

Advanced Standing Policy and Procedure

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Responsible Officer	Dean
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Related Documents	Diversity, Equity and Inclusion Policy Partnership and Articulation Policy Partnership and Articulation Procedure Student Admission Policy and Procedure Student Complaint and Appeal Policy and Procedure
HESF (Threshold Standards) 2021	1.1.2; 1.2.1; 1.2.2; 4.2.1; 4.2.2; 7.1.3
Visibility	Public

1. Purpose

The purpose of this Policy and associated Procedure is to provide a clear framework and protocols for the formal recognition of prior learning, skills, and experience at the Australian Institute of Higher Education Pty Ltd ('the Institute'). This framework is aligned with the Australian Qualifications Framework (AQF) and the AQF Qualifications Pathways Policy, and is designed to ensure academic integrity, consistency, transparency, and the maintenance of high academic standards.

2. Principles

Key principles informing this Policy and the associated Procedure are based on the AQF, which defines recognition of prior learning as a process that involves assessment to determine entry and credit outcomes.

3. Context

This Policy and associated Procedure has been developed in order to ensure the following:

- a clear process and framework for the provision of recognition of prior learning for the Australian Institute of Higher Education ('the Institute')'s award courses
- consistency with the AQF and AQF Qualifications Pathways Policy

- fair and equitable means to recognise an individual's education, skills and experience
- transparency, to ensure academic integrity and standards are maintained.

4. Scope

This Policy and associated Procedure applies to all students at the Australian Institute for Higher Education Pty Ltd ('the Institute') and those seeking admission and to all staff involved in the assessment and recording of advanced standing.

5. Definitions

See the AIH Glossary of Terms for definitions.

6. Policy details

Any student with prior learning may submit appropriate evidence and apply for an exemption. The Institute may award credit towards achievement of a qualification or award for various forms of prior learning by comparing a student's current level of skills and knowledge against learning outcomes for a unit.

6.1 Methods of Achieving Recognition

Applying for recognition involves assessment of a range of prior learning including, but not restricted to:

- recognised higher education institutions
- accredited vocational education and training providers (VET)
- a professional association or other similar body
- automatic exemptions based on previous study with an approved education provider
- relevant position description, workplace experience and CV
- recommendations contained in the AQF.

The Institute may, on occasion, recognise the validity of other forms of training or education, providing they are equivalent to or meet the AQF standards. The Institute may also provide additional methods to assess a student's knowledge of a given subject, which may include a challenge exam, portfolio or other assessment methods.

6.2 Rules

Entry to the Institute's courses is based on specific published entry criteria and decisions regarding student selection will be in accordance with the Student Admission Policy. An offer of credit for Advanced Standing does not guarantee admission into a specific course. The assessment of the amount of Advanced Standing to be granted in particular courses shall be determined by the Principal Executive Officer or delegate in accordance with this Policy.

- Exemptions may be awarded to students who have completed previous studies with an approved education provider that the Institute has a current and valid Articulation Agreement with. Refer to Section 6.5: Articulation

Agreements within this Policy and associated Procedure for further information.

- Students may normally obtain a maximum of up to 50% exemptions in a specified course, except in limited circumstances, at the discretion of the Academic Board.
- Previous study graded as an exemption cannot be used for an exemption into an Institute course.
- Once appropriate documentation is submitted, an application for Advanced Standing will be reviewed within 10 working days.
- The following table indicates the maximum amount of Advanced Standing (AS) which normally applies for prior studies assessed as comparable and equivalent for various types of qualifications.
- The actual AS may be less than the maximum possible if the prior studies do not match core unit(s) in the course structure of the Institute or are not assessed as comparable and equivalent. Prior study gained at and below Certificate IV levels is not considered comparable and equivalent for courses offered at the Institute.
- Block credit should be applied when courses are cognate and there is significant overlap of units of study, and/or if the student has achieved a nested course.

