



Advanced Standing Policy

Policy Category	Academic
Policy Code	ACA-HE-05
Policy Owner	Executive Dean
Responsible Officer	Executive Dean
Approving authority	Academic Board
Contact Officer	Registrar
Approval date	22 February 2017
Commencement date	6 March 2017
Review date	3 years
Version	2017.1
Related Documents	Advanced Standing Application Form Advanced Standing Procedure 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

1. Purpose

The purpose of this Policy is to provide a framework for recognition of prior learning at the Australian Institute of Higher Education Pty Ltd ('the Institute') in line with the AQF ('Australian Qualifications Framework') and AQF Qualifications Pathways Policy.

2. Principles

Key principles informing this Policy and the associated Procedure are based on the AQF, which defines recognition of prior learning as a process that involves assessment to determine entry and credit outcomes.

3. Context

This Policy has been developed in order to ensure the following:

- a clear process and framework for the provision of recognition of prior learning for the Australian Institute of Higher Education ('the Institute')'s award courses
- consistency with the AQF and AQF Qualifications Pathways Policy
- fair and equitable means to recognise an individual's education, skills and experience
- transparency, to ensure academic integrity and standards are maintained

4. Scope

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

5. Definitions

See the *AIH Glossary of Terms* for definitions.

6. Policy details

Any student with prior learning may submit appropriate evidence and apply for an exemption. The Institute may award credit towards achievement of a qualification or award for various forms of prior learning by comparing a student's current level of skills and knowledge against learning outcomes for a unit.

6.1 **Methods of Achieving Recognition**

Applying for recognition involves assessment of a range of prior learning including, but not restricted to:

- recognised higher education institutions
- accredited vocational education and training providers (VET)
- a professional association or other similar body
- automatic exemptions based on previous study with an approved education provider
- recommendations contained in the AQF.

The Institute may, on occasion, recognise the validity of other forms of training or education, providing they are equivalent to or meet the AQF standards. The Institute may also provide additional methods to assess a student's knowledge of a given subject, which may include a challenge exam, portfolio or other assessment methods.

6.2 **Rules**

Entry to the Institute's courses is based on specific published entry criteria and decisions regarding student selection will be in accordance with the ***Student Admission Policy***. An offer of credit for Advanced Standing does not guarantee admission into a specific course. The assessment of the amount of Advanced Standing to be granted in particular courses shall be determined by the Executive Dean or his/her nominee in accordance with this Policy.

- Exemptions may be awarded to students who have completed previous studies with an approved education provider that the Institute has a current and valid Articulation Agreement with. Refer to ***Section 6.5: Articulation Agreements*** within this Policy for further information.
- Students may normally obtain a maximum of up to 50% exemptions in a specified course, except in limited circumstances, at the discretion of the Academic Board.
- A maximum of 33% exemption applies to any Postgraduate course based on Undergraduate study.
- Previous study graded as an exemption cannot be used for an exemption into an Institute course.
- Once appropriate documentation is submitted, an application for Advanced Standing will be reviewed within 14 days.

6.3 **Advanced Standing**

Advanced Standing shall be granted for a unit of study where there is a substantial match with content and/or learning outcomes of the Institute course for which credit is claimed. "Substantial match" means that the student is judged by the Executive Dean or nominee to have the same probability of successful completion of the

Institute course as a student completing the entire Institute course. Equivalence is generally deemed to be a minimum subject match of 80%. Application for advanced Standing in accounting units must also meet professionally accredited criteria (e.g. Certified Practising Accountants).

Advanced Standing may be granted for non-award courses, as well as for courses provided by a professional association or similar body, where appropriate learning outcomes have been rigorously assessed and documentation is provided.

Advanced Standing will not normally be granted for formal study completed more than 8 years prior to enrolment unless there is evidence of continued relevance of this study for the course towards which Advanced Standing is sought.

Conditional Advanced Standing may be granted to students who have completed a course at another provider but cannot provide official transcripts, or to students who are enrolled in a packaged enrolment (i.e. studying a Diploma and will be progressing to a Bachelor's degree).

6.4 Credit Transfer from one Institute course to another Institute course

Credit Transfer may be granted when a student has completed units whilst undertaking a course of study with the Institute, and wishes to transfer to another course before completing the prior course. Credit will be granted for those units of study already undertaken which form part of the course into which the student is transferring. The grade awarded for the unit completed in the previous course will not be transferred to the new course. Instead, the units completed under the previous course will be recorded as Advanced Standing under the new course. The maximum amount of credit that can be granted in these circumstances is not limited.

6.5 Articulation Agreements

Articulation agreements are vital to the maintenance of educational pathways. The Institute will only develop an articulation agreement with another institution after its programs have been shown to offer genuine articulation with the Institute's programs. Refer to the **Partnership and Articulation Policy** and associated Procedure for further information on establishing an articulation agreement.

The Institute may enter into agreements with specific institutions to provide recognition of their credentials and credit for particular units. Before entering into such agreements, the Institute will map the competency units or specified learning outcomes provided by the institution against the learning outcomes provided by the unit of study within the relevant Institute course.

Evidence of curriculum mapping will be examined and agreements approved by the Academic Board. The mapping will take the form of a tabulation of units and learning outcomes from the institution that is to be party to the agreement with the Institute and the Institute's learning outcomes.

Institutes applying for Articulation agreements should be able to establish and verify that they have benchmarked themselves against institutes that have met industry standards. Where there is a clear trend that the Advanced Standing granted under articulation agreements have resulted in poor student performance, the Agreement will be revoked.

If the approved education provider changes its course structure, the current Articulation Agreement will be invalid and credits will be assessed on a case-by-case basis until a new agreement is entered into with the Articulation Partner.

A copy of all Articulation Agreements will be kept on file and held by the Executive Dean. For an approved list of Articulation partners, please contact the Institute.

6.6 Cross Institutional Study

Students enrolled in an Institute course who wish to study an equivalent subject at another recognised provider should consult Student Services about the process and eligibility criteria. The Institute's Advanced Standing rules apply.

6.7 Appeals

An applicant may appeal against a decision made under this Policy. Appeals must be made as prescribed in the appeals process outlined in the ***Student Complaint and Appeal Policy*** and associated Procedure.

7. Legislation

This Policy and the associated Procedure comply with Higher Education Standards Framework standard 1.2 (Credit and Recognition of Prior Learning), which specifies that:

“Assessment of prior learning is undertaken for the purpose of granting credit for units of study within a course of study or toward the completion of a qualification, such assessment is conducted according to institutional policies, the result is recorded and students receive timely written advice of the outcome. Credit through recognition of prior learning is granted only if:

- a. students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification, and
- b. the integrity of the course of study and the qualification are maintained.”

8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Academic Board as at February 2017 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2016-2	Registrar	Updated template.	6 July 2016	6 August 2016
2017-1	Ms. McCoy	Revised and edited content Added definitions and information on processing time Removed Credit for RPE Restructured document; added table at beginning	22 February 2017	6 March 2017