
Advanced Standing Policy

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Advanced Standing Policy

Policy Statement

This policy outlines the principles that underpin Governance Institute of Australia's (hereafter referred to as Governance Institute) approach to granting students advanced standing by the granting of credit for prior study and the recognition of prior learning in courses. Governance Institute's education offerings are delivered under the brand Governance Academy.

Aims and Objectives

1. The policy sets out the requirements for staff and students in relation to applications for advanced standing.

Overview

2. The policy applies to all applications for, and awards of, advanced standing (previously referred to as exemptions), including advanced standing covered by articulation pathway arrangements.

Definitions

3. The following definitions apply for the purpose of this policy.
 - **Advanced standing:** credit, expressed in the form of a specified number of credit points, towards an award course, granted on the basis of previous, successfully completed studies or prior learning.
 - **Formal learning:** completed studies at a recognised University or higher education institution in Australia and recognised international institutions.
 - **Credentialed learning:** courses undertaken within the workplace, professional organisations or registered training organisations, where appropriate certification is available.
 - **Informal learning:** demonstrable skills and learning gained from work experience.
 - **Nested course sequence:** an articulated sequence of courses such as Graduate Certificate and Graduate Diploma.

- **Equivalent subject:** subjects that are considered substantially the same in content and learning outcomes as subjects offered by Governance Institute.
- **Non-award subjects:** subjects offered by Governance Institute that students enrol in independently of one of Governance Institute's award courses. Successful completion of the subject/s results in the attainment of Higher Education Credit.
- **Provisional advanced standing:** advanced standing provisionally granted to applicants who are yet to apply for admission to a Governance Institute course, which are valid until the next admission period.
- **Specified advanced standing:** advanced standing granted in the form of individual named subjects against a student's record. Governance Institute may grant specified advanced standing where prior learning is regarded as having satisfied the learning outcomes of a particular subject taught in Governance Institute.
- **Unspecified advanced standing:** advanced standing granted in the form of elective subjects only. Governance Institute may grant unspecified advanced standing where the relevant previous learning is regarded as broadly consistent with the expected outcomes of Governance Institute's course the student intends to take, but where they may not be directly equivalent to the learning outcomes of any specific subject in the course.

Procedures

Facilitating Student Pathways

4. Governance Institute aims to ensure that students complete their courses in the shortest time possible, consistent with course requirements and giving formal recognition for any relevant, previously achieved learning.
5. The granting of advanced standing for previously achieved learning is an acknowledgement by Governance Institute that students have gained the knowledge, understanding and skills equivalent to the stated learning outcomes of related courses and subjects offered by Governance Institute.
6. Governance Institute recognises that learning takes place in a broad range of contexts - in formal study and in the workplace. The granting of advanced standing for previous learning ensures that



students commence study at a level that appropriately recognises that learning and ensures that they are not required to repeat successful learning activities in any Governance Institute course.

7. Governance Institute may grant advanced standing on the basis that the knowledge, understanding and skills gained are equivalent to the learning outcomes for the subject on offer. This can be through formal, credentialed, or informal learning, or a combination of these:
 - a. completed studies at a recognised University or higher education institution in Australia and recognised international institutions (formal learning);
 - b. courses undertaken within the workplace, professional organisations or registered training organisations, where appropriate certification is available (credentialed learning); and
 - c. demonstrable skills and learning gained from work experience that is relevant to the course being studied (informal learning).

Conditions

8. To protect the integrity of its awards, Governance Institute will only grant advanced standing for, and as, whole subjects.
9. Governance Institute may specify subjects not eligible for advanced standing per the Advanced Standing Guideline.
10. Eligibility for advanced standing does not guarantee admission to a Governance Institute course.
11. Offers of provisional advanced standing remain valid until the next admission period. After this time the offer of advanced standing expires.
12. If a student does not complete the course within the maximum time to complete, any advanced standing granted to the student for the course will be cancelled.

Quality Assurance

13. Governance Institute's Academic Board has responsibility for assuring the practice of granting advanced standing across Governance Institute is consistent.