AIH Course	Basis for the Assessment (Equivalent to AQF)	Advanced Standing
Any AIH Undergraduate Course	Any recognised education and training	Up to a maximum of 50% of the total course unit(s)*
Undergraduate	Completed Diploma (VET) or a Higher Education Diploma in a cognate field of study	Up to 33% credit linked to a 3-year Bachelor Degree (8 units)
Undergraduate	Completed Advanced Diploma (VET or Higher Education) or an Associate Degree in a cognate field of study	Up to 50% credit linked to a 3-year Bachelor Degree (12 units)
Undergraduate	Bachelor Degree	Up to a maximum of 50% of the total course unit(s)*

Postgraduate	If enrolled in Masters course with Bachelor Degree from non-cognate discipline	Case by case basis but no more than 33% credit linked to a 2-year Masters course (5 units)
Postgraduate	If enrolled in Masters course with Bachelor Degree from cognate discipline	Up to a maximum of 33% credit linked to a 2-year Masters course (5 units)
Postgraduate	Masters course	Up to a maximum of 50% of the total course unit(s)*
Postgraduate	Master by Research Courses	Up to a maximum of 50% of the total course unit(s)**

*The 50% maximum Advanced Standing does not apply to students wishing to transfer between courses within AIH after they have been enrolled and have partially completed their initial course.

** Master by Research Courses:

Up to a maximum of 50% of total course units may be granted as advanced standing subject to strict academic and course integrity conditions, outlined in Section 6.3.1

6.3 Advanced Standing

Advanced Standing shall be granted for a unit of study where there is a substantial match with content and/or learning outcomes of the Institute course for which credit is claimed. “Substantial match” means that the student is judged by the Principal Executive Officer or delegate to have the same probability of successful completion of the Institute course as a student completing the entire Institute course. As per the AQF Qualifications Pathways Policy, equivalence is measured by comparing learning outcomes, volume of learning, program of study (including content), and learning and assessment approaches. Application for advanced Standing in accounting units must also meet professionally accredited criteria (e.g. CP Australia).

Advanced Standing may be granted for non-award courses, as well as for courses provided by a professional association or similar body, where appropriate learning outcomes have been rigorously assessed and documentation is provided.

Advanced Standing will not normally be granted for formal study completed more than 8 years prior to enrolment unless there is evidence of continued relevance of this study for the course towards which Advanced Standing is sought.

Conditional Advanced Standing may be granted to students who have completed a course or enrolled at another provider but cannot provide official transcripts, or to students who are enrolled in a packaged enrolment (i.e. studying a Diploma and will be progressing to a Bachelor’s degree). *This provision includes Units of Study not yet graded/resulted by the current institution the student is enrolled at as long as the student has verified enrolment during the application stage.*

Advanced Standing for thesis units (MPGR6005–MPGR6008) may be considered only in special circumstances, based on verifiable research outputs, such as supervisor attestations, ethics approval letters, or completed literature reviews. All such credit decisions must be approved by the Head of Research.

6.3.1 Additional Provisions for Master by Research

For the Master by Research course, Advanced Standing may be granted under the following conditions:

- **Maximum Credit:** Up to a maximum of 50% of the total course units may be granted as Advanced Standing, subject to the conditions listed below.
- **Continuity:** Prior research experience must be recent, with no more than a 12-week, one trimester, or one semester break between enrolment at the previous institution and commencement at AIH.
- **Research Proposal Unit (MPGR6004):** May be credited if the applicant submits a prior research proposal that is approved by the Head of Research. Assessment will be on a case-by-case basis.
- **Thesis Units (MPGR6005–MPGR6008):** Credit may be considered only if the applicant provides satisfactory evidence of advanced research outputs, such as:
 - Supervisor attestations
 - Literature review documents
 - Completed or near-complete thesis drafts
 - Ethics approval documentation

These cases will be evaluated by a proposed supervisor and must be approved by the Head of Research.

6.4 Credit Transfer from one Institute course to another Institute course

Credit Transfer may be granted when a student has completed units whilst undertaking a course of study with the Institute and wishes to transfer to another course before completing the prior course. Credit will be granted for those units of study already undertaken which form part of the course into which the student is transferring. The grade awarded for the unit completed in the previous course will not be transferred to the new course. Instead, the units completed under the previous course will be recorded as Advanced Standing under the new course. The maximum amount of credit that can be granted in these circumstances is not limited.

6.5 Articulation Agreements

Articulation agreements are vital to the maintenance of educational pathways. The Institute will only develop an articulation agreement with another institution after its programs have been shown to offer genuine articulation with the Institute's programs. Refer to the Partnership and Articulation Policy and associated Procedure for further information on establishing an articulation agreement.

The Institute may enter into agreements with specific institutions to provide recognition of their credentials and credit for particular units. Before entering into such agreements, the Institute will map the competency units or specified learning outcomes provided by the institution against the learning outcomes provided by

the unit of study within the relevant Institute course.

Evidence of curriculum mapping will be examined and agreements approved by the Academic Board. The mapping will take the form of a tabulation of units and learning outcomes from the institution that is to be party to the agreement with the Institute and the Institute's learning outcomes.

