

APPLICATION FOR ADVANCED STANDING



VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

This form is to be used by enrolled or prospective students of the University who consider they have undertaken previous formal study, work experience or various types of experiential learning that satisfies the learning outcomes/objectives of one or more units of study to an extent that they are eligible and wish to apply for Advanced Standing.

All students are advised to read the Important Information section carefully prior to completing and submitting their application form. It is provided to assist enrolled or prospective students to make a successful application for Advanced Standing.

Please write in BLOCK LETTERS using a black or blue pen.

I am applying as a:

- PROSPECTIVE STUDENT (NEW APPLICANT)
 CURRENTLY ENROLLED STUDENT

SECTION A PERSONAL DETAILS

FAMILY NAME: _____ STUDENT ID: _____

GIVEN NAME: _____ DATE OF BIRTH: ____/____/19____

STREET NUMBER AND NAME (or PO BOX): _____

SUBURB: _____ STATE: _____ POSTCODE: _____

COUNTRY (if not Australia): _____ PHONE: _____ EMAIL: _____

ARE YOU AN INTERNATIONAL ONSHORE STUDENT? NO YES

SECTION B COURSE DETAILS

PREVIOUS EDUCATIONAL INSTITUTION

NAME OF INSTITUTE: _____

SITE: _____ COURSE CODE (IF APPLICABLE): _____

COURSE TITLE: _____ WAS COURSE COMPLETED? YES NO

VICTORIA UNIVERSITY – *Course for which you wish to apply for Advanced Standing exemptions (please also complete information for individual Unit(s) of Study)*

PATHWAY CODE (IF APPLICABLE): _____ COURSE CODE: _____

COURSE TITLE: _____ LOCATION: _____

SECTION C LIST OF SUPPORTING EVIDENCE ATTACHED – Please refer to *Important Information* on the following page

Evidence should be a close match with the learning outcomes/objectives for the unit(s) of study for which Advanced Standing is sought.

- _____
- _____
- _____
- _____
- _____

SECTION D DECLARATION

I declare that the information supplied is true and correct. I authorise Victoria University to conduct a search and retrieval of my academic record from my previous institution(s) to verify the information contained in my application for Advanced Standing. I have read the Privacy information below and I understand that my personal information will be treated in accordance with Victoria University's Privacy Policy. I agree to abide by Victoria University's statutes, regulations and policies.

SIGNATURE: _____ DATE: ____/____/20____

CONTACT

Enquiries GOTOVU www.vu.edu.au/gotovu
Phone +613 9919 6100
Web www.vu.edu.au/future-students

STUDENT SERVICE CENTRES

City Flinders	Newport	Sunshine
Footscray Nicholson	St Albans	Werribee
Footscray Park	Melton	City King

PRIVACY INFORMATION

We collect your personal information in accordance with the Privacy Statement for students (www.vu.edu.au/current-students/student-essentials/commonly-used-forms) and the Privacy Policy (www.vu.edu.au/privacy).

IMPORTANT INFORMATION

WHAT IS ADVANCED STANDING?

Advanced Standing is an assessment process used to recognise the skills and knowledge you have achieved, whether that be through study or life/work experience, by matching it with what would be covered in specific units within a course. If you have successfully completed any of the units in the course in which you are enrolling, or their equivalent, you may be eligible for advanced standing. Where advanced standing is granted you will be considered to have already successfully completed the unit(s), and will not have to participate in training or assessment activities for that unit(s). In determining where advanced standing may be granted, the University must be confident of the currency of the applicant's knowledge. In fields where practice/technology are changing rapidly, advanced standing may not be granted where knowledge has dated.

