

Application for Advanced Standing

Read the attached policy and application information *before* applying for Advanced Standing.

1 – STUDENT DETAILS

ACAP student ID number

Are you an international student?

 No Yes

Title _____ Family Name _____ Given Name(s) _____

Contact Phone _____ Mobile _____

Address _____

E-mail Address _____ Course Name _____

2 – APPLICATION DETAILS

Modules Applied for		Office Use Only		
Module		Approved	Signature Assessor 1	Signature Assessor 2 (If applicable)
Module 1		Yes /No		
Module 2		Yes /No		
Module 3		Yes /No		
Module 4		Yes /No		

Please note: Applications must be finalised prior to enrolment into the module(s) under consideration.

I am applying on the basis of: Credit Transfer Recognition of Prior Learning (Please tick one)

This application consists of:

- Application letter
- Certified copies of certificates/transcripts
- Supporting documentation E.g. unit outlines, resume, job description, employer letters on letterhead

3 – DECLARATION AND SIGNATURE

I declare that the information provided in my application for Advanced Standing is true and accurate and that I have read the attached Policy and Procedure information

(FOR INTERNATIONAL STUDENTS) I understand that if I receive Advanced Standing for the above module/modules, and this shortens my course duration, this may affect my visa. The College is required to report any variation in course duration to the relevant government authorities.

Student Signature

 SIGN HERE

Date

D	D	/	M	M	/	Y	Y	Y	Y
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Date Received

Office Use Only	Office Use Only	Office Use Only
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Other than as authorised or required by law, the College will only use information collected via this form for the purposes for which it is being collected and in accordance with the College's functions and activities associated with your enrolment. Some specified information will be provided to third parties, such as DEST and other government and external agencies, where there are requirements on the College to do so. All information will be collected, stored, accessed, disseminated or destroyed in accordance with relevant privacy, record management, other laws and the College's policies.

OFFICE USE ONLY

	Date	Signature
Received by College:		
Received by Assessor		
Notification Sent to Applicant		
For International Students Only		
Does the Course credit awarded affect the students course duration? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Student Reported through PRISMS		

Advanced Standing Policy

Advanced Standing is the outcome of recognising equivalent content between different qualifications and between different learning experiences and qualifications. It gives due recognition to prior formal, informal and non-formal learning by which students may be granted Advanced Standing for a particular module/s within a course.

Maximum Advanced Standing

The maximum advanced standing that can be granted for the College's suite of Bachelor of Applied Social Science and the Graduate Diploma of Counselling is 50% of core modules. The maximum advanced standing that can be granted for the College's Suite of Masters of Applied Social Science is 33% of all modules.

Advanced standing may be used for the partial or complete fulfilment of the requirements of a VET Training Package or VET Accredited Course.

Advanced Standing is not available for the following Higher Education modules, unless part of a current articulation arrangement:

Bachelor of Applied Social Science	Graduate Diploma of Counselling	Master of Applied Social Science
Counselling Skills 2	Counselling Skills 2	Research Practices and Methodologies
Social Legal and Ethical Issues	Social Legal and Ethical Issues	Independent Project
Professional Practice	Integrative Project	Elective Modules
The Reflective Practitioner/ Professional Development and Reflective Practice	Professional Development and Reflective Practice	
Elective Modules	Elective Modules	

International Students

If Advanced Standing is granted, and this shortens the student's course duration, the student's visa may be affected. The College is required to report any variation in course duration to the relevant government authorities.

Submission and Assessment of Applications

Applicants must be enrolled with the College before applying for Advanced Standing. Applications must be finalised prior to enrolment into the module(s) under consideration. This may mean enrolling in modules further down in the course sequence, provided pre-requisites have been met.

Applications for Advanced Standing should be submitted to College administration in the relevant campus. Please note that applications can not be returned.

Notification

Advanced Standing will be granted or not granted. The applicant will be notified of the assessment outcome by mail within one month of receipt of the submission.

Appeals

The College provides the right of appeal against decisions on Advanced Standing, and will review decisions on appeal. The applicant will have fourteen (14) days to appeal in writing to the Manager Academic Programs who will review the assessment process to ensure that due consideration has been given to the application, and if appropriate arrange for the application to be re-assessed. The applicant will be notified of the outcome of the Appeals Process decision by mail within one month of receipt of the submission. Should the applicant wish to pursue the matter further they can do so in accordance with the Academic Appeals and Grievances Policy.

