben Raw
Business Manager
Tel: 08 8292 3888
Mob: 0408 844 070 (24 hr Emergency Contact)
Email: braw@emmauscc.sa.edu.au

College Chaplain

Mr Adam Wood
Tel: 08 8292 3888
Email: awood@emmauscc.sa.edu.au

Emergency Contacts:

Police, Fire, Ambulance Tel: 000

Department of Immigration and Border Protection (DIBP)

70 Franklin Street
Adelaide SA 5000
Tel: 131 881

Contents

Section

- 1 Student Support Services and Other Information
- 2 Vision, Mission and Values
- 3 Student Orientation Program
- 4 Fee Payment and Refund Policy
- 5 Complaints and Appeals Procedure
- 6 Accommodation and Welfare Policy
 - Students Living with a Parent/Guardian
 - Students under 18
- 7 Course Credit, Course Progress and Attendance Procedures
- 8 Deferral, Suspension and Cancellation of Enrolment Policy
- 9 Student Transfer Request Policy
- 10 Staff Capabilities, Educational Resources and Premises

Appendix

- 1 Application for Refund Form (*refer Section 4*)
- 2a SACE Board of SA – Recognition Arrangements in SACE (*refer Section 7*)
- 2b SACE Board of SA – Recognition Application Stage 1 and Stage 2 Equivalent Studies (*refer Section 7*)



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Student Support Services

Student Services is the point of contact for International Students for information and to make appointments with appropriate staff.

Student Services window is open 8.00am – 4.00pm school days (8292 8820) and administration staff will assist students with all enquiries and will refer students to the appropriate staff.

Area of Responsibility	Staff Member to Contact	Method of contact
Attendance Change of address/contact details	Student Services Officer	Student Services Office
Orientation on arrival	Registrar	Appointment
Academic Matters Course Progress Complaints and Appeals	Head of Middle School Yr 7-9 or Head of Senior School Yr 10-12	Appointment
ESL Support Negotiated Education Plan	Special Education Coordinator	Appointment
Course Credits SACE Process	SACE Coordinator	Appointment
Careers Advice and Counselling	Careers Advisor	Appointment
Personal Matters	Chaplain	Appointment Chaplain Letterbox
Homestay/Accommodation/Care Arrangements Visa/Passport Issues Overseas Student Health Cover Student Transfers Student Payments/Refunds	Business Manager	Appointment

Other Information

For the information listed below, refer to Student Annual Planner Diary distributed to all students at the start of each school year or on commencement if student commences during the year.

	Middle School	Senior School
College Expectations	Page II and III	Page 2 and 3
Bell Times	Page IX	Page 4
Term Dates	Page X	Page 5
College Map	Page XII and XIII	Page 9 and 10



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Vision, Mission and Values

OUR VISION

Inspiring Hearts, Inspiring Minds.

OUR MISSION

To inspire young people by providing excellence in education within a caring Christian Community.

OUR VALUES

- | | |
|------------------|---|
| Faith | Nurturing a Christ-centred faith and lifestyle. |
| Learning | Cultivating a lifelong love of authentic learning. |
| Community | Fostering authentic Godly relationships. |
| Service | Encouraging acts of service at school and in the wider community. |



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Student Orientation Program (International Students)

The Emmaus Christian College Orientation Program is implemented each time a new student or group of students arrive. Students are continually monitored and constant support is given to overseas students at commencement and continues throughout their period of study.

The Orientation Program is outline below:

Emmaus Christian College Registrar

1. Contacts the student to organise a time for their orientation program.
2. Makes an appointment for their uniform fitting.
3. Organises a tour of Emmaus Christian College.
4. Organises ordering of stationery and collection of text books.
5. Introduces students to IT Staff and arrange issuing of a Chromebook and/or laptop (as applicable to year level of student).
6. Introduces student to various Staff Members to discuss –
 - a) Subject choices and what to expect on first day of school with Head of School:
Middle School Mr Jonathan Carpenter
Senior School Mrs Andrea Grear
 - b) Role of Chaplain and to advise contact details:
Chaplain Mr Adam Wood
 - c) College welcome:
Principal Mr Andrew Linke

On the students first day of school

Student is met by House Coordinator and

- Introduced to Home Group Teacher
- Introduced to and paired with a 'buddy'

During the students first week of school

Home Group Co-ordinator organises and invites student to a lunch for all new students.

Annually

All students are orientated each year by: reading, discussing and agreeing to Emmaus Christian College Expectations as outlined in the Middle School Student Diary and Senior School Student Diary.



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Fee Payment and Refund Policy (International Students)

Purpose

This policy establishes the fee payment procedure and criteria for granting refunds to ensure that refunds of fees are made in accordance with the ESOS (Education Services for Overseas Students) Act 2000.

Scope

This policy applies to prospective overseas students who have accepted a place at Emmaus Christian College.

Responsibility

The Business Manager is responsible for the implementation of this policy and to ensure that staff and students are aware of its application and procedures.

Definitions

Tuition Fee: The Tuition Fee is a compulsory academic fee payable by students for courses offered by the College.

Tuition Protection Service (TPS): The Tuition Protection Service is a protection scheme for International Students whose provider cannot fully deliver a course for which the student has paid. The TPS ensures that International Students are able to either:

1. Complete their studies in another course or with another education provider.
2. Receive a refund of their unspent tuition fees.

Agreed Start Date/Course Commencement: Agreed Start Date (Course Commencement) is the day on which the course was scheduled to start as per the student's Confirmation of Enrolment (CoE) or a later date agreed between Emmaus Christian College and the student for the start of the course.

Administration Fee: An Administration Fee is a non-refundable fee that is charged to students on enrolment.

Contingency Fee: A Contingency Fee is a fee payable at commencement which is refundable at the end of course, provided there is no outstanding debt ie text books, laptops, equipment etc have been returned.

Withdrawal from the Course: Withdrawal refers to a student's deferral, suspension or cancellation of enrolment.

College Default: Default occurs when -

1. The course does not start on the Agreed Start Date.
2. The course ceases to be provided at any time after it starts but before it is completed.
3. The course is not provided in full to the student because a sanction has been imposed on the College.
4. The student has not withdrawn before the default day.

Student Default: A student default occurs when Emmaus Christian College refuses to provide or continue providing the course to the student because of one or more of the following events -

1. The course starts on the Agreed Start Date but the student does not attend classes on that day.
2. The student withdraws from the course (either before or after the Agreed Start Date).
3. The student fails to pay an amount he/she is liable to pay to Emmaus Christian College directly or indirectly, in order to undertake the course.
4. The Student breaches a condition of his/her student visa.
5. Student misbehavior.

