

Governance Institute of Australia

Advanced Standing Procedure

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Advanced Standing Guideline

Overview

1. This guideline applies to all applications for, and awards of, advanced standing (previously referred to as exemptions) in Governance Institute of Australia (Governance Institute) courses, including advanced standing covered by articulation pathway arrangements. This guideline should be read in conjunction with the Advanced Standing Policy.

Guidelines

2. Not all subjects are open to an application for advanced standing. All students must study 'Corporate Governance', and any student undertaking the Qualifying program for Chartered Secretary must study 'Corporate Accountability: Meetings and Disclosure' or 'Public Sector Accountability and Transparency'.
3. An application for advanced standing should be submitted to Governance Institute along with or following approval of an Application for Admission.
4. An application for provisional advanced standing can be made prior to an Application for Admission.
5. An application for advanced standing can only be made using the Governance Institute Application for Advanced Standing form, and must include the required supporting documentation (refer to clause 7 and 8).
6. All documentation must be **certified**. This may be done by an accountant, solicitor, JP, police officer, postal manager, medical practitioner, principal of an Australian primary school or high school or a minister of religion.
7. Applications should either be emailed to education@governanceinstitute.com.au or mailed to Postgraduate Education, Governance Institute of Australia, GPO Box 1594, Sydney 2001.

Supporting documentation

8. Documentation in support of an application may include:

- a. Certified copies of official academic transcripts for bachelor or higher degrees as provided by the awarding university or approved higher education provider.
 - b. Certified copies of testamurs (degree certificate) if the academic transcript does not have a conferral or award date listed.
 - c. Evidence of name change if the applicant's current name is different in any way from the name that appears on the official academic transcript and/or testamur. This evidence should be a marriage certificate, a divorce certificate or a change of name certificate from the Registry of Births, Deaths and Marriages.
 - d. Certified official translation of any relevant documentation that is in a language other than English.
 - e. Relevant subject outlines for subjects from overseas universities.
 - f. Transcripts and certificates for any relevant TAFE or vocational training.
 - g. Current resume detailing work experience relevant to the course or study.
 - h. Further documentation or evidence as required if seeking advanced standing via means other than formal learning. This could include statements from employers, a portfolio of work, or demonstration of competence through an appropriate form of assessment or interview.
9. For study that was completed ten or more years prior to the application for advanced standing, further documentation will be required. This may include:
- a. Evidence of current membership of a relevant professional body such as CPA or CAANZ.
 - b. Current Practising Certificate.
 - c. Current curriculum vitae detailing work experience relevant to the course of study.

Timelines for Applications and Notifications of Advanced Standing

10. An application for advanced standing must be submitted by the published closing date, two weeks prior to census. Students are encouraged to submit their application prior to the start of semester in order to adequately prepare for their study.
11. Governance institute will not grant advanced standing where an application has been made after the approved application closing date for a subject being studied in that teaching session.
12. Applicants will be notified of the results of their application in writing. This will normally occur within two weeks of the closing date for applications, but no later than census. Please note, applications for advanced standing via means other than formal learning may take longer to process and should thus be submitted as soon as possible.

Related Documents

- Governance Institute of Australia Admissions Policy
- Governance Institute of Australia Advanced Standing Policy