Application Procedure

Applying for Advanced Standing

A student can apply for Advanced Standing in a course through either Credit Transfer, in reference to previous formal learning, or Recognition of Prior Learning for informal and non-formal learning.

Definition: Credit Transfer (CT)

Credit transfer refers to the assessment of an individual's prior **formal learning** to determine the extent to which this is equivalent to the learning outcomes, competency outcomes or standards of a module. Formal learning takes place at an accredited institution that is linked to the attainment (or partial attainment) of a formal qualification or award (e.g. Certificate, Diploma, University Degree).

Definition: Recognition of Prior Learning (RPL)

Recognition of Prior Learning refers to the assessment of an individual's **non-formal and informal learning** to determine the extent to which the required learning outcomes for a particular module have been achieved. (e.g. relevant workplace experience, courses completed as part of professional development).

Please note: RPL is a rigorous process by which a student must demonstrate the relevant knowledge and skills at a level equivalent to that achieved by completing the module. This includes clearly demonstrating an appropriate level of theoretical understanding.

Applying for Credit Transfer (CT)

Students must provide evidence that they have met the content area and learning outcomes through previous formal study at an equivalent level. The evidence provided by the applicant must be **relevant, current, authentic and sufficient** for an assessment to be made. VET students may seek recognition for national Units of Competency contained in their current course of study which have been completed previously at another institution.

HIGHER EDUCATION COURSES

Step 1: Self assess using the module outline

Applicants must first self-assess against the learning outcomes and content areas of the module(s) to determine if this is equivalent to their previous study. This forms the basis of the application letter. Module outlines are available at <http://www.acap.edu.au/SingleModules/index.html>

Step 2: Submit formal documentation

A student must provide the following documentation in order for their application to be assessed:

- **Application letter** linking previous study to the content area & learning outcomes of the ACAP module
- **Certified copies** of relevant Qualifications and Academic Transcripts from their previous Educational Institution.
- **Course/subject outline** showing the content of the unit previously studied. This should clearly demonstrate that the unit of study is equivalent to the ACAP module. Examples of assessments may also be relevant in showing that the course material has been assessed at a comparable level.

VET COURSES

Step 1: Provide formal documentation Provide evidence of Units of Competency completed at another Registered Training Organisation contained within the ACAP course of study. Statements of Attainment/Transcripts must be certified copies.

Applying for Recognition of Prior Learning (RPL) (Higher Education and VET)

Students must submit a portfolio of evidence to support their application. This evidence must be **current, verifiable, relevant and sufficient**. **A separate Portfolio must be submitted for each module.**

STEP 1: Self assess

Applicants must first self-assess against the learning outcomes and content areas of the module(s) to determine if their work experience and/or informal learning meets the learning outcomes of the module and reflects the content area. This forms the basis of the cover letter. Module outlines are available at <http://www.acap.edu.au/SingleModules/index.html>. VET students will need to contact the Program Coordinator to obtain a copy of the unit of competency and performance criteria which is used in place of the module outline. Where an application for a VET module meets the majority but not all the performance criteria, the student may be asked to complete an assessment or interview.

Step 2: Prepare a portfolio of evidence

An RPL Portfolio must contain the following documentation, as relevant to the student's work experience or prior informal learning:

- **Application letter** addressing the learning outcomes of the module(s) under consideration and detailing how your previous study and/or work experience is equivalent. VET students must address the performance criteria of the unit of competency.
- A current **Resume**
- **Certified copies** of relevant Certificates, job descriptions, and letters where originals cannot be provided.
- **Details of informal learning** undertaken; including dates and duration of relevant courses completed, course information from the training provider, and transcripts of results (where applicable).
- **At least two letters from current/previous employers** verifying the student's work experience in relation to the learning outcomes of the module. Letters should be on letterhead, signed and include specific examples of skills referred to. Where a student is self employed letters from clients may be used.
- **Examples of work** done by the student that demonstrate the learning outcomes have been met, (e.g. workshops facilitated, policies written etc...)
 - ❖ Applicants seeking Advanced Standing for the module **Counselling Skills 1 (GDC & BASS) or Counselling Skills (MASS)** are required to submit a 30 minute videotaped (VHS or DVD) role-play demonstrating the learning outcomes of the module.
 - ❖ Applicants seeking Advanced Standing in the module **Theory & Practice of Supervision** are required to provide documentation from their supervisor listing the supervisor's qualifications and confirming that they have received a minimum of 25 hours of professional supervision.

Applications may be lodged in person or posted to the relevant campus

SYDNEY

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