Victoria University will recognise Qualifications and Statements of Attainment issued by any Australian Registered Training Organisation. Advanced Standing is also available where Victoria University has developed structured qualification linkages from one course/qualification to another. For more information on pathways: wcf.vu.edu.au/Pathways

As an enrolled International onshore student if your study load falls below the standard full time study load you must attach a completed Application for Reduced Study Load form. Applications are available from commonly used forms [Reduce study or overload](#) (PDF, 127 KB)

Australian students should be aware that the granting of advanced standing could affect study load and therefore eligibility for Austudy or Abstudy. If you are an onshore international student you need to check with Victoria University International that your visa status is not put at risk by the granting of advanced standing. Refer to <https://www.vu.edu.au/international-students>.

Prospective students will need to resubmit applications for Advanced Standing if they fail to enrol at Victoria University within 12 months of receiving notice of approved credit.

Please note that the awarding of advanced standing may disadvantage you in terms of meeting the requirements for membership of professional bodies (e.g. the accounting professional bodies have rigid requirements for granting of credit) and/or Federal Government requirements applicable to international students. Contact the relevant [Faculty](#) for further details.

SUBMISSION DETAILS

FOR HIGHER EDUCATION STUDENTS: For each semester the final date for claims for advanced standing will be the end of the second week of classes. Students however are advised to submit their claims in accordance with the following timelines:

ONSHORE Students: SEMESTER/PERIOD 1 – ON OR BEFORE THE LAST DAY IN FEBRUARY; SEMESTER/PERIOD 2 – ON OR BEFORE THE LAST DAY IN JULY

OFFSHORE Students: AT TIME OF ENROLMENT

Under normal circumstances applications may take up to three (3) weeks to process. It is therefore in your interest to submit your completed application as early as possible. If you are currently enrolled in the unit(s) for which you are seeking advanced standing, you should consult your Course Coordinator about your enrolment BEFORE the Census date for that academic period. VE/FE students should contact your Program Manager about whether or not to attend classes for those unit(s) while waiting for the result. The University will advise you of the outcome of your application in writing.

HIGHER EDUCATION STUDENTS – Please address your application to the relevant Faculty below:

Victoria University Faculty of Arts, Education and Human
Development (St Albans)
PO Box 14428
Melbourne VIC 8001

Victoria University Faculty of Business and Law (Footscray
Park)
PO Box 14428
Melbourne VIC 8001

Victoria University Faculty of Health, Engineering and
Science (Footscray Park)
PO Box 14428
Melbourne VIC 8001

PROSPECTIVE INTERNATIONAL (ONSHORE AND OFFSHORE) STUDENTS – Please address your application to:

Victoria University International
PO Box 14428
Melbourne VIC 8001

VE/FE STUDENTS - Please lodge this application with your School or Department.

PATHWAYS

An applicant may seek advanced standing for continuing education programs. Such credit may be granted where learning outcomes relevant to the award course can be demonstrated and/or where faculties have arrangements for the automatic granting of advanced standing for designated continuing education programs. Students should first determine if an approved pathway is currently offered by Victoria University. Information about approved pathways can be found at wcf.vu.edu.au/Pathways. If a Pathway does exist, a pathway code must be recorded on the first page of this form.

SUPPORTING EVIDENCE/DOCUMENTATION - PLEASE ENSURE THAT YOU KEEP A COPY OF YOUR APPLICATION AND ALL SUPPORTING DOCUMENTATION

This application will be assessed based on the type of evidence supplied. Each piece of evidence should be clearly identified and numbered as an attachment, then listed on the first page of this form. If exemption is granted this will be recorded on your academic record. If exemption is not granted there may be a request for further evidence. You will be notified in writing on the outcome of your application.

Students must provide certified copies of qualifications and Unit(s) of Study/Syllabus information from the relevant course guide. Do not send original documents. A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (i.e. Justice of the Peace, police officer, doctor, accountant, school principal, bank manager etc.). This person must sight both the original and the photocopy. You may be asked to show the original documents at a later stage.

Overseas or private University certified copies of academic study must be provided from the appropriate government body/professional association recognised in Australia for onshore students or an equivalent authority for students studying at an offshore site. Documents in languages other than English must be accompanied by an English translation. The translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) or an equivalent body for offshore students.

