



# Higher Education Advanced Standing Policy – Box Hill Institute Version 1.0

# 1 Document Control

Version	Date	Amended by	Changes Made
1	24 November 2016	Paula Bray	Initial document

## 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.

## 4 Policy Statement

The Institute will provide students with advanced standing for relevant approved post-secondary study or informal learning, which exceeds the normal admission requirements for the relevant course.

Applicants will be informed of the requirements and process for an application for advanced standing into higher education courses

**This policy is based on the following principles:**

- Prior learning and demonstrable skills accepted as the basis for advanced standing shall be comparable in content and standard with the course in which advanced standing is sought
- Advanced standing will not be granted for prior studies that have been failed
- Criteria applied in assessing an application for advanced standing will not be more stringent than those required to pass the relevant component of the Box Hill Institute course
- The amount of advanced standing granted will be consistent with relevant course regulations and requirements. Applicants may be granted different advanced standing for entry to different courses depending on the relevance of their previous studies to each course.
- Advanced standing will not normally be granted for studies or other learning completed more than ten years prior to application. In individual courses this time restriction may be shorter, based on the currency of knowledge and skills in the discipline.
- Subject to the discretion of the appropriate Academic Course Manager (Discipline), advanced standing will not normally be granted for subjects undertaken by a student at another tertiary institution during a period of exclusion from Box Hill Institute. Students will be advised in their letter of notification of exclusion that this restriction applies.
- Advanced standing may be granted for:
  - accredited courses of study completed or partially completed
  - other credentialed courses of study completed or partially completed
  - uncredentialed learning

- Being deemed as eligible for advanced standing will not guarantee a student selection into the course in which that advanced standing would be available
- Students will not be excluded from enrolling in subjects for which they have been granted advanced standing

### Levels of Advanced Standing

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

- No advanced standing will be granted in a subsequent course for previous studies or prior learning for which advanced standing has already been granted
- Where prior studies or experience are deemed not to constitute equivalence to a specified subject to the degree necessary, advanced standing will not be granted
- Advanced standing may be granted in either of the two courses that form a combined course, or apportioned between them, but may not be granted twice for the same prior studies
- Special conditions may apply to advanced standing for combined courses. Advanced standing will not be granted where:
  - Provisions contained in the course rules for either course would not be met if advanced standing were granted
  - The integrated structure of the combined courses would be adversely affected
- Advanced standing may be granted for a block credit where the applicants have completed formal studies in subjects that are justified to be equivalent in volume and depth of learning to the block, and where the formal studies are consistent with the learning outcomes of the qualification. Block credit will usually only be available where there is a formal articulation agreement between Box Hill Institute and other education providers.

## 5 Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Group Code of Conduct for Employees

## 6 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

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	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	<p>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:</p> <ul style="list-style-type: none"><li>• a course offered by a listed National Office for Overseas Skills Recognition (NOOSR) overseas university</li><li>• a professional body</li><li>• enterprise</li><li>• private educational institution</li><li>• a Vocational Education and Training (VET) course offered by a Registered Training Organisation, or</li><li>• by any other provider recognised by Box Hill Institute may be considered for advanced standing</li></ul>
Satisfactory Documentary Evidence	<p>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 student may be required to submit in addition to a certified transcript, the following information in relation to the previous course:</p> <ul style="list-style-type: none"><li>• admission requirements</li><li>• a key to results</li><li>• 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</li></ul>

## 7 Related Procedures

The following procedures are linked below:

- Higher Education Advanced Standing Procedure

## 8 Related Operating Guidelines

Higher Education Fees and Charges Guidelines

## 9 Related Forms

Application for Higher Education Advanced Standing Form ([needs hyperlink](#))

## 10 Related Legislation and Registration

### 10.1 Box Hill Institute Group

Higher Education Progression Policy

Student Grievance Policy

### 10.2 External

ESOS Act 2000

## 11 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be maintained as confidential.

## 12 Review

This policy must be reviewed no later than three (3) years from the date of CEO endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

## 13 Approval Body

The CEO is the approval body.

Owner	Author
Dean Teaching and Learning College	Manager Higher Education and Learning Partnerships