Payment of Tuition Fees

1. The initial tuition fee as stated in the Letter of Offer must be paid in advance before the commencement of the course to confirm the place at Emmaus Christian College.
2. Emmaus Christian College will not receive more than 50% of the student's total course fee before the student begins the course. The initial payment required for tuition fees will be for one year unless the course is less than two years.
3. Emmaus Christian College will not require any remaining tuition fees earlier than two weeks before the start of the student's second year.
4. Tuition fees are payable to Emmaus Christian College by a bank draft or telegraphic transfer (or other approved payment options) in Australian dollars made payable to Emmaus Christian College.
5. All tuition fees for each semester must be paid in advance, unless a payment arrangement is made with the College.
6. Students who do not pay their fees by the due date and fail to do so in a timely manner will not be able to access classes until fees are paid.
7. Continued unpaid fees will result in the automatic cancellation of a student's enrolment at the end of any appeals process. International students are required to demonstrate to the Australian Government sufficient funds to cover their studies in Australia. As such, financial hardship is not considered grounds for appeal.
8. Tuition Fees do not include: living expenses, uniforms and equipment.
9. Students who enrol in additional courses will be required to pay a separate fee.
10. If the student's visa status changes (ie becomes a temporary or permanent resident), the student will continue to pay full overseas student fees for the current year unless the student notifies the change prior to commencement of Semester 2.
11. Emmaus Christian College reserves the right to engage any third party to recover any outstanding fees payable to the College. The cost to the College of engaging a third party to recover such outstanding fees will be charged to the student.

Refund Requirements

All refund requests are conditional on the following:

1. Emmaus Christian College must have received funds in order for any refunds to be made available (ie cheques are cleared, telegraphic transfers have been received).
2. Any debts to the College must be paid in full or the outstanding amounts will be deducted from the refund.

Visa Refusal

If a student visa application or visa renewal is refused by the Australian Government, a full refund of course fees, less administration fees, will be made. To receive the refund, students will have to provide the College with authenticated evidence of their student visa refusal.

No refunds will be granted where:

1. An International Student currently in Australia has their student visa cancelled by the DIBP (Department of Immigration and Border Protection) for a breach of visa conditions.
2. An International Student currently in Australia has their student visa extension application refused by DIBP after the commencement of their studies for not meeting visa requirements.

College Default

1. In the unlikely event that the College is unable to start or deliver the course (known as provider default), the student can choose to accept either:
 - a) refund of course fees which will be issued to the student within 10 working days or
 - b) be placed in an alternative course with another provider
2. If the student chooses to receive a refund of course fees, the College will calculate the unspent portion of tuition fees paid to date (ie tuition the student has paid for but which has not been delivered by the College). The refund will be paid within 10 working days after cessation of the course.
3. If the College is unable to provide a refund or place the student in an alternative course, the TPS will provide the student with options for suitable alternative courses (if any such courses are available) or if this is not possible, the student will be eligible for a refund as calculated by the TPS Director.

Course Withdrawal

1. Where written notice of withdrawal is received by the College before the start date of the course the College will refund the fees less the Administration Fee and the Contingency Fee.
2. If the student withdraws from the College before completing their enrolled course:
 - a) The Contingency Fee will not be refunded.
 - b) One semester's fee will not be refunded unless one semester's notice in writing has been given to the Principal.
 - c) Where the student defaults including withdrawing from a course after the course/term start date, there will be no refund of paid tuition fees.
 - d) If the refund application is approved, refunds will be made available within 20 working days of written notification being received by the College.

Special Circumstances

Where a student withdraws from the course and returns home or discontinues study because of exceptional and extenuating circumstances of a compassionate nature, such as: illness of the student, a death or severe illness in the immediate family, 100% of all unspent fees paid less any administration fees will be refunded.

Refund Procedure

1. The student must complete an *Application for Refund Form (Appendix 1)* to apply for a refund and attach all evidence and supporting documents. Such documents may include but are not limited to:
 - a) A letter from DIBP advising of a rejection of the student visa application or a refusal to extend a student visa
 - b) Proof of extenuating circumstances of a compassionate nature
2. For a College default on the agreement, refunds will be made within 10 working days of the default date.
3. All other refunds will be made within 20 working days of the College receiving the student's written notification.
4. The Business Manager or a designated staff member must approve all student refunds.
5. Refunds will be paid in Australian dollars to the student or to the person nominated by the student on the refund application.
6. Details of refunds provided will be maintained in the student's file.

Payment of Refunds

1. If a request for a refund is approved, the refund for an approved transfer to another Australian education provider will be made payable to that education provider in Australian dollars. The funds will not be refunded to the student.
2. The remaining money after transferring to another Australian education provider will only be made payable to the applicant in Australian dollars to the student's nominated bank account or other approved options.

Student's Rights to Appeal

1. Any student who is refused a refund by the College may appeal within 10 working days in writing to the College Business Manager.
2. The College appeal process does not restrict the student's right to pursue other legal avenues.
3. This agreement and the availability of the *Complaints and Appeals Procedures* do not remove the right of the student to take action under Australia's consumer protection laws.



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Complaints and Appeals Procedure (International Students)

Purpose

The purpose of Emmaus Christian College Complaints and Appeals Procedure is to provide a student or parent/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint.

The internal complaints and appeals processes are conciliatory and non-legal.

Complaints against other students

Grievances brought by a student against another student will be dealt with under the College Expectations Middle School (Yr 7-9) or College Expectations Senior School (Yr 10-12).

Informal Complaints Resolution

Emmaus Christian College requests there is an attempt to informally resolve the issue or problem through informal resolution of the complaint.

In the first instance students should contact -

Academic/Subject: Head of Middle School (Yr 7-9) or
Head of Senior School (Yr 10-12)

Personal: Chaplain

Enrolment: Enrolment Registrar

Homestay: Business Manager

If the matter cannot be resolved through informal resolution, the matter will be referred to the Principal and Emmaus Christian College internal *Formal Complaints and Appeals Handling Procedure* will be followed.

Formal Complaints Handling Procedure

The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.

The student must notify the College in writing of the nature and details of the complaint or appeal.

Written complaints or appeals are to be lodged with Head of Middle School (Yr 7-9) or Head of Senior School (Yr 10-12).

Where the internal complaints and appeals process is being accessed because the student has received notice by the College that the College intends to report the student for: unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.

Complaints and Appeals processes are available to students at no cost.

Each complainant has the opportunity to present the student case to Head of Middle or Senior School whichever is applicable.

Students and/or the College may be accompanied and assisted by a support person at all relevant meetings.

The formal grievance process will commence within 10 working days of the lodgement of the complaint or appeal, with Head of Middle School (Yr 7-9) or Head of Senior School (Yr 10-12).

