

APPLICATION FOR ADVANCED STANDING HIGHER ED



VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

This form is for enrolled VU students or future students who have undertaken previous formal study, has work experience, or have various types of practical learning that satisfied the learning outcomes/objectives of one or more units of study, to such an extent that they are eligible to apply for Advanced Standing. All students are advised to read the IMPORTANT INFORMATION section prior to completing and submitting their application form. It is provided to assist enrolled or prospective students to make a successful application for Advanced Standing.

Please write in BLOCK LETTERS using a black or blue pen.

I am applying as a: FUTURE STUDENT (NEW APPLICANT) CURRENTLY ENROLLED STUDENT
 FUTURE STUDENT (INTERNATIONAL)

SECTION A PERSONAL DETAILS

FAMILY NAME: _____ STUDENT ID:

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GIVEN NAME: _____ DATE OF BIRTH:

DD	MM	YY
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STREET NUMBER AND NAME (or PO BOX): _____

SUBURB: _____ STATE:

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 POSTCODE:

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EMAIL: _____

COUNTRY (if Not Aus.): _____ PHONE: _____ MOBILE:

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ARE YOU AN INTERNATIONAL ONSHORE STUDENT YES NO

SECTION B COURSE DETAILS

PREVIOUS EDUCATIONAL INSTITUTION (ORIGIN)

NAME OF INSTITUTE: _____

COUNTRY (if not Aus): _____ COURSE CODE: _____

LOCATION: _____ WAS THE COURSE COMPLETED YES NO

COURSE TITLE: _____

DATE COMMENCED _____ DATE COMPLETED: _____

CURRENT VICTORIA UNIVERSITY COURSE:

Course for which you wish to apply for Advanced Standing (please also complete information for individual Unit(s) of Study)

COURSE CODE: _____ LOCATION: _____ PATHWAY CODE (if Applicable): _____

COURSE TITLE: _____

SECTION C - CLAIM FOR CREDIT

OTHER LEARNING - EG. 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

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

2. CERTIFICATES, PRIZES, AWARDS OR OTHER ACHEIVEMENTS

• _____

• _____

• _____

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

OTHER LEARNING (EG. 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 (eg. 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 Co-ordinator for further details.

1. In your opinion, what skills and knowledge have you acquired that relates to this program/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) - STUDENT SERVICE CENTRES

City Flinders	Footscray Nicholson
Footscray Park	City King
St Albans	Werribee
Sunshine	Melton

POSTAL - MAIL ADDRESS

Admissions and Pathways Office
St Albans Campus, Victoria University
PO Box 14428
Melbourne VIC 8001

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:	Student Service Centres (see above)

FUTURE STUDENT INFO ONLINE

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

GOTOVU www.vu.edu.au/gotovu
www.vu.edu.au/courses
www.vu.edu.au/study-with-us

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 DATES

Please ensure that your application is submitted by the following closing dates:

- Semester 1: February 28th 2015
- Semester 2: July 31st 2015

Applications received after these dates will be processed for a future teaching period.

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. 2015 census dates are listed below:

- Semester 1: March 31st 2015
- Semester 2: August 31st 2015

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 either post to the appropriate mail address present on this form or deliver it in person to a Student Service Centre. Please, make sure that the Advanced Standing checklist on page 6 is also completed.

PROSPECTIVE INTERNATIONAL (ONSHORE AND OFFSHORE) STUDENTS

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

PATHWAYS

An applicant may seek advanced standing for continuing education programs. Such credit may be granted where learning outcomes relevant to the award course can be demonstrated and/or where Colleges have arrangements for the automatic granting of advanced standing for designated continuing education programs. Students should first determine if an approved pathway is currently offered by Victoria University. Information about approved pathways can be found at wcf.vu.edu.au/Pathways. If a Pathway does exist, a pathway code must be recorded on the first page of this form.

SUPPORTING EVIDENCE/DOCUMENTATION - PLEASE ENSURE THAT YOU KEEP A COPY OF YOUR APPLICATION AND ALL SUPPORTING DOCUMENTATION

This application will be assessed based on the type of evidence supplied. Each piece of evidence should be clearly identified and numbered as an attachment, then listed on the first page of this form. If exemption is granted this will be recorded on your academic record. If exemption is not granted there may be a request for further evidence. You will be notified through email on the outcome of your application. VU students must check MyVU for emails with the outcome of this application.

