

Advanced Standing Policy and Procedure

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Policy Statement	
Purpose	Glencoe Institute of Higher Education ('the Institute') *Advanced Standing Policy and Procedure* ('the Policy') provides a framework for recognition of prior learning and granting of credit towards the Institute's courses consistent with the Australian Qualifications Framework (AQF).
Scope	The Advanced Standing Policy and Procedure ('the Policy') applies to all current and prospective students. This Policy also applies to all staff involved in the assessment and recording of advanced standing applications.
Definitions	For definitions, please refer to the *Dictionary of Terms.*

1. Policy Principles

a) The Institute ensures that decisions relating to advanced standing and recognition of prior learning are administered in alignment with relevant Commonwealth legislative and regulatory frameworks, including the *Australian Qualifications Framework (AQF),* the *Higher Education Standards Framework (Threshold Standards) 2021 (HESF 2021),* the *Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)*, and, where applicable for international students, the *Education Services for Overseas Students Act 2000 (ESOS Act) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)*, to uphold academic integrity and qualification standards.

b) The Institute is committed to upholding the integrity and qualification standards of its courses;

c) The Institute prioritises clear communication and provides information and guidance to students regarding the advanced standing process and requirements;

d) Advanced standing is granted only if the applicant is deemed not to be disadvantaged in achieving the learning outcomes of their course;

e) Each application for advanced standing is assessed individually based on specific requirements and criteria outlined in this Policy;

f) In granting advanced standing, the Institute considers the requirements of relevant professional accreditation and other relevant standards to ensure learning outcomes are met;

g) In granting advanced standing, the Institute will rely on verifiable documentation such as subject outlines, student transcripts, assessments and prescribed texts to assess the relevance and equivalence of prior learning to the current course. Consideration will be made of learning outcomes, content, assessment methods, volume of learning and student performance at pass grade or above.

2. Advanced Standing and Credit Transfer Procedures

a) Application Process

Information regarding opportunities to apply for Advanced Standing or Credit Transfer is provided to prospective students through the Institute website, admissions team, Student Handbook, and Student Orientation to ensure applicants are aware of the process prior to enrolment.

i. To apply for advanced standing or credit transfer for a course, students are required to complete the *Application for Advanced Standing Form* and provide certified supporting documentation;

ii. The Form must be submitted during the initial application process and not after enrolment. Late applications may be considered under exceptional circumstances with the Dean's approval;
iii. Supporting documentation must include transcripts and course outlines (dated the year and semester the subject was undertaken), to substantiate the advanced standing application;
iv. Applicants seeking advanced standing must submit a written application to the relevant Discipline Coordinator no later than 10 days prior to the census date;
v. Applications will normally be assessed within 10 working days of submission, and applicants will be notified of the outcome in writing.

b) Awarding of Advanced Standing or Credit Transfer

Decisions regarding advanced standing or credit transfer applications are made by the Discipline Coordinator in consultation with the Dean or delegate, with considerations including, but not limited to, the following criteria:

i. The submitted application and relevant supporting documents;
ii. Successful completion of prior tertiary-level studies;
iii. Attainment of an AQF Level 5 or above qualification, including diplomas, advanced diplomas, associate degrees, and bachelor's degrees;
iv. Approved overseas equivalent qualifications.

c) Credit can only be granted for studies completed within the last 10 years at the time of enrolment in the relevant subject/s for which credit is being granted;
d) In cases where studies were undertaken at an international institution, the award is assessed against the Australian Qualifications Framework (AQF);
e) An unsuccessful applicant has the right to lodge an appeal in accordance with the *Student Grievance Management Policy and Procedure*;
f) The Dean or delegate oversees the advanced standing application process to ensure the consistent application of advanced standing to the course;
g) At the end of each teaching period, the Dean or delegate will prepare a report on the progress of each student granted advanced standing. The report will be considered by the Teaching and Learning Committee and referred to the Academic Board.

3. Conditions for Granting of Advanced Standing

a) Advanced standing will only be granted for complete Glencoe study subjects. Partial credit will not be granted;
b) Advanced Standing will not be granted for any capstone subject of the course;
c) Meeting the eligibility criteria for advanced standing does not guarantee automatic admission into the course;
d) Advanced standing applications must be submitted in the initial admission application process prior to the commencement of the relevant course to ensure timely review and processing;
e) Late applications may be considered under exceptional circumstances with the Dean's approval.