Once the Head of School has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome and a copy will be retained on the student's file.

If the grievance procedure finds in favour of the student, Emmaus Christian College will immediately implement the decision and any corrective and preventative action required and advise the student of the outcome.

Emmaus Christian College undertakes to finalise all grievance procedures within 10 working days.

For the duration of the appeals process, the student's enrolment and attendance must be maintained.

External Appeals Processes

If the student is dissatisfied with the conduct or the result of the complaints procedure, the student may seek redress through an external body at minimal or no cost within 10 working days.

If the student wishes to complain or to lodge an external appeal about a decision made or action taken by Emmaus Christian College, the student may contact the Overseas Students Ombudsman at no cost. The Overseas Students Ombudsman offers a free and independent service for overseas students. Contact: www.oso.gov.au or telephone 1300 362 072 for more information

Other Legal Redress

Emmaus Christian College Complaints and Appeals Procedure does not negate the right of an overseas student to pursue other legal remedies.

Definitions

Working Day – any day other than a Saturday, Sunday or public holiday during term time.

Student – a student enrolled at Emmaus Christian College or the parent/legal guardian of a student where that student is under 18 years of age.

Support person – a friend, teacher or relative etc not involved in the grievance.



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Accommodation and Welfare Policy (International Students) Students Living with a Parent/Guardian or Approved Relative

The Emmaus Christian College Accommodation and Welfare Policy is to ensure the College meets its legal obligations under the ESOS framework.

Living with a Parent/Guardian or Approved Relative

At the time of enrolment, all international students are required to provide the College with details of: Parent, Guardian or Australian Department of Immigration and Border Protection (DIBP) approved relative who they have nominated to live with. The appointment of the nominated Parent, Relative or Guardian is the responsibility of the student's parents but must meet the following DIBP criteria:

1. Nominated relative must be one of the following: spouse, brother, sister, stepbrother, stepsister, step-parent, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece or step-nephew. DIBP requires this guardian to be over 21 years of age, an eligible relative and of good character.
2. In the case of a student living with an approved Relative or Guardian as defined by DIBP, a Confirmation of Appropriate Accommodation and Welfare Form (CAAW) is not required as the College is not responsible for the student's welfare. If the College has any concerns about the welfare of a student it will contact the Parent or Guardian in the first instance. If the College believes the student is in some kind of danger it will contact DIBP as a matter of urgency.

Living with Parents Granted a Guardian Visa (or similar)

For the purpose of caring for a student attending the College the following visa conditions apply: It is essential that the Parent or Legal Guardian:

1. Resides with the student at all times.
2. An appropriate visa holder enabling them to remain in Australia until the student is 18 years of age.
3. Provides the College with a copy of the parent's passport photo and visa page prior to the student commencing.
4. Advises the College of the student and parent residential details, telephone and email prior to the student commencing and thereafter within 7 days of any change in details.

Refer:

http://www.immi.gov.au/students/student_guardians/580/obligations-student-guardians.htm

Exceptions for Parent/Guardians Departing Australia Without the Student

Parent/Guardian cannot leave Australia without the student for whom they are the Guardian, unless the department is provided with evidence that:

There are compassionate or compelling circumstances to leave the country and alternative arrangements have been made for the student's: accommodation, general welfare and support, until return of the Parent/Guardian that fits within the rules provided by DIBP.

Note: If the student is less than 18 years of age, the alternative arrangements must be approved by Emmaus Christian College subject to DIBP conditions.

Change of Address and Current Contact Details

Emmaus Christian College is required by law to request confirmation of current address and contact details in writing for each student (and Parent/Legal Guardian if a student is under 18 years of age) at least every six months:

1. The College will require confirmation of contact details from students including: address, telephone number and email address at the start of Term 1 and Term 3 annually.
2. Student Services will issue a form (Parent/Guardian Record) to be updated or confirmed as correct and signed.
3. Students requiring to move to a new address must receive College approval and must inform the College in writing, advising of their new address and telephone number within seven days of taking up residence at that new address.



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Course Credit, Course Progress and Attendance Procedures (International Students)

Course Credit

For students entering up to and including Year 10, Emmaus Christian College does not offer course credit. Entry into a course year level is subject to the assessment of the College.

For students transferring from interstate or overseas into Year 11 and the commencement of Year 12, the student may apply to receive course credit for units completed.

Apply in the first instance to the SACE Coordinator (Mrs Irma Rodda). The SACE Coordinator will provide the student with a SACE "Recognition Application" Form (Appendix 2b) if in his assessment the application may succeed.

The only course credits allowed by Emmaus Christian College will be those recognised by SACE Board of SA.

Refer International Student Handbook Attachments: SACE Information Sheet "Recognition Arrangements in the SACE" (Appendix 2a), SACE Form "Recognition Application" (Appendix 2b)

Course Progress

1. The College will monitor, record and assess the course progress of each student:

- Parent/Guardian will receive a formal report of student achievement at the end of every term
- Parent/Guardian will have the opportunity to meet with individual teachers, after reports for Terms 1 & 3 are provided, at the designated Parent-Teacher Interview nights which are held twice a year
- In Term 3 of each year, students and a parent/guardian are required to attend an appointment on "Pathway Planning Day" to discuss and explore career paths, and to receive direction regarding suitable subjects for the student for the following year
- As students undertake the South Australian Certificate of Education (SACE) in their senior years, the structure of their available subject choices will be such that they will undertake all compulsory SACE subjects
- Completion checks are carried out by the SACE coordinator twice a year for all students undertaking SACE, to ensure that they have the potential to pass SACE

2. Students at risk of not meeting course progress requirements can be identified as at risk by:

- a) Teacher - for example on the basis course work is: not submitted, is not to standard or teacher/staff member has identified a risk factor –
 - individual subject teachers are required to alert both the parent/guardian and Head of School when the student is failing to complete required homework and/or assignment tasks
 - individual subject teachers are required to alert both the parent/guardian and Head of School when the student is performing poorly and/or failing to meet the passing standard
 - teachers may ask parent/guardian to meet with them at the school to discuss progress if the situation deteriorates
 - parent/guardian can also arrange to meet with teachers at any other time if they have concerns regarding student progress
- b) Student - identify themselves as at risk, by contacting their Head of School and explaining why they are having difficulty with their course.
- c) Assessment –
 - at the end of each term, students who have failed 50% or more of subjects attempted are identified as at risk
 - House Coordinator or Head of School will be involved in a meeting with parent/ guardian to discuss the students work from the aspect of ability, application and effort. The student will be required to attend part or all of this meeting

3. Strategy

In consultation with the student, parent and carer/support families, an intervention strategy will be developed to support the student learning. A Negotiated Education Plan (NEP) will be completed by the Special Education Coordinator at the College. This is communicated to all teaching staff to ensure appropriate support and modification of learning is applied for the student.

