

# ADVANCED STANDING POLICY AND PROCEDURE

Approving Authority	Academic Board
Responsible Officer	Dean of Academics
Version	V2 Academic Board Approval - 16 <sup>th</sup> June 2015 V2 Board of Directors Approval - 12 <sup>th</sup> Oct 2015 V3 Academic Board Approved - 6 <sup>th</sup> November 2018 V4 Reformatting Principal Approved - 2 <sup>nd</sup> November 2020
Next Scheduled Review	Nov 2023
Related Legislation and Regulations	Ministerial Council On Employment, Education, Training And Youth Affairs (MCEETYA): Good Practice Principles for Credit Transfer from VET to Higher Education and Principles for Good Practice Information Provision on Credit Transfer and Articulation from Vocational Training and Education to Higher Education accessible at - <a href="http://www.mceecdya.edu.au/mceecdya/default.asp?id=11902">http://www.mceecdya.edu.au/mceecdya/default.asp?id=11902</a>  The Higher Education Standards Framework (Threshold Standards) 2015 and the Australian Qualifications Framework (AQF) Pathways Policy
Associated Documents	Academic Appeals Policy Admissions Policy

## 1 SCOPE

The Advanced Standing Policy applies to all students across all sectors.

## 2 PURPOSE

The purpose of the Advanced Standing Policy is to provide guidelines for students who consider they have fulfilled the requirements of a course or course component in part or full through previous formal or informal learning or life experience.

## 3 DEFINITIONS

The following explanation of terminology (in italics) has been taken from Australian Qualification Framework Second Edition – January 2013 available at [https://www.aqf.edu.au/sites/aqf/files/aqf\\_glossary\\_jan2013.pdf](https://www.aqf.edu.au/sites/aqf/files/aqf_glossary_jan2013.pdf)

**Advanced Standing:** Advanced standing is a form of credit for any previous learning and can be in the form of any of the following:

**Credit:** Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to

achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

**Credit Transfer:** Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

**Credit Outcomes:** Credit outcomes are the results of a process of determining a student's application for credit or credit transfer.

**Block Credit:** Block credit is credit granted towards whole stages or components of a program of learning leading to a qualification.

**Specified Credit:** Specified credit is credit granted towards particular or specific components of a qualification or program of learning.

**Articulation arrangements:** Articulation arrangements enable students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway

**Recognition of Prior Learning (RPL):** Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit. Bridging work may be required in some cases to receive full credit for a subject based on the assessment of the subject outcomes.

## 4 POLICY/PROCEDURE STATEMENT

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### ADVANCED STANDING ARRANGEMENTS

The Australian College of Christian Studies (ACCS) understands that students who apply for a course of study may have already fulfilled some or part of the components of the course. To eliminate the duplication of work, students may apply for advanced standing towards their current course of study at ACCS.

Students may apply for advanced standing towards their ACCS course in the following instances:

- On completion of an undergraduate award in the same or similar discipline;
- On partial completion of an undergraduate award in the same or similar discipline;
- On completion of a VET Diploma in the same or similar discipline;
- For cross-institutional study with prior approval at another approved Higher Education Provider, for a particular subject of interest or relevance to the student's current course of study at ACCS. This arrangement may also be initiated by the College at its own discretion, and
- For any formal or informal study completed with a combination of life experience also known as Recognition of Prior Learning (RPL).

