

<p><b>Purpose</b></p>	<p>The purpose of this policy is to ensure that the decision to award credits into or towards a course BPP Institute is based on clearly defined and transparent guidelines that ensure all students are treated equitably and through a process that is academically defensible.</p>
<p><b>Scope</b></p>	<p>This policy applies to all courses at BPP Institute and to all staff involved in the assessment and recording of advanced standing.</p>
<p><b>Policy Principles</b></p>	<p><b>1. General</b></p> <p>1.1. It is a requirement that all students enrolling in a course at BPP Institute will be considered in light of their demonstrated prior learning. BPP Institute will act to maximise the level of advanced standing (in accordance with the AQF Qualifications Pathway Policy where applicable) offered to students who make such requests and in doing so, will follow the requirements listed below:</p> <ol style="list-style-type: none"> <li>a. Mapping between accredited courses at the same AQF level concentrates on identifying whether there is sufficient correlation of the course structure, learning outcomes, assessment methods and volume of learning.</li> <li>b. Qualifications where advanced standing is being sought must have been awarded and/or completed no longer than 10 years prior to the date of admission.</li> <li>c. Application for advanced standing can be made at any time from the date of application until prior to the commencement of the student's final study period for their course.</li> <li>d. The advanced standing assessment is the responsibility of the Head of School for undergraduate courses, and the course coordinator for postgraduate courses, unless authority has been delegated to the Director of Admissions as outlined in the Advanced Standing Procedure.</li> <li>e. Where a prospective undergraduate student has completed a cognate diploma in Australia, 80 credit units of advanced standing will apply. Additional units of credit can be awarded for an advanced diploma, associate degree or further higher education studies to the maximum level of 160 credit points, except in exceptional cases such as provider default at another institution.</li> <li>f. Where a prospective student has partially completed a qualification in Australia, or has completed non-cognate studies, the granting of units of credit is at the discretion of the Head of School or delegate for undergraduate courses,</li> </ol>

- and the course coordinator for postgraduate courses.
- g. Credit will not be awarded for capstone units.
  - h. Application for advanced standing can only be made for qualifications that have not been assessed previously by BPP Institute and cannot be granted for units the student has already attempted in their current course at BPP Institute without the expressed permission of the Dean.
  - i. Advanced standing applications are assessed and approved for a specific course and/or specialisation. They cannot automatically be transferred from the approved course and/or specialisation to another course and/or specialisation.
  - j. For professionally accredited courses the Head of School or course coordinator may, at their discretion, restrict the assessment to units considered equivalent in a course at another registered higher education provider.
  - k. The maximum number of units to be awarded as advanced standing is:
    - 160 credit points, or two-thirds of the course for undergraduate degrees;
    - 20 credit points, or one half of the course for graduate certificates;
    - 40 credit points, or one half of the course for graduate diplomas;
    - 60 credit points, or one half of the course for a 120 credit point Masters;
    - 80 credit points, or one half of the course for a 160 credit point Masters.
  - l. Where advanced standing is granted, it will be recorded on a student's transcript as an Exemption (EX) and will not have marks associated with it. Wherever possible, advanced standing will be awarded in specified units.
- 1.2. The above provisions do not apply to previous studies at BPP Institute in so much as students who have completed units as part of another qualification at BPP Institute such as a nested course, or as single units, can count them towards a new qualification.
- 1.3. In situations where students apply to study at BPP Institute due to provider default at another institution, students may be granted more than the maximum units of credit. The decision to approve students commencing at BPP Institute under these conditions is at the discretion of the Academic Board noting that under no circumstances will prospective undergraduate students be

	<p>granted more than 20 units of credit, regardless of prior experience, and the remaining units to be undertaken should be no less than four 500 or 600 coded units. The intent of this clause in the policy provides support to students who have been placed in an unfair position due to no fault of their own. Furthermore, where students are admitted to study at BPP Institute due to provider default at another institution, the Academic Board must be notified.</p> <p><b>2. Appeals</b>                  A student may appeal against a decision by following the Student Complaints and Appeals Policy and associated Procedure.</p> <p><b>3. Reporting</b>                  On an annual basis, or upon request by the Academic Board, a report will be provided to the Academic Board as part of the Academic Governance Key Indicator Analysis that includes details pertaining to student performance on the basis of advanced standing.</p>
<p><b>Related Documents</b></p>	<p>Admissions Policy                  Admissions Procedure                  Application for Advanced Standing form                  AQF Credit Transfer: An Explanation                  AQF Qualifications Pathways Policy                  Advanced Standing Procedure                  Cross Institutional Enrolment Policy                  Cross Institutional Enrolment Procedure                  Higher Education Standards Framework (Thresholds Standards) 2021                  Student Complaints and Appeals Policy                  Student Complaints and Appeals Procedure</p>
<p><b><i>For Administrative Use Only</i></b></p>	
<p><b>Responsible Officer</b></p>	<p>Dean</p>
<p><b>Contact Officer/s</b></p>	<p>Director of Admissions                  Head of School</p>
<p><b>Approved by</b></p>	<p>Academic Board</p>
<p><b>Definitions</b></p>	<p>See <a href="#">BPP Institute`s Glossary of Terms and Acronyms</a></p>

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## ADVANCED STANDING POLICY

Reference: POL-003  
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### *Version History*

Version No.	Approval Date	Amendment/s
1.	May 2025	First iteration <ul style="list-style-type: none"><li>• For BPP Institute</li></ul>

