

APPLICATION FOR ADVANCED STANDING HIGHER ED



VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

Applications for Advanced Standing must be lodged online as part of your course application, or in person at VUHQ, no later than **four weeks** before the applicable [census date](#).

You must specify all the VU units you wish to claim advanced standing for on Page 4.

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: _____

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)

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):

NAME OF COMPANY	COUNTRY/STATE	DATES WORKED FROM - TO		POSITION AND DUTIES
		START DATE	END DATE	

2. CERTIFICATES, PRIZES, AWARDS OR OTHER ACHIEVEMENTS

SECTION C – CLAIM FOR CREDIT (CONT...)

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?

SECTION D - 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.

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.
- I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- The University is under no obligation to consider an application submitted after the due date.
- I authorise VU to conduct a search and retrieval of my academic record from my previous institution(s) to verify the information contained in my application.
- By signing this application form you are approving for any credits that are granted to be recorded on your enrolment.
- 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 Nicholson
Footscray Park	City King
St Albans	Werribee
Sunshine	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/askvu
Telephone: Student Contact Centre +613 9919 6100
On Campus: VUHQ Student Service Centres (see above)

FUTURE STUDENT INFO ONLINE

Frequently Asked Questions (FAQs):
Courses, Application Info & Units of study:
"Study at VU" - future student VU info:

GOTOVU www.vu.edu.au/gotovu
www.vu.edu.au/courses
www.vu.edu.au/study-at-vu

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.

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.

APPLICATION CLOSING DATE

Please ensure that your application is submitted no later than **four weeks** before the applicable [census date](#).

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 5 is also completed.

PROSPECTIVE INTERNATIONAL (ONSHORE AND OFFSHORE) STUDENTS

Please address your application to: Victoria University International, PO Box 14428, Melbourne VIC 8001

SUPPORTING EVIDENCE & DOCUMENTATION

Your application will be assessed based on the evidence you provide. Each piece of evidence should be clearly identified and numbered as an attachment, then listed on the first page of the application form.

Do not send original documents. However, you may be asked to show the original documents to us at a later stage. Refer to the advanced standing applicant checklist (page 5 of the application form) for the documentation required. Copies do not have to be certified but must be true and accurate.

If your academic records are from overseas or a private university, certified copies must be provided from the appropriate government body/professional association recognised in Australia (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: we may contact your former institution(s) and/or current/former employer(s) for further information and/or clarification of your claim for advanced standing.

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.

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.

Please list the VU units you wish to claim advanced standing for alongside the equivalent study completed at another institution, or write details of work experience. Include details of all relevant units of study completed.

VU UNIT CLAIMED AS CREDIT		BASIS OF CREDIT	
CODE	UNIT NAME	DESCRIPTION (UNIT CODE + UNIT NAME, COURSE NAME OR WORK)	APPROVED (Y/N)
Example: BHO1171	Example: Introduction to Marketing	Example: MMK101 Marketing Fundamentals OR Diploma of Marketing	

ADVANCED STANDING ASSESSED BY:

Name
Signature

ADVANCED STANDING APPLICATION CHECK LIST

Listed below are the documents/information that **MUST** be submitted with your Application for Advanced Standing. 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.

CREDIT FOR PRIOR STUDY	
△	Copies of academic transcripts/results (Non-VU Students ONLY), and
△	Copy of Letter of Completion or Graduation Certificate (if course completed), and
△	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.

RPL FOR WORK EXPERIENCE If you have undertaken relevant work experience, you must provide the following:	
△	Copy of resume/curriculum vitae, and
△	Copy of relevant position description/s, and
△	Statement explaining how duties undertaken satisfy the learning outcomes of the units in which credit is being sought, and
△	Statement from relevant Supervisor/Manager specifically referencing claims that support the learning outcomes, and
△	Copies of relevant certificates/awards.