

Higher Education Advanced Standing Application Kit



APPLICANT DETAILS (PLEASE USE BLOCK LETTERS AND PRINT YOUR NAME IN FULL)

TAFE Student Number (if known)		New student? (tick if yes)	☐ Not yet enrolled
First Name		Last Name	
Preferred Name		Previous Last Name (e.g. maiden name)	

CONTACT DETAILS

Mobile Number		Other Phone	
Email Address			

COLLECTION STATEMENT

TAFE Queensland is collecting your personal information for the purposes of assessing your eligibility for advanced standing and facilitating admission with TAFE Queensland. The collection is authorised by the *Higher Education Support Act 2003* (Cth) and related guidelines.

Your personal information will be handled in accordance with the requirements of the *Information Privacy Act 2009* (Qld). In providing your personal information (including sensitive information), you consent to your personal information being used and/or disclosed for this purpose. Your personal information may be shared with TAFE Queensland assessors and administration offices, the Department of Education (Cth), the Tertiary Education Quality Standards Agency (TEQSA), or external parties listed by you as evidence for this purpose, and will not be disclosed to any other party unless you consent to this disclosure or the disclosure is otherwise outlined in the [TAFE Queensland Privacy Policy](#) or permitted or required by law. Your information will be stored securely.

If you do not provide your personal information it may impact on TAFE Queensland's capacity to assess your eligibility for advanced standing into your chosen course of study.

If you wish to access or correct any of your personal information, discuss how it has been managed, or have a concern or complaint about the way your personal information has been collected, used, stored, or disclosed, please contact the TAFE Queensland Privacy Officer at privacy@tafeqld.edu.au.

UNIT(S) OF STUDY (Unit(s) of study you are seeking advanced standing for)

Please continue through the form and fill out relevant sections for Credit Transfer and/or RPL.

TAFE Queensland Unit Code	Unit Title	Seeking credit transfer or RPL*?	Related attachments (must be Certified True Copies)
CEA1111	Engineering Mathematics	☐ Credit Transfer ☐ RPL	- Official Academic Transcript - Attachment A - Qualification Award - Attachment B - Unit syllabus - Attachment C
		☐ Credit Transfer ☐ RPL	
		☐ Credit Transfer ☐ RPL	
		☐ Credit Transfer ☐ RPL	

Please insert additional rows if required.

**Credit transfer is when you have studied the same content at another institution. RPL is when you have previously learnt the content through informal means / skills / experience.*

APPLICATION FOR ADVANCED STANDING – ABOUT THIS FORM

(PLEASE COMPLETE ALL QUESTIONS AND SECTIONS)

This form should be used by TAFE Queensland higher education students / applicants seeking credit transfer or recognition of prior learning (RPL) for units of study in TAFE Queensland higher education courses.

Along with this form, you will be required to provide evidence of the learning you have attained – either through:

- formal learning for **credit transfer** (i.e. at another institution) or
- informal learning for **RPL** (e.g. through work experience, informal training etc).

See specific sections below for more information.

There is no fee attached to higher education credit transfer applications.

How to Apply

Complete this application form and lodge it along with copies and/or Certified True Copies (where required) of relevant supporting documentation to higherred@tafeqld.edu.au. If lodging in person, please bring original documents with you. If lodging online or in person, all Certified True Copies must be formally received by TAFE Queensland before the application will be assessed.

When to Apply

This form should be lodged **at least 4 weeks prior to the start date** of the semester in which you are applying for advanced standing.

Application Processing

Applications for advanced standing will normally be assessed within 20 working days where there are current precedents. A longer period may be required if a new assessment is required, particularly at peak admission and enrolment times.

Applicants are strongly encouraged to apply for advanced standing at the time of admission into the course; however if this occurs after enrolment, the application should be submitted at least 4 weeks before the start date of the semester for which the student is seeking credit. Applications for advanced standing will not be accepted for units of study within a semester after the start date of that semester.

If a student is concerned about processing time, they should enrol in units of study with the assumption that credit has not been granted until notified otherwise. A student **will not** be able to enrol in Unit(s) of Study that requires a pre-requisite unit that is the subject of an Advanced Standing Application.

If further evidence is requested (e.g. the evidence provided does not appropriately match the units applied for), the time taken to provide further evidence will not count towards the decision timeframe (i.e. 20-day timeframe stops when a request is made and restarts when information is provided).

Once the assessment process is complete, you will receive written notification from your faculty regarding the outcome of your application. It is important to note that this will be an **offer** of advanced standing, and you **must respond** to accept or decline the offer. No advanced standing will be applied to your record until acceptance is received.

Important note: emails from official TAFE Queensland accounts (student or staff) constitutes a signed official document for declaration purposes.

Time Limits

Please note that formal study / qualifications or work / informal learning undertaken 10 or more years ago **will not** be considered for credit transfer. Credit may only be granted in this instance where additional evidence is provided that the previous learning has been maintained through further related learning and/or experience.