14. Governance Institute’s Academic Board may commission comparisons with other Higher Education Providers to ensure that the advanced standing granted by Governance Institute is consistent with practice in the higher education sector.

General Information

15. Advanced standing may be granted either as specified advanced standing or unspecified advanced standing, or as a combination of both.
16. Applications for advanced standing are assessed and approved by the delegated authority a
17. Complex advanced standing applications may be referred to the Course Management Sub-committee for decision.
18. Governance Institute reserves the right to withdraw advanced standing where the documentation provided by the applicant proves to be incomplete, misleading, false or invalid; or in the rare event an error was made in assessing or processing the application.
19. If an applicant is dissatisfied with the outcome of their advanced standing application, they may appeal against the decision, in accordance with clauses 40–45.

Limits on Advanced Standing — Postgraduate Courses

20. The maximum advanced standing that can be granted towards a postgraduate course is dependent on the exit point (award):

Exit Point (Award)	Maximum Advanced Standing
Graduate Certificate	20 credits (one-half of overall award) [2 subjects]
Graduate Diploma	20 credits (one-third of overall award) [2 subjects]

21. Governance Institute students may, upon completion of a lower-level nested award, apply for transfer to the higher-level award.



22. If a student chooses to graduate from a lower-level award, and wishes to complete the higher-level award, they will need to re-apply for the higher-level award. The previously completed subjects within the lower-level award will be transferred to the higher-level award when completed no later than (10) years prior to time of the application t. In this instance no more Advanced Standing can be awarded.
23. Governance Institute students, upon completion (or partial completion) of a previously accredited award course (Graduate Certificate of Applied Risk Management; Graduate Diploma of Applied Risk Management and Corporate Governance; Graduate Diploma of Applied Corporate Governance), may apply to transfer to the current Graduate Diploma of Applied Corporate Governance and Risk Management.
24. Previously completed subjects offered within previously accredited award courses that are equivalent to subjects in the current Graduate Diploma of Applied Corporate Governance and Risk Management will be transferred and recorded as Advanced Standing when completed no later than ten (10) years prior to the application date. In this instance no more Advanced Standing can be awarded.

Articulation Pathways

25. Governance Institute is committed to providing and expanding clear pathways to assist students, who have previously successfully completed studies elsewhere, to enter an appropriate Governance Institute course with the maximum amount of advanced standing warranted by their previous studies. The Articulation Pathways Policy defines the objectives of providing students with clearly articulated pathways between a course at another educational institution and a course at Governance Institute, by means of the award of advanced standing.

Time Limits for Currency of Previous Studies

26. Advanced standing in specified subjects is not normally granted for subjects studied more than ten (10) years prior to the application for advanced standing/or admission to the course (if later). Where advanced standing is being sought for subjects studied more than 10 years prior to the application for advanced standing/or admission to the course (if later), Governance Institute may assess the currency of an applicant's knowledge. The appropriate Subject Coordinator will determine the evidence required.

Applying for Advanced Standing — Lodgement of Applications

27. Applications for advanced standing must be made by the published application closing date using the (online) form available on Governance Institute's website.
28. Applications for advanced standing will generally accompany an application for admission into the award course for which the advanced standing applies. Applications from continuing students will also be accepted as necessary.
29. Applications for advanced standing will not be considered for subjects in courses which the student is not eligible to study.

Supporting Documentation for Advanced Standing Applications

30. Where advanced standing is being sought on the grounds of successfully completed studies at a recognised University or higher education institution in Australia and recognised international institutions (formal learning), the applicant must provide:
- a. a certified copy of the official academic transcript; and
 - b. extracts from institutional handbooks or other official documentation giving sufficient details of the studies to allow an assessment of the application to be made. All supporting documentation must be in English, including certified translations where necessary.
31. Where advanced standing is being sought on the grounds of credentialed or informal learning, Governance Institute requires satisfactory evidence that the relevant learning outcomes for the subjects and/or key learning areas have been achieved. The applicant may be required to supply

certified copies of statements from employers, present a portfolio, attend an interview or demonstrate their competence through an appropriate form of assessment. The method of assessment will be established by the General Manager, Education in consultation with the Course Management Sub-Committee, where applicable. It is the applicant's responsibility to provide all certified documentation for assessment at the time of assessment, in consultation with the Education Department.