The intervention strategy may include:

- after hours tutorial support
 - subject tutorial support in class time
 - mentoring
 - additional ESL support
 - in consultation with Head of School, change of subject selection or reducing course load (without affecting course duration)
 - counselling – time management
 - counselling – academic skills
 - counselling – personal (Chaplain)
 - other intervention strategies as deemed necessary
- a) A copy of the student's NEP and progress reports in achieving improvement will be forwarded to the parent/guardian.
 - b) The student's individual strategy for academic improvement will be monitored over the following term by the Head of School and records of student response to the strategy will be kept.
 - c) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next term Emmaus Christian College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to assess the College's internal complaints and appeals process.
 - d) The school will notify the national ESOS Authority via PRISMS of the student not achieving satisfactory course progress as soon as practicable where either:
 - the student does not access the complaints and appeals process within 20 days
 - withdraws from the complaints and appeals process
 - the complaints and appeals process results in favour of the College

Completion within **expected duration** of study

As noted in *Point 1 below*, the College will monitor, record and assess the course progress of each student for the subjects in which the student is currently enrolled.

1. Part of the assessment of course progress at the end of each term will include an assessment of whether the student's progress is such that they are expected to complete their course within the **expected duration** (*refer definitions*) of the course.
2. The College will only extend the duration of the student's course in the following limited circumstances:
 - Compassionate or compelling circumstances (see Definitions below)
 - Student participation in an intervention strategy as outlined in *Point 3 above 'Strategy'*
 - An approved deferment or suspension of study has been granted in accordance with Emmaus Christian College Deferral, Suspension and Cancellation of Enrolment Policy
3. Where the College decides to extend the duration of the student's study, the school will report this change via PRISMS within 10 working days and/or issue a new COE if required.

Monitoring Course Attendance

1. Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
2. Student attendance is:
 - checked and recorded daily
 - assessed regularly
 - recorded and calculated for each lesson (contact lessons for Year 12 students)
3. All absences from College will be included in absentee calculations and should be accompanied by a medical certificate or an explanatory communication from the student's carer or evidence that leave has been approved by the Principal or Head of School.
4. Any absences longer than 2 consecutive days without approval will be investigated. A student will be considered to be at risk of not meeting attendance requirements upon the accumulation of 5 unexplained days absent in a term.

5. Student attendance, on **school days (refer definitions)**, will be monitored by Student Services every week to assess student attendance using the following method:
 - calculating the number of lessons the student would have to be absent to fall below the attendance threshold of 80%, eg based on 7 contact lessons per day calculation -
 1 week: 7 contact lessons per day x 5 days x 20% = 7 lessons ie 1 day
 1 term/10 wks: 7 lessons per dy x 5 dys per wk x 10 wks x 20% =70 lessons/10 days
 Calculation for a Year 12 student for one week is: contact lessons per week x 20%
 - exclusion from class will not be included in student attendance calculations
6. Parent/Guardian of students at risk of breaching the College attendance requirements will be contacted by email and students will be counselled and offered any necessary support when their attendance falls below 85%.
7. If the calculation at *Point 5 above* indicates that the student has passed the attendance threshold, the College will advise the student of its intention to report the student for breach of visa condition 8202 and that he/she has 20 working days in which to access the school's internal complaints and appeals process except in the circumstances outlined in *Point 9 below*.
8. The College will notify DIBP via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - the student does not access the complaints and appeals process within 20 days
 - withdraws from the complaints and appeals process
 - the complaints and appeals process results in a decision for the school
9. Students will not be reported for failing to meet the 80% threshold where:
 - the student produces documentary evidence clearly demonstrating **compassionate or compelling circumstances (refer definitions)** for example medical illness supported by a medical certificate or other as per *Definitions below*, and
 - has not fallen below 70% attendance
10. The method for calculation 70% attendance is the same as that outlined in *Point 5 above* with the following change; contact lessons per week x 30%:
 - if a student is assessed as having nearly reached the 70% attendance threshold, Head of School will assess if a suspension of studies is in the interests of the student as per the College Deferral, Suspension and Cancellation of Enrolment Policy
 - if a student does not obtain a suspension of studies under the *Deferral, Suspension and Cancellation of Enrolment Policy* and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in *Point 7 & 8 above*

Definitions

Compassionate or compelling circumstances – circumstances beyond the control of the student that are having an impact on the student's progress through a course.

These could include:

- serious illness, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parent or grandparent
- major political upheaval or natural disaster in students home country requiring emergency travel that has impacted on studies
- a traumatic experience which has impacted on the student (these cases should be where possible supported by a police or psychologist report)
- where the school was unable to offer a prerequisite unit
- inability to begin studying on course commencement date due to delay in receiving a student visa

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.

School day – any day for which the school has scheduled course contact hours.

Deferral, Suspension and Cancellation of Enrolment Policy (International Students)

If a student's enrolment is, deferred, suspended or cancelled, their visa status may be affected.

Students wishing to defer or temporarily suspend their enrolment from Emmaus Christian College may only do so when there are compelling or compassionate circumstances. Compelling or compassionate circumstances may include but are not limited to:

- serious illness
- serious illness or death of a family member necessitating a return to the student's home country
- serious injury
- natural disaster

The process to be followed:

1. Students must submit a written request to defer or temporarily suspend their studies together with documentary evidence verifying their situation to Head of School. Refer [Definitions Page 2, Compassionate or compelling circumstances](#) (for example medical illness supported by a medical certificate).
2. The College will assess the application and make a decision within 5 working days.
3. The College will notify the student in writing of its intention to cancel or suspend their enrolment:
 - if a student's application for deferral or suspension is approved the College will notify the Department of Immigration and Border Protection (DIBP)
 - a student whose application for deferral or suspension is refused may appeal the decision in accordance with the Complaints and Appeals Procedure

Suspension or Cancellation of Enrolment by Emmaus Christian College

The College has the right to cancel or suspend a student's enrolment in the following circumstances:

- student submits fraudulent documents to gain admission to the College
- student does not maintain satisfactory course progress in accordance with the *Course Credit, Course Progress and Attendance Policy for International Students*
- student does not maintain satisfactory attendance in accordance with the *Course Credit, Course Progress and Attendance Policy for International Students*
- student behaves in a way which could potentially bring the College into disrepute
- student behaves in a way which is a threat to their own health and safety and/or a threat to the health and safety of another student or staff member
- student has received two formal warnings from the College for disobeying College rules

A formal warning will be issued if a student:

- disobeys College Expectations as set out in College Student Annual Planner Diary
- knowingly engages in material plagiarism, cheating or academic misconduct
- engages in any form of harassment (racial, sexual or verbal) or bullying towards another student or staff member; misuses or wilfully damages College facilities, equipment or property

The College will notify the student in writing of its intention to suspend or cancel their enrolment.