If shorter currency limits apply (specific to a course), they will be noted on the course brochure.

Advanced Standing Limits

- Advanced standing into a course will be limited to ensure course learning outcomes or the academic integrity of the course are not compromised.
- Any advanced standing granted for a specific unit of study will only be granted where the previous learning and/or experience is demonstrated to have at least 80% parity with the unit of study content and learning outcomes.
- Any advanced standing for units involving practical / laboratory learning must include that learning as part of the 80% parity assessment to ensure professional standards are met.
- Credit transfer will only be granted for original study (i.e. will not be granted based on credit granted by another institution); original study documentation will be required.

Learning attained from	Total Limit	Informal / non-formal limit
External – formal or informal learning	Maximum amount of advanced standing granted will be 50% of the total credit point load of the TAFE Queensland course (total formal and informal learning).	Maximum amount of advanced standing will be 25% of the total credit point load of the TAFE Queensland course
Internal - nested	Maximum amount of advanced standing granted will be the full completed qualification into a higher qualification in which it is fully nested.	N/A
Internal - other	As per established articulation pathway.	N/A

Visa compliance for onshore International Students

Onshore international students are required to complete their studies within the expected program duration and undertake the required study load each semester (unless you have received an approved reduced study load and a Student Support Plan is in place). If you are granted advanced standing for a number of units, this may change your expected course duration and TAFE Queensland is required to advise the Department of Home Affairs – Immigration.

Certified copies / documents

A certified copy of a document is a photocopy of the original that has been certified as a true copy by an authorised person. When you provide us with a scanned copy or photocopy of a key document (as outlined on this form), it must be certified. All pages of submitted supporting documents must be certified.

Make sure your current name is added to any documents you supply with your former names (if applicable).

What does 'certify' mean?

The authorised (certifying) person must:

- Sight the original document and write on the copy "This is a true copy of the original documents sighted by me".
- Certify every page of the documentation. Each page should include:
 - Signature and print of their name
 - Provide an address and contact telephone number
 - State their profession or occupation group
 - Write the date certified
 - Stamp the copy with the official stamp or seal of their organisation (if they have one).

Who can 'certify' my documents?

There are a number of people who can certify your supporting documents for you.

Within Australia:

- TAFE Queensland International staff member
- Justice of the Peace (must list registration number and state or territory of registration)
- Notaries Public
- Police officer (must include name, rank and name of their police station)
- Commissioner of Declarations
- Bank manager or credit union branch manager
- Solicitor, barrister or patent attorney
- Pharmacist (must include name and professional registration number)

Outside Australia:

- The official records department of the institution that originally issued the documents
- An authorised officer of an Australian overseas diplomatic mission (e.g. Australian Embassy or Consulate)
- TAFE Queensland International staff member.

For further assistance with completing this form please contact highered@tafeqld.edu.au.

Credit Transfer (formal learning)

This application includes credit transfer (tick): ☐

When applying for credit transfer for relevant Units of Study that have been completed at another institution, you must ensure that all relevant supporting documentation provided is from that institution, including letterhead / official headers. Documents with copied / pasted content from website information will not be accepted.

Supporting Documentation

Each Unit of Study for which the applicant is applying for a credit transfer must be accompanied by at least three (3) supporting documents. All documentation submitted as part of the credit transfer process will be recorded and kept in accordance with TAFE Queensland policies and procedures, in the event the credit transfer application is audited.

Please attach **Certified True Copies** of:

- (1) Official academic transcript / statement of attainment (showing you have passed the original unit / subject / module and the date / study period);
- (2) Qualification/s awarded (official Academic Testamur or Certificate);
- (3) A unit / subject outline / guide for each Unit of Study / Subject completed elsewhere for which you are applying for a credit transfer.
 - Please note, if you do not have a unit / subject outline / guide for the unit / subject you may attach:
 - Unit / subject synopsis;
 - Unit / Subject syllabus; and/or
 - Copies of all graded assessment and details of required textbooks for that Unit of Study / Subject.
- For domestic applicants / students presenting overseas qualifications, the Admissions Officer / Administration Officer (or similar) will refer students to the Department of Employment, Small Business and Training [Overseas Qualification Recognition Unit](#) to have the overseas qualification initially assessed for general equivalency to Australian qualifications at the AQF level.
- For international students presenting overseas qualifications, the Admissions Team / Student Liaison Team, TAFE Queensland International can have the overseas qualification initially assessed for general equivalency to Australian qualifications at the AQF level. A screenshot or printout of the search results must be recorded.
- All documentation must be received in English – any overseas documents must be translated into English language prior to submitting a credit transfer application and be provided as certified English translations.

- Credit for unit(s) of study that have been awarded by another provider cannot be re-used as credit into a TAFE Queensland higher education course i.e. a credit for a unit which was originally credited at the Queensland University of Technology **cannot** form the basis for a credit of a unit at TAFE Queensland. TAFE Queensland would need to see the original evidence for the unit of study that the credit transfer is being sought.

