

APPLICATION FOR ADVANCED STANDING VE/FE



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 satisfies 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

SECTION A PERSONAL DETAILS

FAMILY NAME: _____ STUDENT ID:

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GIVEN NAME: _____ DATE OF BIRTH:

--	--	--	--	--	--

 DD MM YY

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: _____

LOCATION: _____ COURSE CODE: _____

COURSE TITLE: _____ WAS THE COURSE COMPLETED YES NO

CURRENT VICTORIA UNIVERSITY COURSE (MANDATORY)

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	
		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.
- 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 completing this form as part of your application to study at VU, please print, complete, scan and upload it, along with supporting documentation, as part of the online application process

IN PERSON (ON CAMPUS) - STUDENT SERVICE CENTRES

City Flinders
Footscray Park
St Albans
Sunshine

Footscray Nicholson
City King
Werribee
Melton

POSTAL - MAIL ADDRESS

Admissions and Pathways Office
St Albans Campus, Victoria Univers
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 Centre (see above)

FUTURE STUDENT INFO ONLINE

Frequently Asked Questions (FAQs):
Courses, Application Info & Units of study: www.vu.edu.au/courses
"Study with us" - future student VU info: 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.

Victoria University will recognise Qualifications and Statements of Attainment issued by any Australian Registered Training Organisation. Advanced Standing is also available where Victoria University has developed structured qualification linkages from one course/qualification to another. For more information on pathways: wcf.vu.edu.au/Pathways. As an enrolled International onshore student if your study load falls below the standard full time study load, please 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 www.vu.edu.au/international Prospective students will need to resubmit applications for Advanced Standing if they fail to enroll at Victoria University within 12 months of receiving notice of approved credit.

Please note that the awarding of advanced standing may disadvantage you in terms of meeting the requirements for membership of professional bodies (e.g. the accounting professional bodies have rigid requirements for granting of credit) and/or Federal Government requirements applicable to international students. Contact the relevant www.vu.edu.au/college-contacts for further details.

SUBMISSION DETAILS

* RPL/RCC assessments will usually be completed within four weeks. Ask your teacher or Program Manager whether you should attend classes while you wait for the result.

* 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 and below or deliver it in person to a Student Service Centre.

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 in writing on the outcome of your 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.

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.

DO I HAVE TO PAY A FEE TO APPLY FOR ADVANCED STANDING?

In May 2012, the State government announced a series of changes to funding for vocational education and training. Fees for Advanced Standing may now apply for students who commence study from July 1, 2012.

To view VU Enrolment Fees and Charges please visit: www.vu.edu.au/fees

WHAT ELSE SHOULD I KNOW?

- Credit transfer is only available if you are enrolling in at least one other unit in addition to the one in which you are applying for credit.
- You will be notified of the results in writing.

WHERE CAN I GET MORE INFORMATION?

The staff in your Department can give you more detailed information. They will help you with identifying unit/s in which you could apply for Advanced Standing. They will give you information about any structured qualification linkages that apply to your course/qualification.

IS THERE AN APPEAL PROCESS?

Contact the Head of your Department if you are concerned about the outcome. They will try to resolve any issues you may have. If a suitable resolution cannot be found, you can submit a written appeal. An independent person will review written appeals.

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		