32. Governance Institute reserves the right to check the veracity of any documents lodged with the originating source.

Timelines for Applications and Notifications of Advanced Standing

33. Students are encouraged to submit their application prior to commencing their first teaching session of study in the Governance Institute award course.
34. The assessment of applications based on informal learning may take longer than applications based on formal or credentialed learning. Applicants may be required to provide further evidence or undertake an appropriate assessment, in which case Governance Institute will contact the applicant.
35. Applicants will be notified of the results of their application in writing. This will normally occur within two weeks of receipt of a complete application.
36. Advanced standing will be allocated the following grades for administrative purposes: Specified (AS) and Unspecified (AU).
37. Academic marks and grades are not allocated for subjects for which advanced standing is given, other than as specified in clauses 36 and 37.
38. Provisional advanced standing, granted to applicants who are yet to apply for admission to a Governance Institute course, will remain valid until the next intake semester. Provisional advanced standing will expire if admission to the award course for which the advanced standing applies is not confirmed within this period. In this case a new application for advanced standing is required.

39. A student wishing to have successfully completed non-award subjects transferred to a course in which they are enrolled will be granted equivalent advanced standing. If the non-award subjects have been completed at Governance Institute, the grades achieved will be transferred when the student's enrolment in an award course is confirmed.
40. A register of all approved advanced standing will be maintained by the Education Department, which also provides consistency and precedent for assessing applications.

Relinquishing Advanced Standing

41. If a student can demonstrate valid academic reasons for relinquishing the advanced standing that has been granted, they may apply to the General Manager, Education or delegate providing details of academic reasons for the request.

Appeals against Determinations made in relation to Advanced Standing

42. Governance Institute provides the right of appeal against decisions made regarding the award of advanced standing.
43. An applicant for advanced standing who wishes to challenge the decision of Governance Institute regarding their advanced standing application outcome must first discuss the matter with the General Manager, Education or delegate.
44. If, following this discussion, if the applicant remains dissatisfied with the decision and considers they have evidence that meets the grounds specified in clause 46 to lodge an appeal, the applicant may appeal, in writing, per clause 46 below. (See also the Student Support, Feedback and Representation Policy)
45. An appeal must be lodged in writing within 15 working days of the date of notification of the advanced standing determination and submitted electronically to education@governanceinstitute.com.au. Late applications will not be accepted unless extraordinary circumstances have prevailed, which are at the discretion of the Student Appeals Sub-Committee to accept.
46. Any appeal must set out the Grounds for the Appeal as specified sections 51-52 of this policy

47. The Student Grievance Sub-Committee of the Academic Board will consider and determine the appeal outcome.
48. No member of the Student Grievance sub-Committee may have had any previous involvement with the decision under appeal. If necessary, a substitute member will be appointed for the appeal under consideration.
49. The appellant will not normally have the right to be present when the Student Grievance sub-Committee convenes.
50. An appellant will be notified in writing of the outcome of the appeal within 20 working days of the date of lodgement of the appeal.

Grounds for Appeal

51. An appeal can only be made on one of the following grounds, which must be specified and addressed in the appeal letter:
 - a. that there is evidence that the decision with regard to the application for advanced standing was made as the result of a procedural error or was in breach of procedural fairness; or
 - b. that there is evidence that the decision regarding the award of advanced standing to them does not give appropriate recognition for their previous study.
52. Any further appeal by a student, which can only be made on the grounds of a breach of process or a breach of procedural fairness, must be made to and considered by the Academic Board.

Related Documents

- Governance Institute of Australia Admissions Policy
- Governance Institute of Australia Advanced Standing Guideline
- Governance Institute of Australia Articulation Pathways Policy
- Governance Institute of Australia Student Fees Policy
- Governance Institute of Australia Student Support and Responsibilities Policy

External Legislation

- Higher Education Standards Framework: Threshold Standards 2021 (Cth)

Version History

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*****END OF POLICY*****