

**Barton College****Policy Number: BP36****Policy: International Student Transfer Policy**

RTO Name: Barton College	RTO Number (TOID): 22048	CRICOS Number: 02908F
Responsible Officer: Student Administration Manager	Contact Officer: Student Administration Manager	Version Number: 3.0
Endorsed by: Principal Executive Officer (PEO)		

Refer to "review processes" section below for information on the process for policy review.

Policy context: This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
SRTOs 2015	Standard Two: Quality assurance Standard Five: Informed and protected learners Standard Seven: Effective governance and administration Standard Eight: Legal compliance
Context	ESOS Act 2000, the National Code 2018. The registered provider must not actively recruit a student where this clearly conflicts with its obligations under Standard 7 (Overseas student transfer). Standard 7 -Overseas student transfers Registered providers must not knowingly enrol an overseas student seeking to transfer from another registered provider's course prior to the overseas student completing six months of his or her principal course (or for the school sector, until after the first six months of the first registered school sector course.
ESOS/National Code	ESOS Act 2000, National Code 2018- Standard 7
Legislation or other requirements	National Vocational Education and Training Regulator Act 2011 Education and Training Reform Act 2006 (Victoria) Victorian Guidelines for VET Providers (Victoria) Privacy Act 1988 (Commonwealth) Information Privacy Act 2000 (Victoria)



1. Purpose

Students on an International student visa must continue with their original education provider for the first six months of their primary program. This restriction applies from the time a student begins study up until they have finished six calendar months of their principal program. It includes any preliminary courses prior to the student's principal program in a packaged offer. However, under the National Code, it is expected that students may request a transfer within the first six months and that the request will be granted where the transfer will not be to the detriment of the student.

Where a student requests a transfer from BC to another institution within this period, BC will assess the request against this Policy. Applications from students transferring from another registered provider to BC prior to completing six months of their principal course of study will be assessed against this Policy. After the first six calendar months of their primary program, students are free to transfer between registered providers and do not require a release letter.

Exceptions to this restriction are:

- If the student's course or Education Provider becomes unregistered
- The BC has a government sanction imposed on its registration
- A government sponsor (if applicable) considers a transfer to be in the student's best interests

2. Objective

The objective of this Policy and Procedure for Barton College (BC) is to ensure that BC has:

- suitable and appropriate mechanisms in place to deal with student course transfers
- policy framework to support the student course transfers
- personnel who know their responsibilities and obligations to comply with compliance and legislative requirements

For the purposes of this policy, the term "BC" refers to Barton College.

3. Scope

This policy applies to all current, prospective and previous students of BC and all staff involved in the issuance of qualifications and statements of attainment and to ensure that:

- a.) BC only issue AQF Certificates and Statements of Attainment when all criteria have been met, accurately record the issuance of these documents and be able to trace the delivery.
- b.) BC will ensure all Certificates and Statement of Attainments that are issued from BC are within its Scope of Registration and meet the requirements as stipulated in the relevant nationally endorsed Training Packages, qualifications, competency standards or units specified in accredited courses. The issue of these Certificates and Statements of Attainment will also meet AQF requirements.
- c.) BC will issue a Statement of Attainment free of charge to all students who do not complete all units in a qualification (including those who withdraw, cancel or transfer prior to completing the qualification).
- d.) BC comply with the requirements set under federal government's initiative for national Unique Student Identifier (USI) for all students in Australia.

4. Terms and definitions

ASQA means Australian Skills Quality Authority, the national VET regulator and the RTO's registering body

Standards means the Standards for Registered Training Organizations (RTOs) 2015 from the VET Quality Framework which can be accessed at www.asqa.gov.au.

DHA Department of Home Affairs.

ESOS Act: The Education Services for Overseas Students Act 2000 of the Commonwealth of Australia, as amended from time to time.

National Code: The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007, established pursuant to Part 4 of the ESOS Act 2000, as amended from time to time.

CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students.

