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Higher Education Advanced Standing Procedure Version 3.1

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Authorised by: CEO



Contents

1	Document Control.....	1
2	Purpose.....	1
3	Scope	1
4	Responsibilities	2
5	Definitions	3
6	Procedure	4
7	Related Documents	6
8	Process Flowcharts	6

1 Document Control

Version	Date	Amended by	Changes Made
2	23/11/2016	Manager Higher Education and Learning Partnership	Minor administrative changes to titles
2.1	14/03/2019	Academic Quality Assurance Coordinator	Updated to include ESOS Act & National Code of Practice
2.2	15/03/2019	Academic Quality Assurance Office	Updated to include HESF2015
3.0	21/03/2019	Manager Higher Education and Learning Partnerships	Updated to include postgraduate advanced standing
3	06/08/2019	Manager Higher Education & Learning Partnerships	Endorsed by VETBoS, HEBoS Exec Team. Finalised
3.1	26/03/2020	Manager Higher Education & Learning Partnerships	Minor administrative change to partnership agreements to align with TEQSA requirements

2 Purpose

To ensure compliance with the requirements of a Non-Self Accrediting Higher Education Provider as related to granting advanced standing in higher education courses.

3 Scope

Applies to all Box Hill Institute higher education courses.

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Document No.: **ACA-AA-PRO002**

Process Area: **Academic Affairs**



4 Responsibilities

Refer to Higher Education Advanced Standing Procedure 6.

5 Definitions

Term	Definition
Advanced Standing	Is approved recognition of prior learning undertaken that is displayed as an Exemption (EX) on the student's academic record. Advanced standing will be granted for study undertaken as part of an accredited qualification only and for whole subjects only.
Specified Advanced Standing	The assessment for specified advanced standing must be based on a substantial overlap of learning outcomes for a specific subject for which the credit is granted with the learning outcomes of the subject of prior study. Specified advanced standing will normally be granted at the same year level as the subject of prior study.
Unspecified Advanced Standing	Is credit granted towards elective subjects in a qualification in recognition that the individual's previous learning reflects and meets some general education objectives of the relevant qualification.
Block Credit	Is credit granted towards components or whole stages of a course.
Accredited Courses of Study Completed or Partially Completed	Accredited courses are those taught as part of an accredited higher education award at Australian institutions that are registered higher education providers.
Other Credentialed Programs	Refers to learning acquired in a credentialed context, other than higher education awards taught at Australian Institutions that are registered higher education providers, such as: <ul style="list-style-type: none"> • a course offered by a listed National Office for Overseas Skills Recognition (NOOSR) overseas university • a professional body • enterprise • private educational institution • a Vocational Education and Training (VET) course offered by a Registered Training Organisation, or • by any other provider recognised by Box Hill Institute may be considered for advanced standing
Satisfactory Documentary Evidence	In support of an Advanced Standing application this includes presentation of original documentation on the basis of which advanced standing is sought to the Academic Course Manager (Discipline), or in the case of off-campus courses, copies of documentation that have been certified as true and correct copies of the original by persons authorised under the Statutory Declarations Act 1959 of the Commonwealth of Australia. In some cases, as determined by the Advanced Standing Committee, the

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student may be required to submit in addition to a certified transcript, the following information in relation to the previous course:

- admission requirements
- a key to results
- an extract from the handbook of the previous institution showing details of course structure, credit-point or equivalent weightings, unit outlines for any units for which advanced standing is sought and assessment requirements for those units