A student who is informed of the intention of the College to suspend or cancel the enrolment may appeal the decision in accordance with the *Complaints and Appeals Procedure*.

Definitions

Compassionate or compelling circumstances – circumstances beyond the control of the student that impact on the student's progress through a course.

These could include:

- serious illness, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parent or grandparent
- major political upheaval or natural disaster in students home country requiring emergency travel that has impacted on studies
- a traumatic experience which has impacted on the student (these cases should be where possible supported by a police or psychologist report)
- where the school was unable to offer a prerequisite unit
- inability to begin studying on course commencement date due to delay in receiving a student visa

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.



CRICOS Provider Code: 00358C
ABN: 87 986 259 591

Student Transfer Request Policy (International Students)

Overseas students are restricted from transferring from their principal course of study for a period of six months. Exceptions to this restriction are:

1. If the student's course or the College becomes unregistered.
2. The College has a government sanction imposed on its registration.
3. If the student is granted a Letter of Release.

Students can apply for a Letter of Release at no charge to enable them to transfer to another education provider however conditions apply if a student has not completed the first six months of the principal course of study or is under 18 years of age.

Emmaus Christian College will only provide a letter of release to students before completing the first six months of their principal course in the following circumstances:

1. The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school.
2. It has been agreed by the College the student would be better placed in a course that is not available at Emmaus Christian College.

Students under 18 years of age MUST also have:

1. Written evidence that the student's parent/legal guardian supports the transfer.
2. Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements where the student is not living with a parent/legal guardian or a suitable nominated relative.
3. Evidence that the student is always in continuing DIBP approved welfare and accommodation arrangements.

Emmaus Christian College will NOT provide a letter of release to students before completing the first six months of their principal course in the following circumstances:

1. The student's progress is likely to be academically disadvantaged.
2. The College is concerned that the student's application to transfer is a consequence of the adverse influence of another party.
3. The student has not accessed school support services which may assist with making adjustments to a new environment including academic and personal counselling services.
4. School fees have not been paid for the current study period.

In order to apply for a letter of release, all students must first have a letter of offer from the receiving education provider.

The student is advised to contact the Department of Immigration and Border Protection as soon as possible to discuss any implications.

Address of nearest Office:

Department of Immigration and Border Protection (DIBP)
70 Franklin Street
Adelaide

Other contact details:

Telephone: 131 881
Email: student.centre@immi.gov.au

If a letter of release is provided by the College it will give information about whether the student has demonstrated a commitment to studies during the course, had a good attendance record for the course and paid all fees for the course.

All applications for transfer will be considered within 10 working days and the applicant notified of the decision.

Students whose request for transfer has been refused will be notified in writing of the reasons for refusal and may appeal the decision in accordance with Emmaus Christian College *Complaints and Appeals Procedure*. Forms to Appeal are available at Student Services.



CRICOS Provider Code: 00358C
ABN: 87 986 259 591

Staff Capabilities, Educational Resources and Premises (International Students)

Emmaus Christian College is an accredited Non-Government School in South Australia and as such is subject to an appropriate quality assurance framework applying to registered courses as is required under Standard 14, Part D, National Code 2007.

The Principal is responsible for staff recruitment including recruitment of staff working with overseas students and is aware of obligations under Standards 6 and 14, Part D, National Code 2007.

The Principal is responsible for the management of facilities including facilities used by overseas students and is aware of obligations under Standard 14, Part D, National Code 2007.

Heads of School (Middle and Senior) are responsible for the management of resources including resources used by overseas students and are aware of obligations under Standard 14, Part D, National Code 2007.

It is a requirement under the National Code 2007 that the College have sufficient student support personnel to meet the needs of overseas students enrolled at the College, Standard 6.6, Part D, National Code 2007. The College ensures staffing, facilities and resources meet the needs of overseas students enrolled at the College in the following ways:

- Reviewing and renewing resources regularly
- Ensuring adequate and suitably qualified teaching and support staff are appointed
- Meeting staffing to student ratios

The PEO (the College Principal) is responsible for reviewing and updating the College policy and procedures to ensure appropriate staffing, premises and resources for support of and course delivery to Full Fee Paying Overseas Students.

The PEO (the College Principal) will notify the Education and Early Childhood Services Registration and Standards Board (EECSRSB) and all overseas students enrolled of any intention to relocate premises at least 20 working days before the relocation. Written notice will be given to all enrolled overseas students including any accepted student who has not commenced. A confirmation in writing will be requested to ensure the notice has been received.

The PEO (the College Principal) will advise the EECSRSB in writing of any prospective or actual change to a 'high managerial agent' of the College as soon as practicable prior to the change taking effect or within 10 working days where the change cannot be determined until it takes effect. Information on the person as being 'fit and proper' will be included in the advice. A person appointed as a 'high managerial agent' will have a current police check, be competent in their knowledge of PRISMS and the ESOS Act.

Should there be a change to the legal entity of Emmaus Christian College, a written offer will be made to students to refund fees for course tuition not delivered.

Students will be able to either:

- accept a refund of fees for course tuition not delivered or
- choose to continue studying at the College and sign agreeing to the change of legal entity.

Appendix

RECOGNITION ARRANGEMENTS IN THE SACE

This information sheet gives details of the application forms for recognition arrangements in the SACE.

The Board recognises and grants SACE credits for appropriate qualifications, subjects, courses, or learning experiences gained by local, interstate, or overseas students. These include recognition of:

- community learning programs
- educational exchange programs
- exit assessment — SACE Stage 2
- intensive English learning programs
- the International Baccalaureate Diploma Programme
- interstate and overseas senior secondary school qualifications
- languages courses (School of Languages, Department for Education and Child Development)
- qualifications and learning experiences undertaken by adults
- university studies
- vocational education and training (VET) qualifications.

Recognition towards the SACE is reported as a number of SACE credits 'granted', and is not accompanied by a result (e.g. a grade or score).

RECOGNITION OF COMMUNITY LEARNING PROGRAMS

The SACE Board has the following recognition arrangements for students who successfully undertake community learning (from either community-developed programs or self-directed community learning):

1. Recognition is granted for up to 90 credits at Stage 1 and/or Stage 2.
2. Recognition is not granted against the Personal Learning Plan (at Stage 1), literacy and numeracy requirements, Research Project (at Stage 2), or the requirement for 60 credits at C– grade or better at Stage 2.