Certification/Testamur Certification is the verification and authentication of a student's entitlement to a qualification.



Course When discussing VET qualifications the term 'course' refers to a state-based curriculum course (not associated with a Training Package) which is accredited under the AQF.

A RTO course is an approved plan of study (collection of approved units) with specific award rules leading to an award of RTO (RTO).

Enrolment Each program of study is made up of multiple individual units of study (subjects). Enrolment is the process whereby the students who are admitted to a program of study select and confirm the units they will study in a particular study period.

Learning A process by which a person assimilates information, ideas, actions and values and thus acquires knowledge, skills and/or the application of the knowledge and skills.

Learning outcomes The expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

Victorian Student Number (VSN) This is a unique number allocated to every student in Victoria that are below 25 years of age upon enrolment. This number is recorded in the Student Management System (VETtrak at RTO).

Unique Student Identifier (USI) A national student identifier (or number) for vocational educational education and training (VET) students with the capability of being fully integrated with the entire education and training system and, potentially, also covering early childhood education. A USI would enable all training activity to be linked, facilitating electronic training records of learner attainment (e-portfolios), irrespective of where the training took place.

Principal course The principal course of study is the main course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses of study, i.e. a 'package' of courses. The principal course would normally be the final course of study and that leads to the highest qualification in the 'package'. Where a study visa has been issued for only one course, that course is the student's principal course of study.

LETTER OF RELEASE A letter provided by a current provider indicating agreement to release a student a) who is on a student visa and b) has not completed the first 6 months of his/her principal course, to transfer to study at another institution.

5. Policy statement: Our commitment

BC is committed to maintaining compliance with all regulatory, legislative and contractual requirements.

Specifically, we will:

- *Ensure that all relevant staff have access to the policy*
- *Ensure staff know their obligations and responsibilities*
- *Ensure BC has suitable and appropriate mechanisms in place to deal with student course transfers*
- *Ensure BC has a compliant policy framework to support student course transfers*
- *Ensure BC's personnel know their responsibilities and obligations to comply with compliance and legislative requirements*
- *Ensure staff know their limitations*

6. General Processes

Policy aspect	BC Implementation
National Code 2007 Guidelines Standard 7.1 requirements	The Student Administration Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements. In accordance with the National Code 2007 standard 7.1: 1. Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study. 2. Students can apply for a letter of release to enable them to transfer to another education provider.
Handling student transfers according to the code (Standard 7.2 requirements)	In accordance with the National Code 2007 standard 7.2: 1. Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study. 2. Students can apply for a letter of release to enable them to transfer to another education provider.



