



8. COURSE CREDIT (RPL)

What is course credit?

Ashmark Institute is happy to exempt a student from enrolment in part of a course as a result of the student's previous study or work/life experience. Such exemption is called course credit.

How to apply for course credit?

Students wishing to gain course credit must apply on the official application form titled COURSE CREDIT APPLICATION form available at the Little Collins St Campus.

If you are wishing to receive course credit on the basis of previous studies, you need to bring your original academic transcripts with unit names, codes and your results clearly indicated. Ashmark Institute will make a copy of these and return the originals to you.

If you wish to receive course credit on the basis of work or life experience, you will need to speak with the student advisor to determine what documentation is required to process your application for course credit.

Please note, depending on the time taken and costs incurred, Ashmark Institute may charge a fee for processing the student's application for course credit.

If you are granted course credit, you will be provided with a record of the course credits granted.

Is my course shortened, as a result of obtaining course credit?

Not necessarily. Please read the section below for more details:

- 1) If the units for which you have obtained course credit are run at the **beginning** or **end of your course**, your CoE start and/or end dates will be adjusted accordingly to reflect the shortening of your course load, as a result of Ashmark Institute granting you course credits.
- 2) If units for which you have formally obtained course credit are conducted **mid-course** (that is, at any time other than the beginning or end of your course), you may apply to have your studies **temporarily suspended** for the duration of the unit for which you have been granted course credit. Please note, however, that, by law, if Ashmark Institute suspends your studies for a period greater than 28 days but less than 6 months, you will be required to leave Australia. If your



suspension is for more than 6 months, your student visa will be cancelled. All temporary suspensions, regardless of their duration, must be reported to DEST, via PRISMS.

Are any costs involved in applying for course credit?

Depending on the nature of your application and the amount of time it takes to process your application, Ashmark Institute may charge the student a fee for processing an application. This is because processing the application may involve Ashmark Institute staff having to conduct special tests for the applicant, organise excursions to workshops where a student's competences can be tested in an appropriate work environment, etc. The applicant will be required to reimburse Ashmark Institute for the time taken and costs involved to process the student's application for course credit.

However, if the application for course credit only involves cross-checking that the units completed at another institute are from exactly the same training package and correspond in code and name to those units taught by Ashmark Institute, then **no fee will charged**.