



Global Educators
Melbourne - Australia

Higher Education Advanced Standing Procedure

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PROSA23 Higher Education Advanced Standing Procedure

The Procedure for Higher Education Advanced Standing Procedure consists of six components:

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Applying for Advanced Standing

When applying for Advanced Standing a **student** will:

- Normally apply for advanced standing either at the time of application for the course or at the time of enrolment and no later than two weeks after the beginning of semester.
- Obtain verbal and/or written advice from course leader or delegate in relation to the amount and level of advanced standing they are likely to be awarded before making a formal application for advanced standing. This advice is conditional and will not prejudice the final assessment made following formal application. Students seeking advice must be informed of the conditional nature of that advice.
- Apply in writing to the relevant Degree Teaching Centre, using the Box Hill Institute Application for Higher Education Advanced Standing form and must supply satisfactory documentary evidence in support of their application.
- Not apply for advanced standing in any Box Hill Institute higher education unit in which they have enrolled and completed the assessment under the same course.

- Be required to authorise the Institute to seek independent confirmation of documents submitted in support of applications for advanced standing if required by the Advanced Standing Committee.
- Establish that any relevant professional or accrediting body accepts the advanced standing offered by the Centre before submitting an offer of advanced standing.

Considering an Advanced Standing application

Teaching Centre will:

- Publish a set of Teaching Centre Advanced Standing Rules
- Establish an Advanced Standing Committee to consider Advanced Standing Applications. Membership to consist of the course leader and two delegates with relevant qualifications and experience to contribute to the decision.
- Review advanced standing decisions following each enrolment period to monitor compliance with the Institute's Advanced Standing policy and centre rules and consistency and equity across courses and campuses
- Report to the Higher Education Board of Studies on advanced standing decisions and precedents for inclusion in, deletion from or modification of levels of Advanced Standing before a decision is made.
- Appoint and maintain a register of staff authorised to determine levels of advanced standing consistent with the Institute's Advanced Standing policy and centre rules.
- Ensure that staff authorised to determine levels of advanced standing and to counsel prospective applicants receive training and regular updating in relation to the Institute's Higher Education Advanced Standing policy and faculty rules
- Review the Teaching Centre's Advanced standing arrangements for each course as part of the course re-accreditation process.

The **Advanced Standing Committee** will:

- Review the Advanced Standing application and confirm that the documentation supplied with the application meets the satisfactory documentary evidence requirements.
- When assessing an advanced standing application for uncredentialed learning, base the assessment on:
 - participation in the same or modified versions of the assessment the student would be required to complete as part of the course or unit for which advanced standing is sought
 - a portfolio of evidence related to the objectives of the course or unit
 - direct observation of performance of skill or competence

- reflective papers, journals or portfolios that relate past learning to the learning outcomes of the course or unit
- provision of examples of the student's work drawn from the workplace, social, community or other settings in which they have applied learning relevant to the objectives of the course or unit
- testimonials or supporting statements from employers
- interview
- combinations of any of the above.

Where selection into a course is based on uncredentialed learning, advanced standing will only be granted where learning outcomes beyond admission requirements can be demonstrated.

Consider awarding advanced standing for learning acquired in an uncredentialed context, such as through work or life experience where that experience can be documented, including verifiable evidence.

Only grant advanced standing for uncredentialed learning where applicants are able to demonstrate a level of knowledge and skill equivalent to that gained if the relevant Box Hill Institute studies had been undertaken.

- When assessing an advanced standing application for specified advanced standing, base the assessment on the following:
 - Specified advanced standing may be granted for a specific unit where prior studies or learning involve a substantial overlap of content at a similar standard as assessed by the relevant teaching Centre. Specified advanced standing is most relevant to advanced standing based on comparable course or unit content and should be granted in preference to unspecified advanced standing where possible.
 - Specified advanced standing will normally be granted at the same level as the prior unit.
 - Unspecified advanced standing may be granted for prior studies or learning where no comparable unit exists.
- When assessing an advanced standing application for completed or partially completed awards in the VET sector may be based on the following:
 - cross-sectoral linkage arrangements to which the Institute is a partner
 - inter-institutional agreements
 - articulation of existing awards
 - advanced standing transfer between components of existing awards

- integrated dual-sector sequential awards
- integrated dual-sector concurrent programs.

Box Hill Institute will not grant advanced standing towards the requirements for a higher education award for Australian Qualifications Framework VET Certificates I, II and III.

VET Certificates at level IV will normally be regarded as meeting requirements for admission rather than advanced standing. Advanced standing may be granted where a Certificate IV has dual VET–higher education award status.

Equivalence of VET courses, units or modules will be determined through identification and assessment of same, similar or complementary knowledge and skill requirements.

Equivalence should be based on the relevant components of a training package and/or accredited course curriculum that are related to and assessed against the learning objectives and/or unit descriptions of the relevant Box Hill Institute higher education units or awards.

- When assessing an advanced standing application for credit, international studies may be based on the following:
 - Where equivalence to units within an award has been established through the National Office for Overseas Skills Recognition (NOOSR), advanced standing will be granted as for the equivalent award.
 - Advanced standing may be awarded resulting from partnership agreements involving Box Hill Institute where such agreements include provisions for approved advanced standing.
 - Where equivalence has not been established, the applicant will be responsible for obtaining an assessment from NOOSR on which a decision can be based. Where NOOSR has declined to recognise the award or awarding institution or to conduct an assessment a determination may be based on the advice of the Teaching Centre.
- Inform Student Administration of the outcome of an application by returning the completed Application for Higher Education Advanced Standing form to Student Administration before the Census date.

Informing the student of an Advanced Standing application outcome

Student Administration will advise applicants of the outcome of their application.

Review of an Advanced Standing decision

A **student** who is not satisfied with the advanced standing offered may:

- Lodge a request for review within 10 working days of notice of the assessment in writing for the relevant teaching Centre Manager to review the decision if the Advanced Standing Committee failed to follow the Institute policy, procedures and guidelines governing advanced standing.

Appealing against unsuccessful assessment

A **student** with reason to believe that their unsuccessful application has grounds for appeal writes to the Chairperson of the Accreditation and Recognition Subcommittee, within ten (10) working days of being notified of denial of prior learning recognition, detailing:

- Student name and address
- Name of course
- Unit(s) for which advanced standing was requested
- Grounds for appeal

Hearing appeals against assessment

The **Accreditation and Recognition Subcommittee**:

- Decides if the appeal should be heard.
- If an appeal is to be heard will convene an Appeals Panel, which consists of:
 - a representative of the committee (if applicable)
 - an teacher not involved in the original assessment
 - the Manager of the Teaching Centre

The **Appeals Panel**:

- Meets and determines whether there are grounds for re-assessment
- Interviews the applicant and the Advanced Standing Committee, if necessary
- Reviews the application and the supporting documentation
- Grants or denies the appeal
- Refers the application to the Centre Manager for re-assessment, if there are sufficient grounds for the appeal to exist

The **Chairperson of the Accreditation and Recognition Subcommittee**, within five working days of deciding an appeal is to be heard:

- Sets up an Appeals Panel

- Writes to the applicant and informs them if there are not sufficient grounds for re-assessment
- Writes to the student, giving at least seven (7) days notice of the date, time and venue for the appeal hearing and informing them of their right to have an observer present
- Writes to the student within five (5) working days advising them of the decision of the Appeals Committee.

Forms

Box Hill Institute Application for Higher Education Advanced Standing form