	<p>3. Students who were granted a visa under the streamlined visa processing arrangements must maintain enrolment in a streamlined visa processing eligible course (or package of courses) with an education provider participating in the arrangements.</p> <p>4. BC will only provide a letter of release to students in the first six months of their principal course in the following circumstances:</p> <p>a.) BC substantiates the student's circumstances are with reasonable grounds. Reasonable grounds for BC can include compassionate or compelling reasons. Compassionate or compelling circumstances are defined as circumstances beyond the student and which have an impact upon the student's course progress or wellbeing. These could include:</p> <p>i. serious illness or injury, where a medical certificate states that the student is unable to continue in the course</p> <p>ii. a traumatic experience which could include but is not limited to:</p> <p>1. involvement in or witnessing of an accident or</p> <p>2. a crime committed against the student or</p> <p>3. the student has been a witness to a crime and this has impacted on the student</p> <p>(These cases should be supported by police or psychologists' reports).</p> <p>The course the student wishes to transfer to:</p> <p>iii. better meets the study capabilities of the student</p> <p>iv. better meets the long-term goals of the student, whether these relate to future work, education or personal aspiration</p> <p>v. The student wishes to change course in order to get access to greater support (this may be through the services offered by another provider, commercial or non-for-profit services or through access to family, friends or a cultural support network)</p> <p>vi. If the student claims or can provide evidence that his or her reasonable expectations about the current course are not being met</p> <p>vii. If the student has provided a valid Letter of Offer from another provider and completed a Student Transfer of Provider request form and this is approved by BC's management. Email advice will not be accepted. Or</p> <p>viii. Any other reason stated in the policies of the BC.</p> <p>5. BC will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:</p> <p>i. The student's progress is likely to be academically disadvantaged or would not be better placed in another institution;</p> <p>ii. BC is concerned that the student's application to transfer is a consequence of the adverse influence of another party;</p> <p>iii. If the student has recently started studying the course and the full range of support services are yet to be provided or offered to the student</p> <p>iv. If the student is trying to avoid being reported to DIBP for failure to meet the academic progress requirements. Or</p> <p>v. Any other reason stated in the policies of the BC.</p> <p>If the student has unpaid fees for the current study period. (NOTE: The current study period is the period in which the student applies for release.) If the request occurs during holiday time, the application for release will be counted as being during the previous study period.</p> <p>A student will not be refused release based on unpaid fees for any subsequent study period that has not been delivered.</p> <p>BC will give due consideration to the student's best interest and educational objectives when assessing an application for release where fees are unpaid.</p> <p>6. All applications for transfer will be considered within 10 working days and the applicant notified of the decision.</p>
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	<p>7. Students should be advised that their decision to transfer to a different education provider may have visa implications and they should contact the nearest Department of Immigration and Border Protection (DIBP) office as soon as possible to discuss this with them.</p> <p>8. Where granted, a letter of release will be issued at no cost to the student</p> <p>9. Where a letter of release is not granted, the student will be provided with written reasons for refusing the request and will be informed of his or her right to appeal the decision in accordance with our complaints and appeals policy.</p> <p>10. Copies of requests for letters of release and accompanying documentation will be maintained in the student's file both in hard copy and electronically.</p>
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7. Procedures

	Procedure Steps	Responsibility	Reference
1	Requirements / Process for issuance of Testamurs/Certificates and Statements of Attainment documents	Student Administration Manager	
2	Conditions for issuance of Testamurs /Certificates and Statements of Attainment documents	Student Administration Manager	
3	Document Issue (ASQA – SRTOs 2015 Guidelines)	Student Administration Manager	
4	Templates	Student Administration Manager	
5	Authorised Signatory	PEO	
6	Re-Issuance of Documents	Student Administration Manager PEO	
7	Certificate Register	Student Administration Manager	
8	Reduction of fraudulent creation and reproduction of Certificates and Statements of Attainment	Student Administration Manager	
9	References	Student Administration Manager	

8. Continuous Improvement

A summary of all international student transfer-related matters and concerns will be presented as a part of the Continuous Improvement policy and procedure at the Management Meeting for review. The purpose of this is to ensure management become aware of:

- repeat issues
- common threads relating to the compliance and quality assurance.
- (when viewed collectively) any general adverse trend that needs correcting.

9. Confidentiality and Privacy Statement

For more Information, please refer to our Privacy and Confidentiality Policy. You can obtain this policy by contacting us at admissions@barton.edu.au or read it online via our website www.barton.edu.au.

**10. Publication**

This policy, once approved, will be available to all students by contacting BC.

This policy and procedure will form part of the information distributed and communicated during student orientation.

11. Other related policies and procedures

Related policies	International Student Enrolment Policy
Forms or other organisational documents	<ul style="list-style-type: none">• Agent Application Form• Agent Reference Form• Agent Review Form• New Student Feedback Form• Letter of release template• Refusal to grant release letter template
Documents related to this policy	<ul style="list-style-type: none">• Agent Agreement• Annual Planning Review Schedule• Certificate Register

12. Review processes

Policy review frequency: Annually	Responsibility for review: Student Administration Manager
Documentation and communication: Describe how the policy decisions will be documented and communicated	
Version 3.0 <ul style="list-style-type: none">• Major updates are made after an Internal audit• Policy is reviewed for grammatical errors• Policy is uploaded to the website	