



SAIBT MODULE CREDIT PROCEDURE

SECTION D - PROCEDURE

Related Policy

SAIBT Module Credit Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Application prior to enrolment	
Student	1.1	Select the RPL option on the application form. Send the completed form to Admissions including supporting documentation, such as academic transcripts.	
	2	Application after enrolment	
Student	2.1	Access the Application for Credit online form from the SAIBT Website	
	2.2	Submit the completed form including supporting documentation as required.	
Student and Academic Services (SAS)	2.3	Review completed form and supporting documentation and assign form to SAIBT Academic Directorate for assessment	
	3	Assessment of application	
Admissions	3.1	Apply standard exemptions or RPL if applicable.	
	3.1.1	All Stage 2 Diploma Direct applicants receive Standard Stage 1 Diploma exemptions.	
	3.1.2	Apply standard RPL as approved by the Academic Director e.g. students with an adjusted ATAR.	
	3.2	Notify student of outcome and include details in Letter of Offer.	
	3.3	Where RPL cannot be determined by either of the above, forward the application and supporting documents to the Academic Directorate for individual assessment.	
Academic Directorate	3.4	Review the Application for credit form and request any additional supporting documents required.	
	3.5	Assess if the student is entitled to any credit by contacting appropriate contacts such as UniSA Coordinator for Stage 2 modules, or SAIBT Coordinator for Stage 1	
	3.6	Advise the outcome of the application as appropriate:	

Responsible	Procedure Steps		W/I
		<ul style="list-style-type: none"> prior to enrolment, advise Admissions after enrolment, advise SAS 	
Admissions	3.7	If the application is received prior to enrolment, generate the Letter of Offer as required incorporating any awarded credit.	
SAS	3.8	If the application is received after enrolment add any credits to the student's enrolment in Navigate and advise the student.	
	4	Appeals	
Student	4.1	<p>If not satisfied with a decision refer to the Student Grievances and Appeals Policy and Student Grievances and Appeals Procedure to lodge an appeal.</p> <p>Note: this only applies to current students who have already accepted their offer and commenced their studies.</p>	
	5	Removal of Module Credit	
Student	5.1	Meet with the Academic Directorate to discuss reasons for credit removal	
Academic Directorate	5.2	Confirm any credit removal in writing	
	5.3	Remove credit from Study Plan and add note in Navigate	

D.2 Supporting Documentation

Related material	Location
Student Grievances and Appeals Policy	SAIBT Policy and Procedures webpage
Student Grievances and Appeals Procedures	SAIBT Policy and Procedures webpage

Form templates	Retention time	Location
Application for Credit Form		
Student notification email template		

Records (including completed forms)	Retention time	Location
Application for Credit		
Student notification email		

D.3 Version Control

Current Version Number	2.0
Date of Effect	11/2021
Privilege Level	Public