

Procedure – Health Education and Training Institute Higher Education Advanced Standing Procedure

Document Number	HEP18/32
Superseded Version	N/A
TRIM Document Classification	GOVERNANCE - Academic - Procedures
Framework Part	Part 1 – Course Design Standards
Approval Date	14 June 2018
Publication date	29 August 2018
Summary	HETI HE Advanced Standing Procedures
Keywords	Advanced; Standing; Procedures
Authoring Portfolio	Mental Health
Contact	Director Education and Training
Consultation	as per Document History
Distribution	Higher Education
Applies to	Higher Education
Related documents	HETI Higher Education Advanced Standing Policy HETI Higher Education Admissions Policy HETI Higher Education Articulation Pathways Policy HETI Higher Education Student Fees Policy
Review date	1 August 2020
Risk Assessment	As per Attachment 1 to this document

**Issued under the authority of the Health Education and Training Institute Higher Education
Academic Board**

Please note printed copies of this document are uncontrolled, to ensure you are viewing the latest version of this document; please refer to the Higher Education intranet page

Advanced Standing Procedure

Aims and Objectives:

1. The objective of this procedure is to ensure:
 - a. Students complete their courses in the shortest time possible, consistent with course requirements and receive formal recognition for any relevant, previously achieved learning;
 - b. Students right to fair and impartial appeal provisions;
 - c. Quality Assurance to ensure that practices across Health Education and Training Institute (HETI) Higher Education are consistent.

Overview

2. HETI Higher Education recognises that learning takes place in a broad range of contexts: in formal study, in the workplace and in life experience. The granting of Advanced Standing for prior learning ensures that students commence study at a level that appropriately recognises that learning and ensures that they are not required to repeat successfully learned activities in any HETI Higher Education course.
3. This document sets out the procedures to be followed by staff in considering applications for Advanced Standing and the procedures to be followed by students when applying.

Procedures

Administration

4. Inclusion of the Advanced Standing application closing date will be published in the Academic Calendar.
5. Annual publication of the Advanced Standing closing date will be published on the HETI Higher Education web site under Student Info Academic calendar.

Lodgement of Application

6. Applications for Advanced Standing must be made using the published form (See website for supporting documents) by the published closing date set out in the academic calendar. (See Advanced Standing Policy, Clause 24-25).
7. The Education Support Officer (ESO) is to check the form has been completed and all appropriate supporting documentation is attached. The ESO will then notify the applicant of receipt of the application and request any extra or missing information and documentation if required.

8. The ESO is to check the student management system for previous enrolments and attach Full Results for Student Report to the application. This report can be run through Edupoint.
9. The ESO is to scan and TRIM application documents to the student file. For non-enrolled applications the application is to be saved in TRIM folder title: *IPOSUB17/263: Advanced Standing Applications – non enrolled applicants*. Documents are then to be assigned to the student file once enrolled.
10. Once imported into TRIM the application will be sent to the appropriate coordinator to start the approval workflow based on the unit of study and course
11. The ESO is to register the application in EduPoint and TRIM folder title: *Student matters database: IOPD17/1115*.

Application Review Submission

12. The Unit Coordinator will review the application, complete following Advanced Standing Application Form fields in 'Office Use Only' (Unit Coordinator) section for unit of study:
13. The Unit Coordinator along with the Framework Coordinator if necessary will recommend an outcome to the Director of Education and Training for final approval.
14. Applicants will be notified of the outcome to their application in writing. This will normally occur within four weeks of the receipt of the full application for formal or credentialed learning, but may take longer for Advanced Standing based on informal learning. (See Advanced Standing Policy, Clause 27 & 28).
15. If the supporting documentation is over 10 years old and an assessment of currency is required, a fee may be payable for an assessment of the currency of an applicant's knowledge. The fee may be reviewed annually by the Higher Education Executive Group and approved by the Higher Education Governing Council.
 - a. The Framework Coordinator will issue assessment of currency letter where applicable (See supporting documents in TRIM folder *SUB18/921 for template*).
 - b. The Framework Coordinator will forward fee payment details to the finance department for processing where applicable.
16. Formal approval will need to be completed **four weeks prior to semester census date**. (Extenuating circumstances may be considered).

