

COURSE CREDIT POLICY



For the purposes of the National Code 2007, **course credit** is defined as follows:

‘Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.’

Students that already have a Statement of Attainment for a Unit of Competency may apply for Course Credit. Course credit may reduce the length of a student's course.

Students that believe they already have the skills and knowledge required to demonstrate competency can request Recognition of Prior Learning (RPL).

SIA requires students to complete the application for Recognition of course credit/RPL form for assessment by the relevant trainer. Evidence is required to substantiate previous knowledge/qualifications.

SIA may require students to complete an assessment to demonstrate competency.

If SIA grants the student course credit/RPL which leads to a shortening of the student's course before the student visa is granted, the COE will indicate the actual net course duration for the course.

If course credit/RPL is granted after the student's visa is granted, the change of course duration will be reported to DOE via PRISMS within 14 days after the event as specified under Section 19 of the ESOS Act.

SIA recognises relevant AQF qualifications and / or Statements of Attainment issued by other RTOs, however, we reserve the right to verify the authenticity of such documents as required and to determine the currency of the units of competency/modules indicated on the document.

SIA requires original or certified documents for assessment.

Students must sign or accept a record of course credit if granted.

SIA will not charge an extra fee for applications for course credit against an enrolling/enrolled course.

If the course credit /RPL granted **will not affect the duration** of the course/COE, SIA will keep record of the application on the student's file and does not need to take any other action.

Decisions will be made within 4 weeks of receipt of a complete application.

If course credit is granted after visa grant, the change in course duration is reported via Provider Registration and International Student Management System (PRISMS) as a course variation and a new COE issued.

SIA will provide students with -

- a short description of acceptable documentation which students should supply to support their application for course credit
- the grounds on which course credit/RPL may be accepted or rejected
- the existence of fees and charges for application for course credit/RPL, if any, and estimated costs
- how it will inform a student of the outcome of the application, including an explanation of how the decision was reached if the application was rejected.