Institutes applying for Articulation agreements should be able to establish and verify that they have benchmarked themselves against institutes that have met industry standards. Where there is a clear trend that the Advanced Standing granted under articulation agreements have resulted in poor student performance, the Agreement will be revoked.

If the approved education provider changes its course structure, the current Articulation Agreement will be invalid, and credits will be assessed on a case-by-case basis until a new agreement is entered into with the Articulation Partner.

A copy of all Articulation Agreements will be kept on file and held by the Principal Executive Officer or delegate. For an approved list of Articulation partners, please contact the Institute.

6.6 Cross Institutional Study

Students enrolled in an Institute course who wish to study an equivalent subject at another recognised provider should consult Student Services about the process and eligibility criteria. The Institute's Advanced Standing rules apply.

6.7 Appeals

An applicant may appeal against a decision made under this Policy. Appeals must be made as prescribed in the appeals process outlined in the Student Complaint and Appeal Policy and associated Procedure.

7. Actions and Responsibilities

7.1 Application procedure

Students must submit the relevant application form and certified or original supporting documentation such as unit outlines, transcript or other evidence to demonstrate equivalencies to the requested subject outcomes. If the documentation is not in English, certified translations must be supplied.

Coursework students must demonstrate a minimum result of a pass grade to receive credit. Research-based students must also meet the specific eligibility and documentation conditions outlined in Section 6.3 of the Policy before Advanced Standing can be assessed for any research unit.

The Australian Institute of Higher Education ('the Institute') does not guarantee transferability of credits from other education providers, nor does it guarantee that students who successfully receive exemption(s) will be assured academic success in future subjects.

The latest time an application for Advanced Standing can normally be made is two weeks prior to the first census date after commencement of the course unless approved by the Principal Executive Officer (or delegate). All applications should be accompanied by verified documentary evidence and a completed Advanced

Standing Application Form.

An assessment will be undertaken by the Principal Executive Officer (or delegate). Admissions will advise the applicant formally in writing of the result of their application within 10 working days of the application being received and will ensure that the decision is recorded in the student's file.

If the student is dissatisfied with the Principal Executive Officer's (or delegate's) decision, the student can appeal the decision in accordance with the Student Complaint and Appeal Policy and associated Procedure.

The student is required to confirm, by email or in writing, acceptance of any advanced standing granted.

Students granted Conditional Advanced Standing must supply their final verified supporting documentation two weeks prior to the first census date after commencement of the course or the Conditional Advanced Standing will be revoked.

It is the intention of the associated Policy that students be given an indication of the amount of credit that will be applied toward their course at the time they accept a place in the course if certified supporting documentation cannot be supplied. However, this form of advice is only an indication. The amount of Advanced Standing given will only be formalised and appear in a student's transcript when all verified documentation is received, and when the Principal Executive Officer (or delegate) completes processing the student's completed Advanced Standing Application Form.

7.2 Evidence Required

Certified or original supporting documentation such as unit outlines, official transcript or other evidence to demonstrate equivalencies to the requested subject outcomes may be required. Applicants with prior experience are required to submit appropriate evidence e.g. relevant position description, listing all experience and CV.

Applicants should refer to the Advanced Standing Application Form for further information on documentation required.

7.3 Complaints and Appeals

Enrolled students who are not satisfied with the outcome of their advanced standing application can make a complaint as per the Complaints and Appeals Policy and associated procedure.

7.4 International Students

If the applicant is an international student, the following applies:

- Where credit is granted before the issue of a visa, and if this varies the actual course duration, the electronic Confirmation of Enrolment (eCoE) issued to the student will show the reduced course duration.
- Where credit is granted after the issue of a visa, and if this varies the actual course duration, the Institute will report the change of course duration via PRISMS in accordance with section 19 of the Education

Services of Overseas Students (ESOS) Act 2000.

7.5 Types of Credits

As per the AQF Qualifications Pathways Policy, credit can be given to students in the form of block, specified or unspecified credit. The AQF defines the different types of credit as follows:

- Specified credit: Specified credit is credit granted towards particular or specific components of a qualification or program of learning.
- Unspecified credit: Unspecified credit is credit granted towards elective components of a qualification or program of learning.
- Block credit: Block credit is credit granted towards whole stages or components of a program of learning leading to a qualification.