Application Determination

17. The Director Education and Training will review recommendations from Unit Coordinator/s and Framework coordinator for application and make determination. (See Advanced Standing Policy, Clause 28).

18. Once decision has been made, the determination notification will be sent back to the ESO to notify student.

Determination Notification

19. The ESO will draft the Advanced Standing Outcome Letter (See supporting documents in TRIM folder *SUB18/921 for template*). Applicants will be notified of Advanced Standing application results in writing via email by the ESO.
20. The ESO is to register determination of the application in the unit semester enrolment in EduPoint
21. The ESO is to register determination in TRIM folder: *Student matters database: IOPD17/1115*.
22. The ESO will scan the outcome letter and attach to the current advanced standing application in TRIM. For non-enrolled applications, the letters are to be saved in TRIM folder: *IPOSUB17/263: Advanced Standing Applications – non enrolled applicants*.

Enrolment Variation

23. Following determination notification, the student may submit an Enrolment Variation for current or future enrolments. The ESO will follow process for Enrolment Variation.
24. The ESO to scan and TRIM the Enrolment Variation documents to student file.

Relinquishing

25. Requests for relinquishing granted advanced standing must be made in writing to the Chair, Teaching and Learning Committee. See Advanced Standing Policy, Clause 38.
26. The Education Support Officer is to register such requests in TRIM folder: *Student matters database: IOPD171115*.
27. The ESO to draft and issue in writing within **ten working days from receipt of request**.
28. The ESO to register determination in TRIM folder: *Student matters database: IOPD171115*.
29. The ESO to scan and TRIM such documents to student file.

Appeals

30. Lodgement of Appeal against decisions on advanced standing must be made in writing using the published form (See website for supporting documents) within **fifteen working days of the date of notification of advanced standing determination**. (See Advanced Standing Policy, Clauses 41-43).

31. The ESO is to check the appeal form is completed and documentation attached (see Advanced Standing Policy, Clause 43). The ESO will then notify via email appeal application receipt and if any form or documentation updating requirement.
32. The ESO to register appeal application in TRIM folder: *Student matters database: IOPD171115*
33. A fee may apply payable for the lodgment of advanced standing appeal as per Advanced Standing Policy, Clause 46.
 - a. The ESO to forward fee payment details to finance department for processing.
34. The HETI Higher Education Academic Board will review the appeal and make determination.

Appeal Determination

35. The ESO to draft notification (See supporting documents in TRIM folder *SUB18/921 for template*). Appellant will be notified in writing of the outcome of the appeal **within 20 working days of the date of the lodgement of the appeal** (See Advanced Standing Policy, Clause 46).
36. The ESO to register determination on Student Database, semester enrolment.
37. ESO to register appeal determination in TRIM folder *Student matters database: IOPD171115*
38. Education Support Officer to scan and TRIM such documents to student file.

DOCUMENT HISTORY

Version	Issued	Status	Author	Reason for Change
v0.1		Draft	A Kiellor	Initial draft
v0.2				
v0.3	19 April 2018	Draft	David Baxter	Review of procedure
v0.4	18 May 2018	Draft	S. Jarvis	2 nd Draft
v0.5	21 May 2018	Draft	S. Jarvis	As presented to the Teaching and Learning Committee
v0.6	30 May 2018	Draft	S. Jarvis	Amendments as per the Teaching and Learning Committee
v0.7	7 June 2018	Draft	V. Rhodes	As presented to the Higher Education Academic Board. Amendments formatting to new template
v0.7	14 June 2018	Draft	V. Rhodes	As approved by the Higher Education Academic Board
v0.8	9 July 2018	Draft	V. Rhodes	Formatting for publication including new document reference number
V1.0	18 July 2018	Final	S. Jarvis	Review against policy and updated template forms and letters