Students must provide certified copies of qualifications and Unit(s) of Study/Syllabus information from the relevant course guide. Do not send original documents. A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (i.e. Justice of the Peace, police officer, doctor, accountant, school principal, bank manager etc.). This person must sight both the original and the photocopy. You may be asked to show the original documents at a later stage. Please refer to the Advanced Standing Applicant checklist (page 6) for the documentation required.

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 compatible 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 Co-ordinator for clarification/assistance.

STUDENT TO COMPLETE - PREVIOUS STUDY (ORIGIN)			STUDENT TO COMPLETE - CREDIT APPLIED FOR AT VICTORIA UNIVERSITY		COLLEGE USE ONLY (DEPT/SCHOOL)								
UNIT CODE	UNIT TITLE	YEAR	VU UNIT CODE	VU UNIT TITLE	SPECIFIED CREDIT *						UNSPECIFIED CREDIT		
					RPL		EXMPT-CRDT		CRDT-TRANS		UNIT LEVEL	CREDIT POINTS	DISCIPLINE (see page 5)
					Y	N	Y	N	Y	N			

OFFICE USE ONLY		EVIDENCE ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO		EQUIVALENCE TO AQF (ie, NOOSR Asst)																			
CREDIT IS BEING OFFERED FOR (GOVT CREDIT BASIS): Tick <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> 100 - Higher Education study only	<input checked="" type="checkbox"/> 200 - VET study only (comp VET Credit Details)	<input checked="" type="checkbox"/> 300 - Combination of HE & VET study (comp VET Credit Details)																			
		<input checked="" type="checkbox"/> 400 - Study at provider outside Australia	<input checked="" type="checkbox"/> 500 - Work experience in /outside of Australia	<input checked="" type="checkbox"/> 600 - Other																			
VET CREDIT DETAILS (List over page) Complete these when Govt Credit Basis (above) is 200 or 300		VET FIELD OF EDUCATION										VET LEVEL DETAILS						VET PROVIDER TYPE					
HE UOS OR COURSE CO-ORDINATOR		PRINT NAME:			SIGNATURE:			VUCONNECT ID:			DATE:		DD	MM	YY								
HE COURSE RPL COMMITTEE RECOMMENDATION		PRINT NAME:			SIGNATURE:			VUCONNECT ID:			DATE:		DD	MM	YY								
ADVANCED STANDING PROCESSED BY		PRINT NAME:			SIGNATURE:			VUCONNECT ID:			DATE:		DD	MM	YY								

- * **RPL** RPL can be based on life experience, work experience, training provided at work or studies undertaken in another course.
- * **CRDT-TRANS** Granted for students who have completed the same module/unit of competency at another institution.
- * **EXMPT-CRDT** Granted for students who have completed the same module/unit of competency at another institution.
- * **UNSPECIFIED CREDIT** Granted for students where no comparable VU unit(s) exists

COLLEGE USE ONLY - FIELD OF EDUCATION of prior VET study

Natural and Physical Sciences		050500	Forestry Studies	Society and Culture	
010100	Mathematical Sciences	050700	Fisheries Studies	090100	Political Science and Policy Studies
010300	Physics and Astronomy	050900	Environmental Studies	090300	Studies in Human Society
010500	Chemical Sciences	059900	Other Agriculture, Environmental and Related Studies	090500	Human Welfare Studies and Services
010700	Earth Sciences	Health		090700	Behavioural Science
010900	Biological Sciences	060100	Medical Studies	090900	Law
019900	Other Natural and Physical Sciences	060300	Nursing	091100	Justice and Law Enforcement
Information Technology		060500	Pharmacy	091300	Librarianship, Information Management and Curatorial Studies
020100	Computer Science	060700	Dental Studies	091500	Language and Literature
020300	Information Systems	060900	Optical Science	091700	Philosophy and Religious Studies
029900	Other information technology	061100	Veterinary Studies	091900	Economics and Econometrics
Engineering and Related Technologies		061300	Public Health	092100	Sport and Recreation
030100	Manufacturing Engineering and Technology	061500	Radiography	099900	Other Society and Culture
030300	Process and Resources Engineering	061700	Rehabilitation Therapies	Creative Arts	
030500	Automotive Engineering and Technology	061900	Complementary Therapies	100100	Performing Arts
030700	Mechanical and Industrial Engineering and Technology	069900	Other Health	100300	Visual Arts and Crafts
030900	Civil Engineering	Education		100500	Graphic and Design Studies
031100	Geomatic Engineering	070100	Teacher Education	100700	Communication and Media Studies
031300	Electrical and Electronic Engineering and Technology	070300	Curriculum and Education Studies	109900	Other Creative Arts
031500	Aerospace Engineering and Technology	079900	Other Education	Food, Hospitality and Personal Services	
031700	Maritime Engineering and Technology	Management and Commerce		110100	Food and Hospitality
039900	Other Engineering and Related Technologies	080100	Accounting	110300	Personal Services
Architecture and Building		080300	Business and Management	Mixed Field Programmes	
040100	Architecture and urban environment	080500	Sales and Marketing	120100	General Education Programmes
040300	Building	080700	Tourism	120300	Social Skills Programmes
Agriculture, Environmental and Related Studies		080900	Office Studies	120500	Employment Skills Programmes
050100	Agriculture	081100	Banking, Finance and Related Fields	129900	Other Mixed Field Programmes
050300	Horticulture and Viticulture	089900	Other Management and Commerce		