Application for Recognition of Community-developed Programs

Students who are seeking recognition of learning gained in community-developed programs should submit [Form 10](#) to the SACE coordinator. The SACE coordinator must sight appropriate documentary evidence to support a student's application and forward copies of these documents to the SACE Board with the form.

For more information on the [recognition of community-developed programs](#), see the SACE website.

Application for Recognition of Self-directed Community Learning

Students who are seeking recognition of learning gained through self-directed community learning should submit [Form 11](#) to the SACE coordinator. If approved, recognition will be recorded on the Record of Achievement as a credit value. Applications for recognition for Stage 2 subjects, or combinations of Stage 1 and Stage 2 subjects, are required to be authorised by the principal or the principal's delegate and sent to the SACE Board.

For more information on the [recognition and moderation of self-directed community learning](#), see the SACE website.

RECOGNITION OF EDUCATIONAL EXCHANGE PROGRAMS

SACE students who participate in an educational exchange for all or part of a year are included in this category.

Students who undertake a full-year exchange program are eligible to apply for up to 110 credits at Stage 1 (70 credits, plus 20 credits for meeting the literacy requirement, 10 credits for meeting the numeracy requirement, and 10 credits for the Personal Learning Plan).

Students who undertake an exchange program for part of the year are able to gain up to 100 credits towards Stage 1 of the SACE. This does not include the Personal Learning Plan.

Students will need to demonstrate that they meet the literacy and numeracy requirements as described in the SACE Accreditation, Recognition, and Certification policy.

Students will need to provide copies of letters advising of the exchange and subsequent certificates or final school reports or letters from the host school as evidence.

Exchange students should apply for recognition at Stage 1 using [Form 12](#).

RECOGNITION OF EXIT ASSESSMENT — SACE STAGE 2

The exit assessment provision is designed to provide a record of recognised achievement (reported on the Record of Achievement as 10 credits and 'granted') for students who leave school in the second half of the year or who have made a subject adjustment as a result of counselling after enrolments have closed.

[Form 13](#) is to be used for students who have withdrawn from any full-year (20-credit) subject after their enrolment has been recorded on the SACE Board database.

For 20-credit Stage 2 enrolments, schools must, after *Wednesday 29 July*, identify such students using the 'W' facility on the subject enrolment and assessment group confirmation list (see [Information Sheet 7](#)) or the online results sheet and send an exit assessment form ([Form 13](#)) to the SACE Board when submitting the subject enrolment and assessment group confirmation list or the online results sheet. Each subject teacher is asked to declare that the students have satisfactorily completed (i.e. achieved a C grade or better for Community Studies and/or a C– grade or better for all other Stage 2 subjects) approximately half the program reflected in the learning and assessment plan and associated assessments.

Teachers should note that there is no straightforward division of Stage 2 subject outlines into halves and therefore a recognised exit assessment will be recorded as 'granted' and not as a grade.

Evidence of student learning that validates the exit assessment must be retained in the school for 12 months for SACE Board auditing purposes.

Subsequent re-enrolment in and completion of the same subject in another year will cancel the recognition granted for that subject.

Students with a recognised exit assessment in a Stage 2 English subject may count 10 credits towards the literacy requirement of the SACE.

Students with a recognised exit assessment in a Stage 2 mathematics subject may count the 10 credits to meet the numeracy requirement of the SACE.

Students should apply for recognition of a Stage 2 exit assessment using [Form 13](#).

RECOGNITION OF INTENSIVE ENGLISH LEARNING PROGRAMS

The SACE Board grants credits for students who have successfully completed an intensive English learning program. Intensive English learning programs are required to be submitted to the SACE Board for approval before applications for recognition may be made.

Students can gain up to 40 credits at Stage 1 for the successful completion of an intensive English learning program. Please note that the successful completion of an intensive English learning program is not sufficient to meet the literacy requirement of the SACE.

Students who have successfully completed an intensive English learning program should apply for recognition at Stage 1 using [Form 12](#).

RECOGNITION OF INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

The SACE Board has the following recognition arrangements for students who successfully undertake International Baccalaureate Diploma Programme (IBDP) courses:

1. Recognition is granted for up to 130 credits towards the SACE. Recognition is not granted against Research Project (Stage 2) or the compulsory element of 60 credits at Stage 2.
2. A student who completes a full-year IBDP course is eligible to apply for up to 110 credits at Stage 1 (70 credits, plus 20 credits for meeting the literacy requirement, 10 credits for meeting the numeracy requirement, and 10 credits for the Personal Learning Plan). Recognition for the Personal Learning Plan is granted if a full-year, Stage 1 equivalent program has been completed or a student begins Stage 1 studies in second semester. A student who transfers to the SACE at the end of one semester of the equivalent of Stage 1 study is eligible for 50 credits.
3. For any individual Standard Level (SL) or Higher Level (HL) course (e.g. Chemistry Standard Level or Chemistry Higher Level), students can gain a maximum of 40 credits: 20 credits at Stage 1 and 20 credits at Stage 2.
4. Recognition at Stage 1 is granted for students who gain a grade of 3 (out of 7) or better in the SL or HL course. Recognition at Stage 2 is granted for students who gain a grade of 4 (out of 7) or better in the SL course or a grade of 3 (out of 7) or better in the HL course.
5. Recognition towards the SACE is available for partial completion of an IBDP course (SL or HL). Students who exit from an IBDP course at the end of the first 60 hours of teaching/instruction time (or first semester) or 120 hours of teaching/instruction time (or second semester) will be granted 10 or 20 credits at Stage 1, respectively. SACE credits will be granted at Stage 1 if students demonstrate that they received a grade of 3 (out of 7) or better for the SL or HL course, on the basis of assessment evidence, as verified and quality assured by the principal of the school offering the IBDP course.

The SACE Board reserves the right to audit the evidence of achievements, for the purposes of granting recognition towards the SACE, at these exit points (first 60 hours and 120 hours).

There is no partial recognition beyond the first 120 hours of teaching time. Students are required to complete the SL or HL course to gain SACE credits beyond the first 120 hours of teaching time. To gain SACE credits at Stage 2, the students will need to provide evidence from the International Baccalaureate Organization (IBO) of the level of their achievements in the SL or HL course.

