



ANNEXURE B1: EXTERNAL ACADEMIC CREDIT REQUEST APPLICATION

Please complete this form and attach all the required documentation listed below. **IMPORTANT TO NOTE:** The application process will be negatively impacted if you do not provide all the relevant detail that we require to consider this application, so please ensure that you read all requirements carefully.

Please remember that credit can only be awarded at the same or lower NQF level and cannot be awarded at a higher level than the credit was originally earned. Similarly, credit values can only be awarded at the same or a lower level. Credits are also not normally awarded for Exit Level modules.

Credits cannot be used more than once from a completed qualification

Also, note that modules have life-spans – so in some instances, modules completed some time ago may not be recognised for credit.

Please note that the cost of an external credit application is R 250 per module

STUDENT INFORMATION			
ID / Passport no:		Application ID / Student number:	
Name:		Surname:	
E-mail:		Cell number:	
Signature:		Date:	

CURRENT / PREVIOUS REGISTRATION DETAILS	
Name of institution where previous modules were completed:	
Which qualification were you registered for on which the modules were completed?	
SAQA ID of this qualification:	
Did you complete and graduated from this qualification? (YES/NO)	
Which qualification are you registering for with The IIE?	

REQUIRED DOCUMENTATION AND INFORMATION PROVIDED	Y/N
The information forms below for each of the modules you are applying for credit, completed with all the required information. A separate form for each module is required.	
Original academic record (proof of subjects/modules passed).	
NB: Documentation detailing the learning outcomes for each module / unit standard. The name and content page of the prescribed textbook is not sufficient. Outcomes and information related to the programme/ course studied that will enable assessment of outcomes, credits and content are required. Such documentation is available from the institution you studied at previously.	
Copy of IIE/brand letter of any previous external or internal academic credits granted.	
In the case of foreign (not obtained in South African) qualifications:	
SAQA equivalence assessment of the qualification.	

Module ONE for which credit is being applied for:	
THIS FORM MUST BE COMPLETED WITH THE DETAIL FOR EACH MODULE FOR WHICH CREDIT IS BEING APPLIED FOR	
External module name	
External module code	
NQF Level of the completed module	
Credit value of the completed module	
The institution at which this module was completed	
IIE module toward which credit is being applied for	
IIE module code	

FOR THE APPLICANT TO COMPLETE	FOR OFFICE USE ONLY
Below please insert the module purpose of the completed module you would like to get credit for. If your institution did not provide you with a clear module purpose, please summarise what this module was about.	Below the IIE module purpose
Below please insert the module outcomes. If your institution did not provide you with module outcomes and list and describe the various topics you covered in this module.	Below the IIE module outcomes
Any other comments or information.	

FOR OFFICE USE: Recommendation (please give brief reason)	
Additional information required?	
Credit recommended (Y/N)	
Comments:	
Evaluator / HOP:	
Date:	

Module TWO for which credit is being applied for:	
THIS FORM MUST BE COMPLETED WITH THE DETAIL FOR EACH MODULE FOR WHICH CREDIT IS BEING APPLIED FOR	
External module name	
External module code	
NQF Level of the completed module	
Credit value of the completed module	
The institution at which this module was completed	
IIE module toward which credit is being applied for	
IIE module code	

FOR THE APPLICANT TO COMPLETE	FOR OFFICE USE ONLY
Below please insert the module purpose of the completed module you would like to get credit for. If your institution did not provide you with a clear module purpose, please summarise what this module was about.	Below The IIE module purpose
Below please insert the module outcomes. If your institution did not provide you with module outcomes and list and describe the various topics you covered in this module.	Below The IIE module outcomes
Any other comments or information.	

FOR OFFICE USE: Recommendation (please give brief reason)	
Additional information required?	
Credit recommended (Y/N)	
Comments:	
Evaluator / HOP:	
Date:	

Module THREE for which credit is being applied for:	
THIS FORM MUST BE COMPLETED WITH THE DETAIL FOR EACH MODULE FOR WHICH CREDIT IS BEING APPLIED FOR	
External module name	
External module Code	
NQF Level of the completed module	
Credit value of the completed module	
The institution at which this module was completed	
IIE module toward which credit is being applied for	
IIE module code	

FOR THE APPLICANT TO COMPLETE	FOR OFFICE USE ONLY
Below please insert the module purpose of the completed module you would like to get credit for. If your institution did not provide you with a clear module purpose, please summarise what this module was about.	Below the IIE module purpose
Below please insert the module outcomes. If your institution did not provide you with module outcomes and list and describe the various topics you covered in this module.	Below the IIE module outcomes
Any other comments or information.	

FOR OFFICE USE: Recommendation (please give brief reason)	
Additional information required?	
Credit recommended (Y/N)	
Comments:	
Evaluator / HOP:	
Date:	

Module FOUR for which credit is being applied for:	
THIS FORM MUST BE COMPLETED WITH THE DETAIL FOR EACH MODULE FOR WHICH CREDIT IS BEING APPLIED FOR	
External module name	
External module Code	
NQF Level of the completed module	
Credit value of the completed module	
The institution at which this module was completed	
IIE module toward which credit is being applied for	
IIE module code	

FOR THE APPLICANT TO COMPLETE	FOR OFFICE USE ONLY
Below please insert the module purpose of the completed module you would like to get credit for. If your institution did not provide you with a clear module purpose, please summarise what this module was about.	Below the IIE module purpose
Below please insert the module outcomes. If your institution did not provide you with module outcomes and list and describe the various topics you covered in this module.	Below the IIE module outcomes
Any other comments or information.	

FOR OFFICE USE: Recommendation (please give brief reason)	
Additional information required?	
Credit recommended (Y/N)	
Comments:	
Evaluator / HOP:	
Date:	

Module FIVE for which credit is being applied for:	
THIS FORM MUST BE COMPLETED WITH THE DETAIL FOR EACH MODULE FOR WHICH CREDIT IS BEING APPLIED FOR	
External module name	
External module Code	
NQF Level of the completed module	
Credit value of the completed module	
The institution at which this module was completed	
IIE Module toward which credit is being applied for	
IIE Module code	

FOR THE APPLICANT TO COMPLETE	FOR OFFICE USE ONLY
Below please insert the module purpose of the completed module you would like to get credit for. If your institution did not provide you with a clear module purpose, please summarise what this module was about.	Below the IIE module purpose
Below please insert the module outcomes. If your institution did not provide you with module outcomes and list and describe the various topics you covered in this module.	Below the IIE module outcomes
Any other comments or information.	

FOR OFFICE USE: Recommendation (please give brief reason)	
Additional information required?	
Credit recommended (Y/N)	
Comments :	
Evaluator / HOP:	
Date:	