

Glossary

Following terms and definitions are used across ALG's policies and procedures, handbooks, codes of conducts, etc.

Term	Definition
Accepted Student	A student who has accepted an offer and is officially enrolled at ALG
ACSF (Australian Core Skills Framework)	An Australian system used to check your reading, writing, math, learning, and speaking skills
ADSF (Australian Digital Skills Framework)	A system used to check your ability to use digital tools and technology
Appeal	A formal request for ALG to review a decision
Applicant	A person applying to study at ALG
Australian Qualifications Framework (AQF)	Australia's national system for education qualifications
AQF Qualification (Australian Qualifications Framework Qualification)	A nationally recognised qualification in Australia that is issued when a student successfully completes an approved course or training program
Assessment	A task or activity used to check your skills and knowledge
Assessment Tools	The instructions, tasks and marking criteria used in assessment
Assessor	A qualified person who assesses your competency and results
Attendance Requirement	The requirement to attend scheduled classes, assessments and activities
Australian Skills Quality Authority (ASQA)	The national regulator for vocational education and training (VET)
AVETMISS	National system used to collect and report VET student data
Bring Your Own Device (BYOD)	Requirement for students to use their own laptop or electronic device for study
CoE (Confirmation of Enrolment)	Official document confirming enrolment in an approved course for an international student visa
Complaint	A concern or dissatisfaction about a service, decision or process at ALG
Complainant	A person who makes a complaint
Compassionate or Compelling Circumstances	Serious personal situations outside your control that affect your studies
Competent (C)	Result showing that a student has successfully demonstrated required skills and knowledge for a unit
Competency	Having the required skills and knowledge to perform tasks to industry standards
Conditional Offer	An offer that requires certain conditions to be met before enrolment is finalised
Course	A program of study offered by ALG

Course Credit	Recognition of previous study or experience that reduces part of your course
Course Progress	Your progress towards successfully completing your course
Credit Transfer (CT)	Recognition of completed units from another course or provider
CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students)	The Australian Government register of approved education providers and courses for international students
Critical Incident	A serious or upsetting event that may affect a student's wellbeing or safety
Deferral	Approved delay of the start of your course
Education Agent	A person or company authorised to assist students with applications and enrolment
Enrolment	Official acceptance into a course at ALG
ESOS (Education Services for Overseas Students)	Australian laws and rules that protect international students studying in Australia, ensuring quality education and support services
Evidence Portfolio	Documents and evidence submitted to support an RPL application
Face-to-Face Training	Learning that happens in a physical classroom where you attend lessons in person with a trainer and other students
Fees	Tuition and other costs related to your course
Federal Police Check	A background check showing whether a person has a criminal record, often needed for work placements
Letter of Offer	Document outlining your course, fees and enrolment conditions
LLND	Language, Literacy, Numeracy and Digital skills needed for study and work
Mode of Study	How a student participates in their learning, e.g., on-campus, online, supervised study, or work-based learning
Moderation	Process used to check that assessment decisions are fair and consistent
National Code 2018 (National Code of Practice for Providers of Education and Training to Overseas Students 2018)	Australian rules that set standards for providers teaching international students, including quality and support requirements
Online Learning	Learning that happens over the internet, where you study and complete activities using a computer or device, often from home or another location
Orientation	Introduction session that helps students understand studying at ALG
Overseas Student	An international student studying in Australia on a student visa
Overseas Student Health Cover (OSHC)	Health insurance required for international students in Australia
Personal Information	Information that identifies you, such as your name, address or student records

Plagiarism	Using another person's work or ideas without acknowledging the source
Prepaid Tuition Fees	Tuition fees paid to ALG before your course or training starts
Non-Tuition Fees (Additional Fees)	Extra costs not included in tuition, like materials, uniforms, excursions, or technology requirements
Policy	A document explaining ALG rules, requirements or processes
PRISMS (Provider Registration and International Student Management System)	Government system used by ALG to manage international student enrolments, CoEs, and visa reporting
Principal Course of Study	The main course an international student is enrolled in, linked to their student visa
Provider Default	When a provider cannot continue delivering a course as agreed
Reasonable Adjustment	Support or changes given to help students with disabilities or learning difficulties participate fairly
Recognition of Prior Learning (RPL)	Process that recognises skills and knowledge gained through work, life or previous study
Refund	Money returned under ALG's refund conditions
Release	Approval to transfer from one education provider to another
RTO (Registered Training Organisation)	A training provider officially approved to deliver nationally recognised training and issue qualifications
Scheduled Course Contact Hours	The timetabled hours students are expected to attend
Skill Set	A small group of units providing skills and knowledge for a specific job or industry
Statement of Attainment	Official document showing completed units of competency, but not a full qualification
Student Default	When a student does not start or continue their course as agreed
Student Identifier (USI – Unique Student Identifier)	A personal 10-digit code that keeps a lifelong record of all nationally recognised training
Student Management System (SMS)	ALG's electronic system for managing student records and enrolments – RTO Manager (RTOM)
Student Records	Documents and information related to your enrolment and studies
Student Support Services	Services provided to help students with learning, wellbeing, or study needs
Student Visa	Visa allowing international students to study in Australia
Study Period	A block of study time, like a term or semester
Suspension	Temporary pause of studies after a course has started
Third Party	Another person or organisation providing services on behalf of ALG
Trainer	A qualified person who delivers training and learning activities

Training	Process where students learn skills and knowledge in classroom, online, or workplace settings
Training Product	A qualification, unit, skill set or accredited course
Training Support Services	Resources and help to support students to complete their course
Tuition Fees	Fees paid for the delivery of training and assessment
Tuition Protection Service (TPS)	Government service that helps students if a provider cannot deliver a course
Unit of Competency	A set of skills and knowledge needed for a specific job task or workplace standard
Equivalent Unit of Competency	A unit officially recognised as the same as another unit because it covers the same skills and knowledge outcomes
Non-Equivalent Unit of Competency	A unit not recognised as the same as another unit and may require further training or RPL
USI Transcript	Official record of completed nationally recognised training linked to your USI
Validation	Process to check that assessments are fair, accurate and consistent
VET (Vocational Education and Training)	Education focused on practical workplace skills and knowledge
Wellbeing Support Services	Services supporting students' mental, emotional, and physical wellbeing
Work Placement	Practical workplace training completed as part of a course
Working With Children Check (WWCC)	Background check required for some courses or work placements involving children