### CREDIT LIMITS

Credit may be granted for comparable work into an undergraduate award course at ACCS at an approved level. This work must not have been previously used to claim credit into another award. Credit will not normally be granted for studies completed more than ten years prior to application, unless there is evidence of substantial relevant experience in the intervening period. The amount of credit that can be granted is as follows:

- Students who have completed an undergraduate award in the same or similar discipline may receive up to 66 per cent advanced standing in the form of **block credit** towards a degree course at ACCS conditional on an assessment of equivalency of course content and outcomes;
- Students who have commenced but not completed an undergraduate award may receive up to 66 percent of advance standing in the form of **specified credit** for the incomplete award conditional on an assessment of equivalency of course and subject content and outcomes;

- Students who have completed an Associate Degree award from an accredited higher education institution may articulate into the Bachelor Degree course in the same or similar discipline at the College. The student may receive advanced standing of up to 66 per cent in the form of either **specified credit** on surrender of the Associate Degree award or in the form of **block credit** if the student would prefer to hold the Associate Degree award. The final decision on credit granted will be based on an assessment of equivalence of course content and outcomes;
- Students who have completed a VET qualification in same or similar field may receive advanced standing in the form of **block credit** in accordance with the table below, conditional on an assessment of equivalency of course content and outcomes:

Other Accredited Qualifications	ACCS Higher Education Awards		
	Diploma	Associate Degree	Bachelor
VET Diploma (one year FTE)	12cp	18cp	24cp
VET Diploma (two years FTE)	18cp	24cp	48cp
Higher Ed. Diploma (two years FTE)	18cp	30cp	60cp
VET Advanced Diploma (three years FTE)	24cp	36cp	72cp

- Students may receive credit for cross-institutional study completed with prior approval. The approval will need to be sought from the Faculty Head of the discipline and in some instances, it may need to be approved by the Faculty Executive or Academic Board for credit to be granted. This arrangement can be made for a maximum of up to 33 per cent of the course. In such situations, the credit will be recorded under the name of the subject it was given at the original institution with a result of “CT-Credit Transfer” and maximum of 6 credit points awarded for completion of the subject irrespective of the credit points received from the awarding Higher Education Provider.
- Students may receive Advanced Standing in the form of Recognition of Prior Learning (RPL) for any formal or informal studies in combination with life experiences. The student may receive up to a maximum of 33 per cent credit for RPL. The students will need to provide substantial evidence to prove that the combination of formal, informal studies and life experiences are comparable to the learning outcomes, knowledge and skills of the level of study they are applying RPL for;
- If applying for advanced standing based on a combination of completion of previous accredited studies and RPL: Students will receive up to a maximum of 50 percent of credit towards an undergraduate course at ACCS conditional on an assessment of successful completion of the course content and outcomes, and
- Students transferring from an SCD award to an ACCS Higher Education award will receive credit for all subjects successfully undertaken without prejudice to the student.

### EVIDENCE REQUIREMENTS

To receive any amount of advanced standing/credit transfer, evidence of an applicant’s level of knowledge, understanding and skills will be required. The nature of this evidence will vary, depending on the basis for the application. The applicant is advised to speak to the Registrar for guidance on the application process. The evidence required may be in the form of:

- Academic Transcripts or Statements of Attainment;
- Award Testamur if applicable;
- Course outcomes and content;
- Subject or module descriptions, outlines, assessed or written work etc. from the Institution from where studies have been completed;
- Evidence template provided by ACCS addressing the subject outcomes and how the applicant has fulfilled these, and

- Other evidence as required, which will be specified.

## PROCESS

- The applicant will need to fill in the Advanced Standing details in the Application form and submit it to the Registrar.
- The Registrar will provide the applicant with the necessary guidelines and evidence template.
- The applicant will have two months to provide the relevant evidence and information.
- Once the Registrar receives the evidence, it is forwarded to the relevant Faculty Head/s for assessment.
- Where an applicant is seeking RPL for subjects in different disciplines, the Registrar will co-ordinate with the discipline Faculty Head.
- The Faculty Head/s and Registrar will assess the application and draft a credit transfer template which will be tabled at the Faculty Executive meeting for final approval.
- On approval of the Faculty Executive, the Registrar and Dean of Studies will sign the credit transfer template. The credit transfer approval letter will be provided to the Registrar to be communicated to the applicant.
- These credit transfer details will be keyed in Paradigm and documents will be attached to it.