VET QUALIFICATION – level of education of prior VET study for which credit was offered

001	Vocational Graduate Certificate	423	Bridging and Enabling Course at Diploma Level	521	Certificate II
002	Vocational Graduate Diploma	511	Certificate IV	522	Statement of Attainment at Certificate II Level
411	Advanced Diploma	512	Statement of Attainment at Certificate IV Level	523	Bridging and Enabling Course at Certificate II Level
412	Statement of Attainment at Advanced Diploma Level	513	Bridging and Enabling Course at Certificate IV Level	524	Certificate 1
415	Bridging and Enabling Course at Advanced Diploma	514	Certificate III	525	Statement of Attainment at Certificate I Level
421	Diploma	515	Statement of Attainment at Certificate III Level	999	Other qualification not elsewhere classified
422	Statement of Attainment at Diploma Level	516	Bridging and Enabling Course at Certificate III Level	000	No Credit/RPL was offered for VET

VET TYPE PROVIDER where VET study undertaken

10	University	21	High School or Australian Technical College	0	No Credit/RPL was offered for VET
19	Other Higher Education Provider	29	Other VET provider		
20	TAFE	90	Not elsewhere categorised		

ADVANCED STANDING APPLICATION CHECK LIST

Listed below are the documents/information that **MUST** be submitted with your Application for Advanced Standing and the sections of the Advanced Standing form that must be completed. 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).

1 PATHWAYS	
Where an approved pathway exists:	
<input type="checkbox"/>	Certified copies of academic transcripts/results (Non-VU Students ONLY), and
<input type="checkbox"/>	Certified copy of Letter of Completion or Certified copy of Graduation Certificate, and
<input type="checkbox"/>	Completed Pathways details in SECTION B .

2 CREDIT TRANSFER	
Where NO approved pathway exists:	
<input type="checkbox"/>	Certified copies of academic transcripts/results (Non-VU Students ONLY), and
<input type="checkbox"/>	Certified copy of Letter of Completion or Certified copy of Graduation Certificate, and
<input type="checkbox"/>	Certified 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, and
<input type="checkbox"/>	Complete ALL cells of the table in SECTION F (Page 4) for each unit in which an exemption is being sought both for Previous Study (Origin) and Credit Applied for at VU .

3 RPL Specified Credit Exemption	
If you have completed a range of prior units that are equivalent to a specific unit at VU, you <u>must</u> provide the following:	
<input type="checkbox"/>	Certified copies of academic transcripts/results, and
<input type="checkbox"/>	Certified 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, and
<input type="checkbox"/>	Complete ALL cells of the table in SECTION F (Page 4) for each unit in which an exemption is being sought both for Previous Study (Origin) and Credit Applied for at VU .

4 RPL Specified Credit Exemption	
If you have undertaken relevant work experience, you <u>must</u> provide the following:	
<input type="checkbox"/>	Copy of resume/curriculum vitae, and
<input type="checkbox"/>	Copy of relevant position description/s, and
<input type="checkbox"/>	Statement explaining how duties undertaken satisfy the learning outcomes of the units in which credit is being sought, and
<input type="checkbox"/>	Statement from relevant Supervisor/Manager specifically referencing claims that support the learning outcomes, and
<input type="checkbox"/>	Certified copies of relevant certificates/awards, and
<input type="checkbox"/>	Complete ALL cells of the table in SECTION F (Page 4) for each unit in which an exemption is being sought under Credit Applied for at VU (Prior Study Origin is not required as this will be listed as work experience).