6 Procedure

Procedure	Responsibility
<p>1. Documentation Requirement</p> <p>The Faculties are required to document the following matters:</p> <ul style="list-style-type: none">a) Documented evidence on which advanced standing was grantedb) Delegations of responsibility for assessment of advanced standingc) Delegations of responsibility for review of advanced standing decisions <p>The Faculties have specific frameworks for the guidance of staff in the assessment of advanced standing and review of advanced standing process.</p>	<p>Course Manager (Higher Education Discipline)</p>
<p>2. Considering an Advanced Standing Application:</p> <p>Undergraduate advanced standing is granted in accordance with the Advanced Standing Policy at the discretion of the Academic Course Manager (Discipline) on advice from subject matter expert academic staff members.</p> <p>Postgraduate specified advanced standing is granted in accordance with the Higher Education Advanced Standing Policy at the discretion of the Head of Department on advice from the Course Manager (Higher Education Discipline) and subject matter expert academic staff members.</p>	<p>Course Manager (Higher Education Discipline)</p> <p>Head of Department</p>
<p>3. Assessing an Application based on:</p> <p>3.1 Uncredentialed Learning</p> <p>a) When assessing an advanced standing application for uncredentialed learning, base the assessment on:</p> <ul style="list-style-type: none">• a portfolio of evidence related to the objectives of the course• subject direct observation of performance of skill• reflective papers, journals or portfolios that relate past learning to the learning outcomes of the course or subject• interview• combinations of any of the above	<p>Course Manager (Higher Education Discipline)</p>

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b) 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.

c) Only grant advanced standing based on uncredentialed learning where applicants are able to demonstrate a level of knowledge and skill equivalent to the learning outcomes of the course or subject for which the advanced standing is sought.

3.2 Advanced Standing – Undergraduate courses:

a) Specified and unspecified advanced standing

Must be assessed based on evidence such as:

- Academic transcripts
- Subject outlines/descriptions

b) Advanced Standing based on Vocational Qualifications:

Must be assessed based on:

- Curriculum mapping activity between VET and higher education qualification during which 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 outcomes and/or subject descriptions of the relevant Box Hill Institute higher education units or awards.

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.

The total advanced standing granted toward meeting the requirements of a Box Hill Institute undergraduate higher education award may not exceed a maximum of 66% of credit points of the total credit points awarded for that course.

c) Block Credit Advanced Standing:

Must be assessed based on:

- Completion of formal studies in subjects that are justified to have equivalent volume and depth of learning to the block and
- These formal studies are consistent with the learning outcomes of

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<p>The maximum credit awarded for postgraduate award courses may not exceed a maximum of 50% of credit points of the total credit points awarded for that course.</p>	
<p>4. Completing an Assessment of Advanced Standing</p> <ul style="list-style-type: none">• The assessment of an application for advanced standing must be completed before the census date of the subject(s) for which the application is made• 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• Inform International of any advanced standing granted after the student has enrolled. In addition, any underloading or overloading of subjects is to be approved by International.• Student Administration will advise applicants of the outcome of their application• Advanced Standing granted to international students for studies overseas, a written record of the course credit granted to the student, which the student must sign or otherwise accept, must be kept. Where the credit is granted before enrolment and the information is included on the letter of offer, the student's acceptance of the offer is sufficient record.	<p>Course Manager (Higher Education Discipline)</p> <p>Course Manager (Higher Education Discipline)</p> <p>Manager of International Student Policy and Monitoring</p> <p>Student Administration</p> <p>International</p>
<p>5. Appealing against an Advanced Standing decision</p> <p>A student who is not satisfied with the advanced standing offered may appeal following the Complaint Procedure: Student, Customer and Stakeholder</p>	<p>Student</p>
<p>6. Records</p> <p>The Faculties will maintain and record processes for tracking and ensuring the timely consideration of applications for advanced standing.</p> <p>All documents submitted in support of an application for advanced standing will be retained as part of the student's file.</p> <p>The student's file will be the sole source for reference in relation to enquiries relating to advanced standing.</p> <p>The Institute will collect and record information in a form that enables it to track the performance of different cohorts of students who have been granted advanced standing.</p>	<p>Dean of Faculty</p>

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7 Related Documents

7.1 Documents

- Higher Education Advanced Standing Policy
- Higher Education Student Progression Policy
- Higher Education Student Progression Procedure
- Complaint: Student, Customer, Client and Stakeholder Policy
- Complaint: Student, Customer, Client and Stakeholder Procedure

7.2 Related Forms

- Application for Higher Education Advanced Standing Form
- Health Arts College to Box Hill Institute Articulation Agreement 2016

7.3 Risk/Opportunity Assessment

Risk/Opportunity	Likelihood	Severity	Assessment Method (if applicable)	Mitigation
Advanced standing credit awarded incorrect	Low	Low		Higher education course managers map all requests for advanced standing and keep on file in the Faculty.

8 Process Flowcharts

Nil