

Higher Education Advanced Standing Procedure - Box Hill Institute

Related Policy	Higher Education Advanced Standing Policy	
Procedure		Responsibility
1. Documentation Requirement <p>The School of Higher Education is required to document the following matters:</p> <ul style="list-style-type: none"> a) Documented evidence on which advanced standing was granted b) Delegations of responsibility for assessment of advanced standing c) Delegations of responsibility for review of advanced standing decisions <p>The School of Higher Education has specific frameworks for the guidance of staff in the assessment of advanced standing and review of advanced standing process.</p>		Academic Course Manager
2. Considering an Advanced Standing Application: <p>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>		Academic Course Manager
3. Assessing an Application based on: 3.1 Uncredentialed Learning <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 or 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>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.</p> <p>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.</p>		Academic Course Manager
3.2 Advanced Standing:		Academic Course

<p>a) Specified and unspecified advanced standing Must be assessed based on evidence such as:</p> <ul style="list-style-type: none"> • Academic transcripts • Subject outlines/descriptors 	Manager
<p>b) Advanced Standing based on Vocational Qualifications: Must be assessed based on:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>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.</p>	Academic Course Manager
<p>c) Block Credit Advanced Standing: Must be assessed based on:</p> <ul style="list-style-type: none"> • 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 the qualification • Block Credit will usually only be available where there is a formal articulation agreement between Box Hill Institute and other education providers 	Academic Course Manager
<p>d) Advanced Standing for International Studies May be based on the following:</p> <ul style="list-style-type: none"> • Where equivalence to subjects 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 	Academic Course Manager

standing <ul style="list-style-type: none"> 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 Academic Course Manager (Discipline). 		
4. Completing an Assessment of Advanced Standing <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 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. 		Academic Course Manager Academic Course Manager Student Administration International Student Services
5. Appealing against an Advanced Standing decision A student who is not satisfied with the advanced standing offered may appeal following the BHI Student Grievance Policy and Procedure.		Student
6. Records The School of Higher Education will maintain and record processes for tracking and ensuring the timely consideration of applications for advanced standing. All documents submitted in support of an application for advanced standing will be retained as part of the student's file. The student's file will be the sole source for reference in relation to enquiries relating to advanced standing. 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.		School of Higher Education
Approval Body	CEO	
Approval Date	24/11/16	
Document ID	ACA-AA-PRO002	