

Advanced Standing Application Form

I. Personal Details

Full Name

Student ID

No.

Contact

Phone No.

Email Address

Course

2. About Advance Standing Application

Applications for Advanced Standing are subject to the Advanced Standing Policy. The Advanced Standing Application Form should be used by Lead Institute of Higher Education (LIHE) students or LIHE applicants who wish to have their previously completed learning assessed for recognition in their LIHE course. To be granted Credit Transfer or Recognition of Prior Learning (RPL), students must provide evidence of their study/learning according to the *Advanced Standing Policy and Procedures*.

3. Advanced Standing Application Assessment

- Applicants seeking Advanced Standing or RPL must submit a written application to the relevant Course Director no later than 10 days prior to the census date. A completed Advanced Standing Application Form must be accompanied by supporting documents.
- Applications will normally be assessed within 10 working days of submission.
- The assessment of applications for Advanced Standing or RPL requires evidence based academic judgment together with a practical appreciation of the requirements of the specific course of study.
- Decisions about granting of Advanced Standing or RPL to applicants will be made by the relevant Course Director. All Advanced Standing decisions are to be documented in the student file as per the Records Management Policy and may be reviewed by the Dean.
- If a request for Advanced Standing or RPL falls outside this Policy, it may be referred to the Dean for consideration and determination. The Dean will refer the matter to the Academic Board. The decision of the Board will be final.
- Records will be kept for students provided with RPL or Credits in accordance with the Institute's *Records Management Policy*.

E: admin@lihe.edu.au

T: (02) 8677 7077

TEQSA Provider ID: PRV14389

CRICOS Provider Number: TBA

Advanced Standing Application Form

4. Application for Advanced Standing

i. List Units of Competency

Please include the details of the unit name and code you believe should be considered for equivalence in this course.

LIHE Unit Code	LIHE Unit Title	Evidence of Prior Study or Learning

ii. Evidence of Credit Transfer and Recognition of Prior Learning (RPL)

For credit transfer applications based on formal learning, students must complete the credit transfer application and provide evidence of their study, including:

- certified copies of transcripts issued by the institution at which they completed their studies; and
- copies of the unit outlines (or equivalent) that provide details of unit outcomes, content, and assessment tasks.

For RPL applications, students must provide evidence of their learning. This evidence may include but is not limited to:

- a portfolio of examples of previous work which notes clearly how the work relates to specific unit or course outcomes;
- a letter(s) from relevant employers or community leaders explaining the applicant's experience (including duration), responsibilities, skills, and capacities that relate to the proposed course of study;
- a reflective essay combined with other evidence, where the applicant explains what they have learned, how they learned it, and how it relates to their proposed course of study;

E: admin@lihe.edu.au

T: (02) 8677 7077

TEQSA Provider ID: PRV14389

CRICOS Provider Number: TBA

Advanced Standing Application Form

- certified copies of transcripts, certificates of completion, letters of endorsement, or equivalent from the institution at which they completed their studies;
- copies of unit outlines (or equivalent) providing details of unit outcomes, content, and assessment tasks completed at the time of prior study;
- copies of completed and marked assessment tasks for review.
- a combination of two or more of the above.

iii. Student Declaration

I have read and understood the information contained on this form and in the *Advance Standing Policy and Procedures*.

I declare that all information and documents provided to the Institute are correct and true. I understand that providing incorrect/misleading information may cause delay in processing my request.

Student Signature: _____ Date: _____

Office Use Only			
Name:	Signature:	Position:	Date:
All supporting documentation included with the application	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Comment:			

Advanced Standing Application Form

Outcome:	
----------	--