7.6 Recording Credits

The grade recorded for specified, unspecified or block credit on the basis of learning completed is "Advanced Standing" represented by the code "AS". Refer to the Student Assessment Policy for further information on grades.

All approvals of advanced standing and credit transfer must be reported to the Head of Admissions (or delegate).

The Head of Admissions (or delegate) nominee will maintain a register of Advanced Standing granted and will record the Advanced Standing against the student's record.

Advanced standing for unspecified units may be granted when prior learning is relevant but does not match a specific unit. In these cases, records must clearly note the subject area or discipline used to support the decision.

7.7 Records Management

The Institute will maintain records of all applications for (including any accompanying evidence), the assessment of and decisions regarding advanced standing for at least two years after the student ceases to be a student at the Institute, in accordance with the Records Management Policy and associated Procedure.

7.8 Further Information

All queries should be directed as follows:

New students: Admissions Office, admissions@aih.edu.au

Continuing students: Student Services, studentservices@aih.edu.au

8. Legislation

This Policy and associated Procedure and the associated Procedure comply with Higher Education Standards Framework standard 1.1.2, 1.2.1, 1.2.2 and 7.1.3, which specifies that:

1.1.2. The admissions process ensures that, prior to enrolment and before fees are

accepted, students are informed of their rights and obligations, including:

- a. all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies,
- b. policies, arrangements and potential eligibility for credit for prior learning, and
- c. policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.

1.2.1. Assessment of prior learning is undertaken, consistent with the credit and recognition of prior learning policy in the Australian Qualifications Framework, for the purpose of granting credit for units of study within a course of study or toward the completion of a qualification. Such assessment is conducted according to institutional policies, the result is recorded and students receive timely written advice of the outcome.

1.2.2 Credit through recognition of prior learning is granted if:

- a. students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification, and
- b. the integrity of the course of study and the qualification are maintained.

7.1.3. Where units of study are offered separately from a course of study and are represented as eligible for gaining credit towards a course of study or a qualification:

- a. the course(s) of study and qualification(s) for which credit may be gained are specified, and
- b. the terms on which credit may be granted are defined.

This Policy and Associated Procedure are in line with the AQF ('Australian Qualifications Framework') and AQF Qualifications Pathways Policy.

8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Academic Board as at February 2026 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2016-2	Registrar	Updated template.	6 July 2016	6 August 2016
2017-1	Ms. McCoy	Revised and edited content; added definitions and information on processing time; removed Credit for RPE; restructured document; added table at beginning.	22 February 2017	6 March 2017



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2019-1	Principal	Updated Titles from Executive Dean to Principal, responsible person to Academic Dean, and contact officer as Admissions manager.	5 December 2019	5 December 2019
2020.1	Chief Executive Officer	Updated Titles from Principal to Chief Executive Officer; Rules for the policy; Update to cover postgraduate studies	24 April 2020	24 April 2020
2021.1	Registrar	Policy content reviewed by Admissions Manager and no changes required	14 April 2021	15 April 2021
2021.2	Dean	Recognition of AQF Levels within policy and number of units allowed with Advanced Standing criteria	8 September 2021	24 September 2021
2022.1	Registrar	Updated Higher Education Standards Framework [Threshold Standard] 2021	25 May 2022	26 May 2022
2022.2	Compliance and Executive Officer	Updated Rules to exclude Foundation units in proportion of course granted.	8 July 2022	9 July 2022
2022.3	Dean/Program Manager Business	Updated Methods of Achieving AS	7 November 2022	7 November 2022
2023.1	Registrar	Changes to Section 6.3 Advanced Standing requirements	9 March 2023	10 March 2023
2024.1	Head of Quality Assurance	Updated Titles from Chief to Principal Executive Officer; removal of information regarding foundation units; updated information in rules table under section 6.2; information on block credits added to section 6.2.	3 April 2024	4 April 2024
2025.1	Acting Head of Quality Assurance	Merged the Advanced Standing Policy and Procedure into a single document. Added provisions for Master by Research courses, including a 50% advanced standing limit, continuity requirements, and exclusions for research proposal and thesis units (Section 6.3.1). Updated procedural steps to	06 August 2025	07 August 2025



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		differentiate between coursework and research-based applicants. Updated Responsible Officer from PEO to Dean. Minor editorial updates to improve clarity and ensure compliance with AQF and TEQSA standards. HESF references updated to include 4.2.1 and 4.2.2.		
2026.1	Dean	Minor amendment to advance standing (unspecified electives record keeping)	4 February 2026	5 February 2026