Policy

1. **Application for Credit**

   - All students will be offered the opportunity to apply for credit for previously completed studies. Students can apply for Credit by completing a *Credit Application Form* and providing relevant supporting documents, including certified copies of transcripts. This may include VET transcripts or extracts issued by the Student Identifiers Registrar.

   - All evidence provided as part of an application for Credit will be authenticated by SHIC by contacting the issuing organisation to confirm the details provided on the document are valid. In the case of transcripts issued by the USI Registrar, documents will be authenticated through the USI Registry System.

   - SHIC will not require any student to repeat any unit or module which they have already been assessed as Competent unless there is a license condition or regulatory requirement that requires this.

2. **Assessing Credit**

   - Where a student provides authenticated evidence of units or modules issued by another RTO or authorised issuing organization, SHIC will provide Credit for that unit or module where it is a unit listed in the student's course of enrolment with SHIC.

   - Where evidence has been provided of previous study being completed at another RTO, university or other authorised issuing organization, but the unit or module is not listed in the student's course of enrolment with SHIC, an analysis as to the equivalence of the study completed with the units in the student's enrolment with SHIC will be undertaken.

3. **Credit application outcomes**

   - Students will be advised of the outcome of their Credit application in writing and will be required to provide an acceptance of the credit awarded.

   - Where there are significant Credits granted, this may result in a reduction of the Course fees, which will be advised at the same time.

   - For international students:

     – Where Credit or RPL has been granted after the acceptance of a place in a course or on commencement of studies and will affect the duration of studies, this will be recorded in PRISMS and a new Confirmation of Enrolment Letter (CoE) created.

   - The result of Credit Transfer will be recorded for any relevant units on the student management system. A record of acceptance of the credit must be kept for International Students for a minimum of two years.

   - Students may appeal the decisions made about their Credit application by following the *Complaints and Appeals Policy & Procedure.*

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