



Advanced Standing Policy and Procedure

Table of Contents

A. Overview.....	3
B. Scope.....	3
C. Policy Principles	3
D. Credit Transfer and Recognition of Prior Learning (RPL)	3
E. Types and Limitations of Credit	4
F. Application Assessment	4
G. Articulation Agreements	5
H. Notification of Decision	5
I. Withdrawal of Credit.....	6
J. Appeals	6
Version Control.....	7

A. Overview

- i. The Lead Institute of Higher Education ('the Institute' or 'LIHE') encourages students to commence study at a level that appropriately recognises their prior learning experiences successfully undertaken in another context. LIHE Advance Standing Policy and Procedure ('the Policy') ensures that credit for previous studies or skills (including articulation, recognition of prior learning and credit arrangements) must be consistent with the AQF standards and must preserve the integrity of the higher education award to which it applies.
- ii. Definitions

For definitions, please refer to the 'Dictionary of Terms'.

B. Scope

This Policy applies to all LIHE courses, and to all current and future students.

C. Policy Principles

This Policy is underpinned by the following principles:

- i. A consistent and documented approach to the granting of credit;
- ii. Recognising the multiple pathways that students take to gain AQF qualifications;
- iii. Recognising different types of learning and/or qualifications considering the comparability and equivalence of the learning outcomes, volume of learning, course of study including content, and learning and assessment approaches to the learning required for the applicable academic program;
- iv. Granting maximum credit for prior learning without compromising the integrity of the discipline requirements, course prerequisite requirements, or the student's accomplishment of the course outcomes;
- v. Credit through recognition of prior learning is granted only if students granted such credit are not disadvantaged in achieving the expected learning outcomes for LIHE courses;
- vi. Enhancing the student outcomes by enabling student progression into and between AQF qualifications including transfer between courses at LIHE;
- vii. Complying and being consistent with applicable Australian laws, regulations, and standards, including those set out in the Higher Education Standards Framework, the National Code, and the Australian Qualifications Framework;
- viii. Incorporating pathways in course design.

D. Credit Transfer and Recognition of Prior Learning (RPL)

- i. Credit Transfer

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

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

For RPL applications, students must provide evidence of their learning. This evidence may

include but is not limited to:

- a. a portfolio of examples of previous work which notes clearly how the work relates to specific unit or course outcomes;
- b. 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;
- c. 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;
- d. certified copies of transcripts, certificates of completion, letters of endorsement, or equivalent from the institution at which they completed their studies;
- e. copies of unit outlines (or equivalent) providing details of unit outcomes, content, and assessment tasks previously undertaken;
- f. copies of completed and marked assessment tasks for review; or
- g. a combination of two or more of the above.

E. Types and Limitations of Credit

- i. To protect the integrity of awards and assessment, formal credit is only available for a unit as a whole, not parts thereof. Credit may be given in the form of:

Block credit	Granted for whole stages or years of a course, such as semester, year, or credit point equivalent.
Specified credit	Granted for a unit deemed to be similar to that for which credit is sought.
Unspecified credit	Granted in the form of credit points where there is not an equivalent unit.

- ii. Limitations of Credit

- a. Advanced Standing or RPL will not normally be granted for work or study completed more than ten years prior to the application for credit (RPL or Advanced standing).
- b. A maximum of 50% of units can be granted in credit from prior study or learning towards LIHE courses;
- c. Advanced standing will normally be awarded for units obtained from a TEQSA accredited higher education provider, or equivalent;
- d. Whether the unit is from an external provider, or is an internal credit transfer, applicants may apply to have that unit credited towards their course only once.

F. Application Assessment

- i. 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.
- ii. Applications will normally be assessed within 10 working days of submission.
- iii. The assessment of applications for Advanced Standing or RPL requires evidence based academic judgment together with a practical appreciation of the requirements and learning outcomes of the specific course of study.

- iv. 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 and may be reviewed by the Dean.
- v. 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.
- vi. The records will be kept for students provided with RPL or Credits in accordance with the Institute's *Records Management Policy*.

G. Articulation Agreements

- i. LIHE may enter into articulation agreements with other institutions and with industry partners. Articulation agreements may include agreements to provide students with entry into and/or credit towards a course. To this extent, articulation agreements are considered credit agreements and the provisions of this Policy governing credit agreements apply. Articulation agreements are approved by the Academic Board and are valid for the period of the contract/agreement and then reviewed.
- ii. A credit agreement must include terms establishing the following aspects of the agreement:
 - a. The units in courses for which credit is available;
 - b. Definitions of student eligibility for credit pursuant to the agreement;
 - c. The amount of credit and the nature of credit available pursuant to the agreement.
- iii. When negotiating credit agreements with other organisations, the Institute will consider whether the following aspects of courses involved in the credit agreement are comparable and equivalent:
 - a. The AQF level
 - b. The course of study and the content of the course;
 - c. The learning outcomes of the qualification;
 - d. The volume of learning;
 - e. Learning and assessment approaches.

H. Notification of Decision

- i. Applicants will normally be notified of the outcome of their application for Advanced Standing or RPL within 10 working days. At peak admission and enrolment times, notification may take longer;
- ii. Applicants will be notified of the outcome of their application by email from the Student Support Manager.
- iii. Where an application is made prior to enrolment, applicants will normally be notified of the credit available to them in their Letter of Offer.
- iv. For international students, if RPL is approved before the student visa is granted, the Confirmation of Enrolment (CoE) will indicate the net course duration.
- v. If RPL is approved after the student visa is granted, the change of course duration will be reported via the Provider Registration and International Student Management System (PRISMS) and the students will be notified.
- vi. Regardless of the amount of credit granted, international students must maintain a full-time study load to satisfy student visa requirements.

I. Withdrawal of Credit

LIHE reserves the right to withdraw credit where an error has been made in assessing an application or where the documentation provided by the applicant is incomplete, misleading, false, or invalid. The withdrawal of credit must be approved by the Dean on the recommendation of the relevant Course Director. However, where a change is made to a provision of this Policy, or where a precedent or articulation is reviewed and changed, credit already granted may not be withdrawn.

J. Appeals

Applicants may appeal a decision by writing to the Student Support Manager within 10 working days from the date decision was sent if they believe there were procedural or administrative errors made in accordance with this Policy. For details, refer to the *Student Grievance Policy and Procedure*.

Version	Approved by	Approval Date
2	Academic Board	4 July 2022
Next Review	Custodian	Effective Date
Refer to the <i>Policy Documents Review Schedule</i>	Dean	4 July 2022
Related Documents	Dictionary of Terms Student Grievance Policy and Procedure Quality Assurance Policy Student Selection and Admission Policy and Procedure	
References and Legislations	National Code of Practice for Providers of Education and Training to Overseas Students 2018 Higher Education Standards Framework (Threshold Standards) 2021	