You do not need to supply a transcript of results for any studies completed at TAFE Queensland.

Credit Transfer – completed unit details

Institution Name or Abbreviation (e.g. QUT)	Completed Unit Details (other institutions) (any units listed here must have outline / guide provided)			TAFE Queensland unit code/s aligned
	Unit Name	Credit Points	Grade Received	Unit Code/s

(add further lines as required)

Supporting Documentation

Each Unit of Study for which the applicant is applying for a recognition of prior learning (RPL) must be accompanied by supporting documents which provide evidence of claimed learning being achieved. All documentation submitted as part of the RPL process will be recorded and kept in accordance with TAFE Queensland policies and procedures, in the event the RPL application is audited.

What evidence should I provide?

Depending on the type of prior learning, examples of evidence could include, but are not limited to:

- Certified copies of professional industry certificates demonstrating that you have achieved certain skills (e.g. calibration certificates), formal training certificates of competency
- Resume / CV, work references, a portfolio of work samples
- A formal written acknowledgement (letter or email) from past / present employer/s or professional colleagues providing testimony that corroborates your period of service, position/s held, your employment contract/s and the knowledge, skills, abilities and experience you demonstrated in the role/s
- A written reflection (of approximately 500 words) outlining how formal work experience related directly to the course requirements
- Curriculum units / subjects with practical components (must include the exact unit name, institution, practical assessment details, practical hour details and proof of completion)
- Published papers
- Photos or videos (which may be hosted online) showing the student performing a key task under consideration (the assessor must be able to clearly see that the applicant is performing the task)
- Other types of formal, non-formal or informal evidence that is not listed above but clearly demonstrates competency or understanding of appropriate knowledge.

All documentation must be received in English – any overseas documents must be translated into English language prior to submitting a RPL application and be provided as certified English translations.

Self-mapping

If it is deemed necessary by the assessor (e.g. evidence is unclear how it fits), you may be requested to conduct a self-mapping exercise of the unit of study details against your skills / experience and evidence.

In this case, a mapping document will be sent to you by email and must be returned completed within 5 working days. This document will support the assessment of your application along with the other evidence.

Recognition of prior learning**Employment record**

Employer Name (organisation):		
Position held (title):		
Length of employment:	[start date] – [end date]	Hours worked (weekly):
Manager / supervisor name:		
Manager / supervisor email:		
Manager / supervisor phone:		
Duties (relevant to the course):	Please attach a full CV including the duties of this role.	

(duplicate this table as many times as required if more than one role is relevant)

Other experience

Please list details of other experience that you believe is relevant, such as short courses, volunteer experience etc.
Description of experience:

Other evidence

Please list other evidence documents and briefly explain how they relate to the unit/s of study for which you are seeking advanced standing. Use one line for each evidence document.

Document name	Related unit/s of study	How this evidence relates to the content in those unit/s of study

(add further lines as required)

EVIDENCE DOCUMENT CHECKLIST

Please attach documentation that supports your application for advanced standing. Select the types of evidence that you have attached and ensure that those **items with an asterisk are certified copies**.

- ☐ Academic Testamur / Certificate*
- ☐ Statement of Attainment / Academic Transcript*
- ☐ Unit / Subject descriptions
- ☐ Unit / Subject study guides / outlines
- ☐ Professional / industry certificate/s*
- ☐ Job Position Description
- ☐ Referee's letter
- ☐ CV / Resume
- ☐ Portfolio of work
- ☐ Letter of service / experience from employer/s
- ☐ Written reflection on work experience vs course requirements
- ☐ Published papers
- ☐ Photos / videos showing you performing key task/s
- ☐ Other: please specify:

DECLARATION

Please tick each box below to demonstrate that you have understood each item. I understand by signing this form that:

- ☐ All evidence documents I have attached are true and complete records.
- ☐ I have provided original or certified copies of relevant documents to TAFE Queensland.
- ☐ Any documents found to be fraudulent or misleading will void my application.
- ☐ TAFE Queensland may contact the issuing institution and/or employers / referees to verify documentation.
- ☐ I have read and understood the Higher Education Admissions Procedure and Higher Education Advanced Standing Procedure.
- ☐ I declare that to the best of my knowledge, all information I have provided is true and accurate.

Name:

Signature:

Date:

OFFICE USE ONLY (insert relevant dates)

ACTION	DATE
Application received:	
Administration check: ☐ All required evidence attached ☐ More information requested	
If information requested, all information received:	
Sent to assessor:	
Assessment received back from assessor (by administration):	
<i>If received late (after 15 working days), reason outlined:</i>	
Outcome recorded in Advanced Standing Register:	
Outcome letter sent:	
Acceptance / decline received:	
SMS updated with accepted outcome:	
Outcome finalised in Advanced Standing Register:	
<i>Any other notes / actions relating to this application:</i>	