4. Types of Credit

Students may be granted credit in the form of block credit, specified credit, or unspecified credit. The AQF provides the following definitions for these types of credit:

a) Block Credit is granted towards whole stages or components of a course of learning leading to a qualification;
b) Specified Credit is credit granted towards particular components of a qualification or course of learning;
c) Unspecified Credit is credit granted towards elective components of a qualification or course of learning.

5. Maximum Credit or Advance Standing

a) To receive an award from the Institute, it is a requirement for students to complete a minimum of 50% of the course credit value at the Institute, irrespective of prior learning. This condition ensures the preservation of course learning outcomes, adherence to discipline requirements of the award, and compliance with professional accreditation standards;
b) The table below outlines the maximum credit that typically applies to prior studies deemed comparable and equivalent to the course:

Award	**Basis for Credit** (Australian Equivalent Qualification)	**Maximum Credit**
Bachelor of Business Administration (BBA)	Completed Diploma in a cognate field of study	8 subjects
	Advanced Diploma in a cognate field of study	10 subjects
	Associate Degree in a cognate field of study	10 subjects
	Bachelor's Degree in a cognate field of study	12 subjects

c) The number of subjects for which credit can be granted is limited depending on the course major. This ensures students engage meaningfully with the core components of their chosen major;
d) Credit is not typically awarded for capstone subjects, as these are critical for consolidating knowledge and demonstrating the course's learning outcomes;
e) Credit is granted for third-year subjects based on the depth of learning and expertise required at this stage of study, ensuring that students achieve the advanced knowledge and skills expected in the course.

6. Withdrawal of Credit

a) A student has the option to request the removal of credit from their current course enrolment;
b) The Institute can review and withdraw credit if:

i. Credit was granted due to an error in assessment or administrative error;

ii. A student is not making satisfactory academic progress as determined under the Institute's Academic Progression and Graduation Policy and Procedure;
iii. The Dean is satisfied that credit was granted based on false, withheld, or misleading information in the student's advanced standing application.

c) Where credit for a subject is withdrawn the student will be required to enrol in the subject if the subject is required for the completion of the program.

7. Articulation Agreements

a) Articulation agreements play a crucial role in educational pathways, and the Institute will establish such agreements with other institutions in accordance with the *Articulation Agreement Policy and Procedure;*
b) Before entering into an articulation agreement, the Institute will conduct curriculum mapping between the subjects, units of competence or specified learning outcomes offered by the partner institution and the learning outcomes of relevant subjects within the Institute's course;
c) The Dean or delegate assesses and recommends the establishment or revision of articulation agreements;
d) The Academic Board reviews and endorses all articulation agreements for Governing Council approval.

8. Record Keeping and Monitoring

The Institute adheres to the *Records Management Policy and Procedure* for maintaining records. Decision records are retained for two years after the student is no longer enrolled.

The Teaching & Learning Committee will complete an annual review and report to the Academic Board on the granting of credit and advanced standing to ensure consistency in the practices and implementation of this Policy in accordance with the Higher Education Standards Framework (Threshold Standards) 2021. A further review period will be conducted every five years to monitor the currency of the relevant articulation agreement.

9. Appeals

If a student is not satisfied with a decision made under this Policy, they have the option to request a review of the decision following the procedures outlined in the *Student Grievance Management Policy and Procedure.*

10. Review and Evaluation

This Policy will be reviewed at least every two years, or earlier if required due to changes in legislation, regulatory requirements, technological developments within professional and industry sectors, or institutional priorities, to ensure its ongoing relevance, accuracy, and effectiveness.

Version Control

Version	Date of Approval	Approved By	Related Documents
1.1	20 March 2025	Academic Board	Admission Policy and Procedure Articulation Agreement Policy and Procedure Academic Integrity Policy and Procedure Student Grievance Management Policy and Procedure Records Management Policy and Procedure
Benchmarking Institutions			The University of Melbourne Western Sydney University Australian Institute of Higher Education University of Technology Sydney Charles Sturt University
Policy Owner			Dean
Legislations			Education Services for Overseas Students Act 2000 (Cth) (ESOS Act) Higher Education Standards Framework (Threshold Standards) 2021 (Cth) (HESF 2021) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth) (National Code) Tertiary Education Quality and Standards Agency Act 2011 (Cth) (TEQSA Act)
Higher Education Standards Framework (Threshold Standards) 2021 (Cth)			Standards 1.1; Standards 7.2.

Reference Resources:

TEQSA Guidance Note: Credit and Recognition of Prior Learning Version 2.0 https://www.teqsa.gov.au/guides-resources/resources/guidance-notes/guidance-note-credit-and-recognition-prior-learning