



## Advanced Standing Procedure

<b>Policy supported</b>	Advanced Standing Policy
<b>Procedure Code</b>	ACA-HE-05
<b>Procedure owner</b>	Principal Executive Officer
<b>Responsible Officer</b>	Principal Executive Officer
<b>Approving authority</b>	Academic Board
<b>Contact Officer</b>	Admissions Manager
<b>Approval date</b>	02 June 2023
<b>Commencement date</b>	29 June 2023
<b>Review date</b>	3 years
<b>Version</b>	2023.1
<b>Related Documents</b>	Advanced Standing Application Form Advanced Standing Policy Australian Qualifications Framework (AQF) AQF Qualifications Pathways Policy Diversity and Equity Policy Partnership and Articulation Policy Partnership and Articulation Procedure Student Admission Policy Student Admission Procedure Student Assessment Policy Student Complaint and Appeal Policy Student Complaint and Appeal Procedure
<b>HESF (Threshold Standards) 2021</b>	1.1.2; 1.2.1; 1.2.2; 7.1.3

### 1. Purpose

The purpose of this Procedure is to outline the protocols associated with the Advanced Standing Policy, the intent of which is to provide a framework for the formal recognition of prior learning, skills and experience that is consistent with the Australian Qualifications Framework ('AQF'), and maintains academic integrity and standards.

### 2. Scope

This Procedure applies to all students at the Australian Institute for Higher Education Pty Ltd ('the Institute') and those seeking admission. This Procedure also applies to all staff involved in the assessment and recording of advanced standing.

### 3. Definitions

See the AIH Glossary of Terms for definitions.

### 4. Actions and Responsibilities

#### 4.1 Application procedure

Students must submit the relevant application form and certified or original supporting documentation such as unit outlines, transcript or other evidence to demonstrate equivalencies to the requested subject outcomes. If the documentation is not in English,



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certified translations must be supplied.

Students must demonstrate a minimum result of a pass grade to receive credit. The Australian Institute of Higher Education ('the Institute') does not guarantee transferability of credits from other education providers, nor does it guarantee that students who successfully receive exemption(s) will be assured academic success in future subjects.

The latest time an application for Advanced Standing can normally be made is two weeks prior to the first census date after commencement of the course unless approved by the Chief Executive Officer (or delegate). All applications should be accompanied by verified documentary evidence and a completed Advanced Standing Application Form.

An assessment will be undertaken by the Chief Executive Officer (or delegate). Admissions will advise the applicant formally in writing of the result of their application within 10 working days of the application being received, and will ensure that the decision is recorded in the student's file.

If the student is dissatisfied with the Chief Executive Officer's (or delegate's) decision, the student can appeal the decision in accordance with the Student Complaint and Appeal Policy and associated Procedure.

The student is required to confirm, by email or in writing, acceptance of any advanced standing granted.

Students granted Conditional Advanced Standing must supply their final verified supporting documentation two weeks prior to the first census date after commencement of the course or the Conditional Advanced Standing will be revoked.

It is the intention of the associated Policy that students be given an indication of the amount of credit that will be applied toward their course at the time they accept a place in the course if certified supporting documentation cannot be supplied. However, this form of advice is only an indication. The amount of Advanced Standing given will only be formalised and appear in a student's transcript when all verified documentation is received, and when the Chief Executive Officer (or delegate) completes processing the student's completed Advanced Standing Application Form.

## **4.2 Evidence Required**

Certified or original supporting documentation such as unit outlines, official transcript or other evidence to demonstrate equivalencies to the requested subject outcomes may be required. Applicants with prior experience are required to submit appropriate evidence e.g. relevant position description, listing all experience and CV.

Applicants should refer to the Advanced Standing Application Form for further information on documentation required.

## **4.3 Complaints and Appeals**

Enrolled students who are not satisfied with the outcome of their advanced standing application can make a complaint as per the Complaints and Appeals Policy and associated procedure.



#### 4.4 International Students

If the applicant is an international student, the following applies:

- Where credit is granted before the issue of a visa, and if this varies the actual course duration, the electronic Confirmation of Enrolment (eCoE) issued to the student will show the reduced course duration.
- Where credit is granted after the issue of a visa, and if this varies the actual course duration, the Institute will report the change of course duration via PRISMS in accordance with section 19 of the Education Services of Overseas Students (ESOS) Act 2000.

#### 4.5 Types of Credits

As per the AQF Qualifications Pathways Policy, credit can be given to students in the form of block, specified or unspecified credit. The AQF defines the different types of credit as follows:

- Specified credit: Specified credit is credit granted towards particular or specific components of a qualification or program of learning.
- Unspecified credit: Unspecified credit is credit granted towards elective components of a qualification or program of learning.
- Block credit: Block credit is credit granted towards whole stages or components of a program of learning leading to a qualification.

#### 4.6 Recording Credits

The grade recorded for specified, unspecified or block credit on the basis of learning completed is "Advanced Standing" represented by the code "AS". Refer to the Student Assessment Policy for further information on grades.

All approvals of advanced standing and credit transfer must be reported to the Head of Admissions (or delegate).

The Head of Admissions (or delegate) nominee will maintain a register of Advanced Standing granted and will record the Advanced Standing against the student's record.

#### 4.7 Records Management

The Institute will maintain records of all applications for (including any accompanying evidence), the assessment of and decisions regarding advanced standing for at least two years after the student ceases to be a student of the Institute, in accordance with the Records Management Policy and associated Procedure.

#### 4.8 Further Information

All queries should be directed as follows:

New students: Admissions Office, [admissions@aih.nsw.edu.au](mailto:admissions@aih.nsw.edu.au)

Continuing students: Student Services, [studentservices@aih.nsw.edu.au](mailto:studentservices@aih.nsw.edu.au)



## 5. Version Control

This Procedure has been endorsed by the Australia Institute of Higher Education Academic Board as at June 2023 and is reviewed every 3 years. The Procedure is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

<b>Change and Version Control</b>				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved:</b>	<b>Effective Date:</b>
2016-2	Registrar	Updated template.	6 July 2016	6 August 2016
2017-1	Ms. McCoy	Revised and edited content. Added definition and contact persons Restructured document; added table at beginning	22 February 2017	6 March 2017
2017-2	Registrar	Minor changes including: <ul style="list-style-type: none"><li>• Adding Partnership and Articulation Policy and Partnership and Articulation Procedure to related documents.</li><li>• Adding a section for recording credits.</li><li>• Adding a section for the types of credit granted.</li></ul>	14 June 2017	15 June 2017
2019.1	Chief Executive Officer	Update the Title of Policy Owner, Responsible Officer to Academic Dean and Approving Authority to Chief Executive Officer, and Registrar to Head of Academic Support and Student Services. Minor update section 4.6, 4.7. As well as adding reference to complaints and appeals in 4.3.	5 December 2019	5 December 2019
2020.1	Chief Executive Officer	Updated Titles from Principal to Chief Executive Officer; processing time.	24 April 2020	24 April 2020
2022.1	Registrar	Updated Higher Education Standards Framework [Threshold Standard] 2021	25 May 2022	26 May 2022
2022.2	Dean/Program Manager Business	Updated Evidence required Approving authority corrected from CEO to Academic Board	7 November 2022	7 November 2022
2023.1	Registrar	Changed Approval Authority from CEO to Academic Board.	2 June 2023	29 June 2023