APPLICATION FOR ADVANCED STANDING HIGHER ED

This form is for enrolled VU students or future students who have undertaken previous formal study, has work experience, or have various types of practical learning that satisfied the learning outcomes/objectives of one or more units of study, to such an extent that they are eligible to apply for Advanced Standing. All students are advised to read the IMPORTANT INFORMATION section 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: ☐ FUTURE STUDENT (NEW APPLICANT) ☐ CURRENTLY ENROLLED STUDENT ☐ FUTURE STUDENT (INTERNATIONAL)

SECTION A PERSONAL DETAILS

FAMILY NAME: STUDENT ID: 

GIVEN NAME: DATE OF BIRTH: DD MM YYYY

EMAIL: 

MOBILE PHONE: 

ARE YOU AN INTERNATIONAL ONSHORE STUDENT? ☐ YES ☐ NO

SECTION B COURSE DETAILS

CURRENT VICTORIA UNIVERSITY COURSE:
Course for which you wish to apply for Advanced Standing

COURSE CODE: COURSE TITLE: 

LOCATION: PATHWAY CODE (if applicable): 

Please do not enrol in units you are requesting advanced standing for.

PREVIOUS EDUCATIONAL INSTITUTION (ORIGIN INSTITUTE):
(If not Victoria University, please attach unit guides for each unit you have completed for your application to be assessed)

NAME OF INSTITUTE: 

COUNTRY: (If not Aust) COURSE CODE: 

COURSE TITLE: 

LOCATION: WAS THE COURSE COMPLETED? ☐ YES ☐ NO

DATE COMMENCED: DATE COMPLETED: 

SECTION C – CLAIM FOR CREDIT

OTHER LEARNING – E.G. PAID WORK
Other learning relates to non-formal learning and experience that relates to the unit(s) of study for which recognition is being sought. Please attach a statement linking your experience to the learning outcomes of the unit/s concerned. The claim for advanced standing may draw upon:
• An employment history detailing position descriptions and letters of support from immediate supervisors
• Certificates received from voluntary or work organisations
• Awards, prizes and other achievements
• Contributions to the community or activities which are relevant to the selected course of study.

1. EMPLOYMENT HISTORY (attach your resume/Curriculum Vitae, including):

<table>
<thead>
<tr>
<th>NAME OF COMPANY</th>
<th>COUNTRY/STATE</th>
<th>DATES WORKED FROM – TO</th>
<th>POSITION AND DUTIES</th>
</tr>
</thead>
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2. CERTIFICATES, PRIZES, AWARDS OR OTHER ACHIEVEMENTS

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<tr>
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</table>
OTHER LEARNING (E.G. LIFE EXPERIENCE, VOLUNTARY WORK, ETC)

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

1. In your opinion, what skills and knowledge have you acquired that relates to this course?

2. What type(s) of non-credentialed programs/training/study have you undertaken and experience acquired since leaving school relevant to this application?

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

1.

2.

3.

4.

5.

6.

SECTION E - STUDENT DECLARATION

- I have fulfilled all requirements required to be eligible for consideration.
- To the best of my knowledge, the information given in this application is correct and complete.
- I understand that submitting false or misleading information may result in any offer of a place withdrawn at any stage, including after a course has commenced.
- The University is under no obligation to consider an application submitted after the due date.
- By signing this application form you are approving for any credits that are granted to be recorded on your enrolment.
- To the best of my knowledge, the information given in this application is correct and complete.
- I understand that Victoria University collects, stores, and uses personal information in accordance with the University’s Privacy Policy, available at www.vu.edu.au/privacy

Signature of Applicant: ____________________________ Date: __________ / __________ / __________

HOW TO LODGE YOUR APPLICATION

ONLINE - ADMISSIONS CENTRE
If you are completing this form as part of your application to study at VU, please print, complete, scan and upload it, along with any supporting documentation, as part of the online application process.

IN PERSON (ON CAMPUS) – VUHQ (STUDENT SERVICE CENTRES)
City Flinders
Footscray Park
St Albans
Sunshine
City King
Footscray Nicholson
Werribee
City Queen

FOR MORE INFORMATION

STUDENT ENQUIRIES
Email: ASKVU Question Tab www.vu.edu.au/askvu
Online Live Chat: ASKVU Chat Tab www.vu.edu.au/askv
On Campus: VUHQ Student Service Centres (see above)

FUTURE STUDENT INFO ONLINE
GOTOSVU www.vu.edu.au/gotosv
Courses, Application Info & Units of study:
“Study at VU” - future student VU info: www.vu.edu.au/study-at-vu
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.

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)

Austalian 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.

APPLICATION CLOSING DATES
Please ensure that your application is submitted by the following closing date:

- **Semester 1:** 2nd March 2018

Applications received after these dates will be processed for a future teaching period.

ADVANCED STANDING SUBMISSION DETAILS
Under normal circumstances applications may take up to four (4) 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.

If you are completing this form as part of your application to study at VU, please print this form, complete, scan and upload it, along with any supporting documentation, as part of the online application process – the online application form will prompt you to upload these documents. If you are not applying online or if you are applying outside the admission period, you can submit it in person at VUHQ (Student Service Centre). Please, make sure that the Advanced Standing checklist on page 6 is also completed.

PROSPECTIVE INTERNATIONAL (ONSHORE AND OFFSHORE) STUDENTS
Please address your application to: Victoria University International, PO Box 14428, Melbourne VIC 8001

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 Colleges 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 www.vu.edu.au/Pathways.

If a Pathway does exist, a pathway code must be recorded on page 1 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. A copy of the original document can be signed (and dated) and 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. Please refer to the Advanced Standing Applicant checklist (page 5) for the documentation required.

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 (NAATTI) 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.