6. Students who successfully undertake IBDP Language A1 HL (English), Language A1 SL (English), or English B (HL or SL) can count this achievement towards the SACE literacy requirement. Refer to 3, 4, and 5 above for a description of how SACE credits will be applied.
7. Students who successfully undertake IBDP Mathematical Studies SL, Mathematics HL, or Mathematics SL, can count this achievement towards the SACE numeracy requirement. Refer to 3, 4, and 5 above for a description of how SACE credits will be applied.
8. At Stage 2, if a student undertakes both a SACE Board-accredited subject and an IBDP course in the same area of study [e.g. SACE Board-accredited Biology and IBDP Biology (SL or HL)], only the SACE Board-accredited subject will gain credits towards the SACE.
9. Students who gain a C grade or better for the IBDP Theory of Knowledge course will gain 10 credits at Stage 2.
10. A student may apply for recognition of learning for one or more of the IBDP central requirements — Extended Essay and Creativity, Action, Service — through the SACE Board's community learning provisions (self-directed learning). That is, students seeking recognition for one or more of these learning experiences are required to provide evidence of their learning and attend an interview with SACE Board assessors to present and discuss their achievements. SACE credits can be gained for this community learning at Stage 1.

Recognition is granted for courses completed at Stage 1 on receipt of school reports describing the student's achievement levels (i.e. a grade 1 to 7). This documentation must be verified by the principal of the IBO school.

Recognition is granted for courses completed at Stage 2 on receipt of documentation issued by the IBO describing the student's achievement levels (i.e. a grade 1 to 7) in particular subjects. This documentation is sent to the SACE Board by the school. The SACE Board then recalculates the student's university aggregate and reissues the student's SACE Record of Achievement.

IBDP students should apply for recognition at Stage 1 and Stage 2 using [Form 12](#).

RECOGNITION OF INTERSTATE AND OVERSEAS SENIOR SECONDARY SCHOOL QUALIFICATIONS

The Board considers applications for recognition from students with interstate or overseas senior secondary qualifications (including the International Baccalaureate Diploma).

In making an application, certificates or final school reports (translated into English if necessary) are required. Students may seek translation services from the Commonwealth Department of Immigration and Border Protection or the Government of South Australia Interpreting and Translating Centre. Documents should clearly indicate the country where the study has occurred. Application forms with documents are to be submitted to the SACE Board for approval. If submitting evidence, please enclose copies of documents, not originals.

Students can gain a maximum of 130 credits for an interstate or overseas qualification, of which up to 20 credits can be recognised at Stage 2.

Students who have successfully completed a full Australian or overseas senior secondary program that is considered the equivalent of Stage 1 will be granted up to 110 credits at Stage 1 (70 credits, plus 20 credits for meeting the literacy requirement, 10 credits for meeting the numeracy requirement, and 10 credits for the Personal Learning Plan). Such students are required to demonstrate that they have met the literacy and numeracy requirements from the range of options described in the SACE Accreditation, Recognition, and Certification policy.

Students who enrol during Year 11 (Stage 1) may apply for some credits at Stage 1. The equivalent of one semester of Stage 1 study will be granted a maximum of 50 credits. Students who enrol at the start of, or during, Semester 1 are required to complete the Personal Learning Plan and demonstrate that they have met the literacy and numeracy requirements.

Students with interstate or overseas qualifications (including the International Baccalaureate Diploma), who begin their Stage 1 studies in Semester 2, or who undertake Stage 2 only, will be granted recognition against the Personal Learning Plan.

Students who have partially completed Year 12 senior secondary school certificates from other states (e.g. the Victorian Certificate of Education, the Tasmanian Certificate of Education, or the New South Wales Higher School Certificate) may apply for credits at Stage 2; however, scores cannot be credited. If a Year 12 subject has been successfully completed, recognition will be granted towards SACE completion and an equivalent score will be calculated for tertiary admission purposes. Up to 20 credits can be recognised at Stage 2.

Recognition will not be granted for Research Project (Stage 2) or for the compulsory 60 credits at Stage 2.

Students with interstate or overseas qualifications should apply for recognition at Stage 1 and Stage 2 using [Form 12](#).

RECOGNITION OF LANGUAGES COURSES

The SACE Board has recognition arrangements for students who successfully undertake the following languages courses delivered by the School of Languages, South Australian Department for Education and Child Development (DECD):

1. A maximum of 20 credits at Stage 1 is granted for any of the following:
 - Croatian (beginners)
 - Hungarian (beginners)
 - Khmer (beginners)

- Korean (beginners)
 - Persian (beginners)
 - Polish (beginners)
 - Portuguese (beginners)
 - Serbian (beginners)
 - Swahili (beginners)
 - Vietnamese (beginners).
2. Recognition is granted for students who gain a C grade or better (as determined by the School of Languages, DECD) for a course of 60 hours of teaching time (10 credits at Stage 1) or for a course of 120 hours of teaching time (20 credits at Stage 1).
 3. Recognition is granted upon receipt of appropriate documentation of the student's achievements provided by the school in which the student is enrolled, or by the School of Languages, DECD.

Students who successfully undertake languages courses delivered by the School of Languages should apply for recognition at Stage 1 using [Form 12](#).

RECOGNITION OF QUALIFICATIONS AND LEARNING EXPERIENCES UNDERTAKEN BY ADULTS

An adult student is a student who is at least 18 years old by 1 January of his or her final year of Stage 2 study and who has left school for at least one continuous year.

Adult students who complete their SACE will be awarded a maximum of 110 credits at Stage 1, which includes the compulsory Personal Learning Plan.

To gain the maximum number of credits, adult students are required to demonstrate that they have met the literacy and numeracy requirements from the range of options described in the SACE Accreditation, Recognition, and Certification policy. Another option is to demonstrate that they have completed the literacy and/or numeracy requirements using folio(s) of evidence derived from a range of sources verified by the principal. This verification occurs against the SACE literacy or numeracy benchmarks. The Board has endorsed the Australian Core Skills Framework level 3 descriptions in reading, writing, and numeracy as reference points for the SACE literacy and numeracy benchmarks. The folios must be retained in the school for 12 months for SACE Board auditing purposes.

Adult students are granted 70 credits, plus 20 credits for demonstrating that they have met the literacy requirement, 10 credits for demonstrating that they have met the numeracy requirement, and 10 credits for the Personal Learning Plan.

To complete the SACE, adult students are also required to gain:

- 10 credits by achieving a C* grade or better in Stage 2 Research Project
- 60 credits by achieving a C* grade or better in Stage 2 Board-accredited subjects, or the equivalent of at least satisfactory achievement in Board-recognised vocational education and training courses
- 20 credits by achieving an E grade or better in other Board-accredited subjects, or the equivalent of at least satisfactory achievement in other Board-recognised courses, at Stage 1 or Stage 2.

Adult students should apply for recognition of qualifications and learning experiences at Stage 1 using [Form 12](#).

*At Stage 2, a C grade is defined as C, C+, or C-.

