



EYNESBURY
COLLEGE

HEP MODULE CREDIT PROCEDURE

SECTION D - PROCEDURE

Related Policy

HEP Module Credit Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Application prior to enrolment	
Admissions	1.1	If the student indicates during their application process that they may be entitled to credit, send them an Application for Credit form.	
Student	1.2	Complete the Application for Credit as directed.	
	1.3	Send the completed form to Admissions including supporting documentation as required and stated on the form.	
Admissions	1.4	Send completed form and supporting documentation to the Academic Director.	
	2	Application after enrolment	
Student	2.1	Obtain an Application for Credit from Student Services or download a copy from the website.	
	2.2	Send the completed form to Student Services including supporting documentation as required.	
Student Services	2.3	Send completed form and supporting documentation to the Academic Director.	
	3	Assessment of application	
Academic Directorate	3.1	Review the Application for Credit and request any additional supporting documents required.	
	3.2	In conjunction with Academic Directorate staff, assess if the student is entitled to any credit.	
	3.3	Advise the outcome of the application as appropriate: <ul style="list-style-type: none"> • prior to enrolment, advise Admissions • after enrolment, advise Academic Support 	
Admissions	3.4	If the application is received prior to enrolment, generate the Letter of Offer as required incorporating any awarded credit.	
Academic Support	3.5	If the application is received after enrolment add any credits to the student's enrolment, inform the student and adjust the Confirmation of Enrolment (CoE) for the reduced duration of the course (if applicable).	

Responsible	Procedure Steps		W/I
	4	Appeals	
Student	4.1	If not satisfied with a decision refer to the Student Grievances and Appeals Policy and Student Grievances and Appeals Procedure to lodge an appeal.	

D.2 Supporting Documentation

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

Form templates	Location
Application for Credit Form	Eynesbury Documents and Forms webpage
Student notification email template	Student services directory

Records (including completed forms)	Location
Application for Credit	Student e-file
Student notification email	Student e-file; Student management system

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OOrJEU>

D.3 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Privilege Level
v1.0	Initial procedure	Academic Director	3/2016	Private
v1.1	Title change – replace EIBT with HEP Update branding	Academic Director	8/2018	Private
v2.0	Major review Title change 3.5 updated to align with Standard 2.5	Academic Director	9/2020	Private