PLEASE NOTE: Your former Institution(s) and/or current/former employer(s) may be contacted in the interest of soliciting further information and/or clarification of your claim for Advanced Standing.

FIELD OF EDUCATION of prior VET study					
Natural and Physical Sciences		Health		Society and Culture	
010100 Mathematical Sciences		060100 Medical Studies		090100 Political Science and Policy Studies	
010300 Physics and Astronomy		060300 Nursing		090300 Studies in Human Society	
010500 Chemical Sciences		060500 Pharmacy		090500 Human Welfare Studies and Services	
010700 Earth Sciences		060700 Dental Studies		090700 Behavioural Science	
010900 Biological Sciences		060900 Optical Science		090900 Law	
019900 Other Natural and Physical Sciences		061100 Veterinary Studies		091100 Justice and Law Enforcement	
Information Technology		061300 Public Health		091300 Librarianship, Information Management and Curatorial Studies	
020100 Computer Science		061500 Radiography		091500 Language and Literature	
020300 Information Systems		061700 Rehabilitation Therapies		091700 Philosophy and Religious Studies	
029900 Other information technology		061900 Complementary Therapies		091900 Economics and Econometrics	
Engineering and Related Technologies		069900 Other Health		092100 Sport and Recreation	
030100 Manufacturing Engineering and Technology		Education		099900 Other Society and Culture	
030300 Process and Resources Engineering		070100 Teacher Education		Creative Arts	
030500 Automotive Engineering and Technology		070300 Curriculum and Education Studies		100100 Performing Arts	
030700 Mechanical and Industrial Engineering and Technology		079900 Other Education		100300 Visual Arts and Crafts	
030900 Civil Engineering		Management and Commerce		100500 Graphic and Design Studies	
031100 Geomatic Engineering		080100 Accounting		100700 Communication and Media Studies	
031300 Electrical and Electronic Engineering and Technology		080300 Business and Management		109900 Other Creative Arts	
031500 Aerospace Engineering and Technology		080500 Sales and Marketing		Food, Hospitality and Personal Services	
031700 Maritime Engineering and Technology		080700 Tourism		110100 Food and Hospitality	
039900 Other Engineering and Related Technologies		080900 Office Studies		110300 Personal Services	
Architecture and Building		081100 Banking, Finance and Related Fields		Mixed Field Programmes	
040100 Architecture and urban environment		089900 Other Management and Commerce		120100 General Education Programmes	
040300 Building				120300 Social Skills Programmes	
Agriculture, Environmental and Related Studies				120500 Employment Skills Programmes	
050100 Agriculture				129900 Other Mixed Field Programmes	
050300 Horticulture and Viticulture					
050500 Forestry Studies					
050700 Fisheries Studies					
050900 Environmental Studies					
059900 Other Agriculture, Environmental and Related Studies					
VET QUALIFICATION – level of education of prior VET study for which credit was offered					
001	Vocational Graduate Certificate	423	Bridging and Enabling Course at Diploma Level	521	Certificate II
002	Vocational Graduate Diploma	511	Certificate IV	522	Statement of Attainment at Certificate II Level
411	Advanced Diploma	512	Statement of Attainment at Certificate IV Level	523	Bridging and Enabling Course at Certificate II Level
412	Statement of Attainment at Advanced Diploma Level	513	Bridging and Enabling Course at Certificate IV Level	524	Certificate I
415	Bridging and Enabling Course at Advanced Diploma	514	Certificate III	525	Statement of Attainment at Certificate I Level
421	Diploma	515	Statement of Attainment at Certificate III Level	999	Other qualification not elsewhere classified
422	Statement of Attainment at Diploma Level	516	Bridging and Enabling Course at Certificate III Level	000	No Credit/RPL was offered for VET
VET TYPE PROVIDER where VET study undertaken					
10	University	21	High School or Australian Technical College	0	No Credit/RPL was offered for VET
19	Other Higher Education Provider	29	Other VET provider		
20	TAFE	90	Not elsewhere categorised		