RECOGNITION OF UNIVERSITY STUDIES

The SACE Board has the following recognition arrangements towards the SACE, for university studies. For a semester or full-year undergraduate degree course undertaken at an Australian university:

1. Recognition is granted for up to 20 credits of the SACE at Stage 2. Students are able to study a semester (10 credits), two semesters (20 credits), or a full-year subject (20 credits).
2. Recognition is not granted against the literacy and numeracy requirements.
3. Recognition is not granted against Research Project (Stage 2).
4. The 10 or 20 credits granted are not able to count towards the requirement for 60 credits at a C grade or better at Stage 2.
5. Recognition is granted if the student has demonstrated that he or she has gained a 'satisfactory achievement' in that subject, in accordance with the university assessment and reporting processes.
6. Satisfactory achievement in any university subject will be reported as 'University Studies'. This entry will receive the designation 'granted' and the relevant number of credits.
7. Foundation courses do not count towards recognition of university studies.

Students should apply for recognition of university studies at Stage 2 using [Form 12](#). A transcript of students' university results must be included with the application.

RECOGNITION OF VET QUALIFICATIONS

The SACE Board has recognition arrangements for students undertaking vocational education and training (VET) qualifications or units of competency from VET qualifications.

The SACE Board will calculate any SACE credits for the student in accordance with the Recognition Arrangements for Vocational Education and Training (VET) in the SACE policy.

Students can gain 10 credits at Stage 1 or Stage 2 (depending on the level assigned to the qualification or part qualification on the VET Recognition Register) for 70 nominal hours of VET successfully completed for a particular qualification.

This recognition applies only to VET qualifications, or units of competency within qualifications, not VET embedded in SACE subjects. Appropriate documentary evidence must be sighted by the SACE Board.

Students who are seeking recognition in the SACE for VET qualifications, or for units of competency within VET qualifications, studied independently of their contact school, should apply using [Form 14](#). (See also [Information Sheet 30](#).)



RECOGNITION APPLICATION STAGE 1 AND STAGE 2 EQUIVALENT STUDIES

This form is to be used for students who believe that they have undertaken studies equivalent to Stage 1 or Stage 2 of the SACE. If approved, the recognition will be recorded on the Record of Achievement as a credit value. See [Information Sheet 21](#). Any student named on this form must be registered for the SACE.

PERSONAL DETAILS

Name of student _____ Date of birth _____ <small>(BLOCK LETTERS) FAMILY NAME GIVEN NAMES</small>								
SACE registration number	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>							
Contact school _____	SACE Board school number <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>							
Category (see Information Sheet 21) — please tick (<input type="checkbox"/>):								
<input type="checkbox"/> Adult student	<input type="checkbox"/> International Baccalaureate Diploma Programme (Stage 1 equivalent)							
<input type="checkbox"/> Exchange student	<input type="checkbox"/> International Baccalaureate Diploma Program (Stage 2 equivalent)							
<input type="checkbox"/> Intensive English learning program	<input type="checkbox"/> Interstate student							
	<input type="checkbox"/> Languages courses (School of Languages, DECD)							
	<input type="checkbox"/> Overseas student (submit documents, translated)							
	<input type="checkbox"/> University studies							

PART A — TO BE COMPLETED BY THE STUDENT

	School/student to complete		SACE Board use only	
	No. of Credits Requested	Evidence Attached (please tick)		
Decisions will be made based on the documents attached to this application: <ul style="list-style-type: none"> Adult student — Evidence of meeting the literacy and numeracy requirements (see over) OR Folio of evidence verified by the principal or the principal's delegate (see over — Part C) Interstate or overseas student — Certificates and/or final school reports (translated into English if necessary) Exchange student — Letter advising of exchange, school report, and/or letter from host school Intensive English learning program — Advice from school International Baccalaureate Diploma Programme — School reports School of Languages courses — Report from school including language subject completed University studies — Transcripts of results 			TOTAL:	
				1ZPL
				1ZLC
				1ZNU
				1ZAD
			
			
			
Student Declaration: The documents provided to support this application are true and accurate records.			Approved ASS ____ Date ____	
Signature of student _____ Date _____			Keyed ASS ____ Date ____	

See [Information Sheet 21](#) for full details of recognition that may be granted.

PART B — TO BE COMPLETED BY THE PRINCIPAL OR THE PRINCIPAL'S DELEGATE

I have sighted appropriate documentation verifying that the evidence attached is both true and correct.

Signature of principal/delegate _____ Date submitted to the SACE Board _____

ADULT STUDENTS — EVIDENCE OF MEETING LITERACY AND NUMERACY REQUIREMENTS

To meet the literacy and numeracy requirements of the SACE, students select from a range of Board-accredited subjects and Board-recognised courses.

For the literacy requirement, the subjects include:

- English (Stage 1)
- English as a Second Language (Stage 1)
- English Pathways (Stage 1)
- Literacy for Work and Community Life (Stage 1)
- any Board-accredited Stage 2 English subject.

The Board also recognises courses that have a primary focus on literacy development and are referenced to the SACE literacy benchmark. These include:

- literacy courses from institutions, authorities, or organisations
- English courses from other Australian states and overseas.

See the SACE website for more information.

The Board has accredited the subject English Pathways: Modified so that students with identified intellectual disabilities can meet the literacy requirement of the SACE.

For the numeracy requirement, the subjects include:

- Mathematics or Mathematical Applications (Stage 1)
- Mathematics Pathways (Stage 1)
- Numeracy for Work and Community Life (Stage 1)
- any Board-accredited Stage 2 mathematics subject.

The Board recognises courses that have a primary focus on numeracy development and are referenced to the SACE numeracy benchmark. These include:

- numeracy courses from institutions, authorities, or organisations
- mathematics courses from other Australian states and overseas.

See the SACE website for more information.

The Board has accredited the subject Mathematics Pathways: Modified so that students with identified intellectual disabilities can meet the numeracy requirement of the SACE.

PART C — TO BE COMPLETED BY THE PRINCIPAL OR THE PRINCIPAL'S DELEGATE

Adult students have the option of demonstrating that they have met the literacy and numeracy requirements of the SACE by providing a folio or folios of evidence that can be verified by the principal of their school. This verification occurs against the SACE literacy or numeracy benchmarks. The Board has endorsed the Australian Core Skills Framework level 3 descriptions in reading, writing, and numeracy as reference points for the SACE literacy and numeracy benchmarks.

Principal's Declaration:

_____ has provided a folio of work that has enabled me to verify that he or she has met
STUDENT'S NAME

the **literacy** requirement of the SACE. I have seen the following evidence:

- _____
- _____

_____ has provided a folio of work that has enabled me to verify that he or she has met

STUDENT'S NAME

the **numeracy** requirement of the SACE. I have seen the following evidence:

- _____
- _____

Note that evidence must be retained in the school for 12 months for SACE Board auditing purposes.

Name of principal/delegate _____

Signature of principal/delegate _____ Date _____