WHAT ELSE SHOULD I KNOW?
- When planning for Advanced Standing, we advise you to consider the whole course to put a case for credit transfer together.
- If you are a local student in receipt of Centrelink payments, you must notify Centrelink of any changes to your study load as a result of a successful application.
- In determining where credit may be granted, the University must be confident of the currency of your knowledge. In fields where practice and technology are changing rapidly, credit may not be granted where knowledge has become dated.
- To view VU Enrolment Fees and Charges please visit: http://www.vu.edu.au/courses/fees-and-scholarships/enrolment-fees-and-charges

CLAIM FOR CREDIT TRANSFER
- Look at each individual unit of study (subject) in the selected VU course structure
- Compare the unit description of the VU unit with the unit description of your prior studies. List those VU comparable units for which you are claiming credit.
- If electives are available in the VU course, you may apply for ‘unspecified elective’ if you cannot match your studies exactly. You may need to contact the relevant Course Coordinator for clarification/assistance.
<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT TITLE</th>
<th>YEAR</th>
<th>VU UNIT CODE</th>
<th>VU UNIT TITLE</th>
<th>SPECIFIED CREDIT</th>
<th>UNSPECIFIED CREDIT</th>
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<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>RPL</td>
<td>Y N</td>
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**OFFICE USE ONLY**

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<tr>
<th>EVIDENCE ATTACHED</th>
<th>YES</th>
<th>NO</th>
<th>EQUIVALENSCE TO AQF (i.e. NOOSRAst))</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td>100 - Higher Education study only</td>
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<td></td>
<td></td>
<td></td>
<td>200 - VET study only (comp VET Credit Details)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>300 - Combination of HE &amp; VET study (comp VET Credit)</td>
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<td></td>
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<td></td>
<td>400 - Study at provider outside Australia</td>
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<td></td>
<td></td>
<td></td>
<td>500 - Work experience in /outside of Australia</td>
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<td></td>
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<td></td>
<td>600 - Other</td>
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</tbody>
</table>

**VET CREDIT DETAILS (List over page)**

Complete these when Govt Credit Basis (above) is 200 or 300

<table>
<thead>
<tr>
<th>VET FIELD OF EDUCATION</th>
<th>VET LEVEL DETAILS</th>
<th>VET PROVIDER TYPE</th>
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**HE UOS OR COURSE COORDINATOR**

<table>
<thead>
<tr>
<th>PRINT NAME:</th>
<th>SIGNATURE:</th>
<th>VUCONNECTID:</th>
<th>DATE:</th>
<th>DD</th>
<th>MM</th>
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**HE COURSE RPL COMMITTEE RECOMMENDATION**

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<th>PRINT NAME:</th>
<th>SIGNATURE:</th>
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<th>DATE:</th>
<th>DD</th>
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**ADVANCED STANDING PROCESSED BY**

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<th>DATE:</th>
<th>DD</th>
<th>MM</th>
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</thead>
</table>

* RPL
  RPL can be based on life experience, work experience, training provided at work or studies undertaken in another course.

* CRDT-TRANS
  Granted for students who have completed the same module/unit of competency at another institution.

* EXMPT-CRDT
  Granted for students who have completed the same module/unit of competency at another institution.

* UNSPECIFIED CREDIT
  Granted for students where no comparable VU unit(s) exists.
ADVANCED STANDING APPLICATION CHECK LIST

Listed below are the documents/information that **MUST** be submitted with your Application for Advanced Standing and the sections of the Advanced Standing form that must be completed. If the information is incomplete, assessment of your application will be **delayed** until the required information is received.

Documents in a language other than English **MUST** be translated and certified by a translator registered with the National Accreditation Authority for Translators and Interpreters (NAATI).

**Please note: do not enrol in units you are requesting advanced standing for.**

<table>
<thead>
<tr>
<th>1 PATHWAYS</th>
<th>Where an approved pathway exists:</th>
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</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Certified copies of academic transcripts/results (Non-VU Students ONLY), <strong>and</strong></td>
</tr>
<tr>
<td>✔️</td>
<td>Certified copy of Letter of Completion or Certified copy of Graduation Certificate, <strong>and</strong></td>
</tr>
<tr>
<td>✔️</td>
<td>Completed Pathways details in SECTION B.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 CREDIT TRANSFER</th>
<th>Where no approved pathway exists:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Certified copies of academic transcripts/results (Non-VU Students ONLY), <strong>and</strong></td>
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</tr>
<tr>
<td>✔️</td>
<td>Certified copies of unit descriptions for those units that form the basis of claim for credit. These descriptions must include the unit content, number of class hours and assessment completed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3 RPL Specified Credit Exemption</th>
<th>If you have completed a range of prior units that are equivalent to a specific unit at VU, you <strong>must</strong> provide the following:</th>
</tr>
</thead>
<tbody>
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<td>✔️</td>
<td>Certified copies of academic transcripts/results, <strong>and</strong></td>
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<table>
<thead>
<tr>
<th>4 RPL Specified Credit Exemption</th>
<th>If you have undertaken relevant work experience, you <strong>must</strong> provide the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Copy of resume/curriculum vitae, <strong>and</strong></td>
</tr>
<tr>
<td>✔️</td>
<td>Copy of relevant position description/s, <strong>and</strong></td>
</tr>
<tr>
<td>✔️</td>
<td>Statement explaining how duties undertaken satisfy the learning outcomes of the units in which credit is being sought, <strong>and</strong></td>
</tr>
<tr>
<td>✔️</td>
<td>Statement from relevant Supervisor/Manager specifically referencing claims that support the learning outcomes, <strong>and</strong></td>
</tr>
<tr>
<td>✔️</td>
<td>Certified copies of relevant certificates/awards.</td>
</tr>
</tbody>
</table>