## TIMELINES FOR APPLICATION SUBMISSION AND ASSESSMENT

- Application Submission: The application for Advanced Standing for previous study or RPL will need to be submitted either at the time of application to the College or within the first trimester of study. No application for Advanced Standing will be accepted in the final year of study.
- Application preparation: The student will be given two months to collate all the evidence required and submit the Advanced Standing application.
- Assessment Outcome: The student will normally be informed of the assessment outcome within two months of receiving the application. This timeline may exceed if further evidence or further written work is required from the applicant.

## OUTCOMES OF THE APPLICATION

The Faculty Head may recommend:

- Awarding a block credit for a previous course of study undertaken in which case the block credit will be recorded on the student's academic transcript and a study plan will be drafted for the student with the subjects they will need to complete towards the ACCS course.
- Awarding specified credit for equivalent subjects in the ACCS course.
- Awarding 'RPL' for the subject/s in which case the applicant will receive a result of 'RPL' on the academic transcript for the subject/s.
- Award partial credit for a subject, in which case the applicant will be exempt from some aspects of that subject. In this situation, the student will be required to enrol in the subject at 'Advanced Standing' Level and will need to complete additional work to receive full credit for the subject.
- When a student has to undertake less than 50% of the assessable work in the subject, a non-graded assessment result 'NGP' (Non-Graded Pass) will appear on the student's academic transcript, regardless of the normal grading system for the subject.
- Decline to award any credit, in which case reasons will be provided to the applicant.

## FEES FOR RPL ASSESSMENT

The Assessment Fee for a Recognised Prior Learning application in an undergraduate subject is equal to 50% of the enrolment fee that would apply for that subject. The Assessment Fee for a Recognised Prior Learning post graduate subject is equal to 75% of the enrolment fee for that subject.

Where a student is granted partial credit for a subject and is required to submit additional work to gain full credit, the student will need to enrol in the relevant subject at 'Advanced Standing' level. The tuition fee for the additional work required is provided on the College's Fee Schedule under 'Advanced Standing'.

**APPEALS:**

A student may appeal to the Faculty Executive if they are dissatisfied with the outcome of an assessment for Advanced Standing. The process to be followed is:

- The applicant is to meet with the Registrar in the first instance to discuss the outcome of the application to ensure they understand the reasons for the decision. Any additional evidence should be provided by the applicant during this discussion;
- If the applicant believes they have grounds for an appeal, they should submit their reasons in writing to the Registrar, within 10 working days of receipt of the letter of determination;
- The Registrar will forward the appeal to the Faculty Executive;
- The Faculty Executive will consider the written submission and either review or affirm the original decision, and
- If the student is not satisfied with the decision of the Faculty Executive the student can further appeal in accordance with the Grievance Handling procedure of the college which is available on the College website.

## 5 ACKNOWLEDGEMENTS

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This policy acknowledges the following resources:

<http://policies.uws.edu.au/masterlist.php>

<https://scd.edu.au/current-students/policies-and-procedures/>

<https://secure-actheology-edu-au-s3bucket-1xehy759m5suo.s3-ap-southeast-2.amazonaws.com/RepositoryUploads/780d9537-c352-4453-9c71-e1ac9ac75c80/Prior%20Learning%20Policy.pdf?AWSAccessKeyId=AKIAJEDPWM5FGNMW6RA&Expires=1604012557&Signature=FjXR6MJ3ZJ3qiCRUzen1UQvVWB4%3D>

<https://secure-actheology-edu-au-s3bucket-1xehy759m5suo.s3-ap-southeast-2.amazonaws.com/RepositoryUploads/0cfad41c-0c15-4de4-a879-ff6d0df5e78a/Credit%20Transfer%20Rules.pdf?AWSAccessKeyId=AKIAJEDPWM5FGNMW6RA&Expires=1604012558&Signature=ftzR%2BhokqUFDmppofgcGIS9O31o%3D>