

A04 – APPLICATION FOR ADVANCED STANDING (HIGHER ED)

Applications for Advanced Standing must be lodged online as part of your course application, or in person at VUHQ, no later than **four weeks** before the applicable [census date](#).

You must specify all the VU units you wish to claim advanced standing for on Page 4.

I am applying as a: Future student (new applicant) Currently enrolled student Future student (international)

1. PERSONAL DETAILS

Student ID Family name
Given names Date of birth
Phone Email
Are you an international onshore student? Yes No

2. COURSE DETAILS

Current Victoria University course:
Course for which you wish to apply for:
Course title Course code
Please state your previous educational institution (origin institute). If not Victoria University, please attach unit guides for each unit you have completed for your application to be assessed
Educational institute
Country
Course title Course code
Location
Was this course completed? Yes No
Date commenced Date completed

3. CLAIM FOR CREDIT

Other learning – e.g. 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 (attach your resume/Curriculum Vitae, including)

Name of company
Country/state Dates worked (from–to) –
Position and duties

2. Certificates, prizes, awards or other achievements

Other learning (e.g. 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 (e.g. 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 Coordinator for further details.

1. In your opinion, what skills and knowledge have you acquired that relates to this course?

2. What type(s) of non-credentialed programs/training/study have you undertaken and experience acquired since leaving school relevant to this application?

3. 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.	<div style="background-color: #e0e0e0; height: 20px;"></div>
2.	<div style="background-color: #e0e0e0; height: 20px;"></div>
3.	<div style="background-color: #e0e0e0; height: 20px;"></div>
4.	<div style="background-color: #e0e0e0; height: 20px;"></div>
5.	<div style="background-color: #e0e0e0; height: 20px;"></div>
6.	<div style="background-color: #e0e0e0; height: 20px;"></div>

4. 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 vu.edu.au/privacy

Signature

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) – VUHQ (student service centres)

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](#)

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 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 date

Please ensure that your application is submitted no later than four weeks before the applicable [census date](#).

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.

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 submit it in person at VUHQ (Student Service Centre). Please, make sure that the Advanced Standing checklist on page 5 is also completed.

- Prospective international (onshore and offshore) students: Please address your application to:
Victoria University International, PO Box 14428, Melbourne VIC 8001

Supporting evidence & documentation

Your application will be assessed based on the evidence you provide. Each piece of evidence should be clearly identified and numbered as an attachment, then listed on the first page of the application form.

Do not send original documents. However, you may be asked to show the original documents to us at a later stage. Refer to the advanced standing applicant checklist (page 5 of the application form) for the documentation required. Copies do not have to be certified but must be true and accurate.

If your academic records are from overseas or a private university, certified copies must be provided from the appropriate government body/professional association recognised in Australia (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: we may contact your former institution(s) and/or current/former employer(s) for further information and/or clarification of your claim for advanced standing.

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: 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 comparable 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 Coordinator for clarification/assistance.

Please list the VU units you wish to claim advanced standing for alongside the equivalent study completed at another institution, or write details of work experience. Include details of all relevant units of study completed.

Please refer to the prefilled example below.

VU UNIT CLAIMED AS CREDIT		BASIS OF CREDIT	
Code	Unit Name	Description (unit code + unit name, course name or work)	Approved
BH01171	Introduction to Marketing	MMK101 Marketing Fundamentals OR Diploma of Marketing	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

OFFICE USE ONLY	
Advanced standing assessed by	<input type="text"/>
Signature	Date

ADVANCED STANDING APPLICATION CHECK LIST

Listed below are the documents/information that **MUST** be submitted with your Application for Advanced Standing. 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).

Please note: do not enrol in units you are requesting advanced standing for.

Credit for prior study

- Copies of academic transcripts/results, and
- Copy of Letter of Completion or Graduation Certificate (if course completed), and
- 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.

RPL for work experience

If you have undertaken relevant work experience, you must provide the following:

- Copy of resume/curriculum vitae, and
- Copy of relevant position description/s, and
- Statement explaining how duties undertaken satisfy the learning outcomes of the units in which credit is being sought, and
- Statement from relevant Supervisor/Manager specifically referencing claims that support the learning outcomes, and
- Copies of relevant certificates/awards.

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

CONTACT US

If you have any questions, you can access **ASKVU** (askvu.vu.edu.au), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- ◆ City Tower
- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee