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| | <p>1. Advanced Standing</p> <p>1.1. At BPP Institute, students will have their prior learning recognised as outlined in the Advanced Standing Policy. Through the awarding of advanced standing, reduced course duration is likely to result.</p> <p>1.2. Students may apply for advanced standing on the basis of recognition of prior formal learning. Advanced standing may be awarded to a student through full or partial achievement of an accredited qualification or course undertaken either in Australia or overseas.</p> <p>1.3. At BPP Institute, advanced standing decisions are evidence-based, transparent and undertaken by staff qualified in the relevant discipline to make appropriate academic decisions.</p> <p>1.4. Advanced standing is granted as:</p> <ul style="list-style-type: none">a. unspecified (elective) unitsb. specified units orc. a combination of unspecified and specified units. <p>1.5. Wherever possible students should apply for advanced standing using the Application for Advanced Standing (available from the BPP Institute website) before commencement of their studies or timetabling.</p> <p>2. Advanced Standing Guidelines</p> <p>2.1. <i>Advanced standing authorisation to admissions staff</i> The Advanced Standing Mapping Matrix outlines how 'standard' advanced standing units are to be awarded for undergraduate courses. Admissions staff are authorised to apply the Advanced Standing Mapping Matrix to the assessment of applications of prospective undergraduate students who have successfully completed a cognate diploma.</p> <p>2.2. <i>Advanced standing awarded by academic staff</i> For prospective students who apply for advanced standing outside the abovementioned 'standard', their Application must be assessed by the relevant Head of Discipline for undergraduate degrees and by the course coordinator for postgraduate courses. A suitable delegate may be appointed to assess advanced standing but must be approved by the Dean.</p> <p>2.3. In making decisions regarding the level of advanced standing for courses undertaken overseas, the Head of Discipline or course coordinator are guided by the advice provided in the Country Education Profiles supplied by the Department of Education and Training which offers an indication of equivalency between</p> |

- courses at overseas providers and the Australian system.
- 2.4. As stated in the Advanced Standing Policy, the Head of Discipline or course coordinator will aim to ensure the maximum level of advanced standing is awarded to all students who apply.
 - 2.5. When making decisions about advanced standing, the Head of Discipline or course coordinator must attempt to align the formal prior learning experiences with units offered by BPP Institute and wherever possible, award specified units as advanced standing. The Head of Discipline or course coordinator must also consider the course structure, learning outcomes and the volume of learning that has been demonstrated through prior studies. Prior undergraduate study cannot be used for credit towards postgraduate courses.
 - 2.6. Once the Head of Discipline or course coordinator has made an assessment as to the level of advanced standing to be offered, they will provide the response to the Admissions Department who will liaise with the student (or the student representative) to notify them of the outcome of the Application.
 - 2.7. A Written Agreement will be generated for the student by the Admissions Department indicating the BPP Institute units that have been offered as advanced standing and an indication of the revised and reduced course duration arising from accepting the advanced standing.
 - 2.8. By signing the Written Agreement, students are agreeing to accept the advanced standing being provided by BPP Institute and a copy will be retained in the student's file. The Admissions Department will also report the change of course duration via PRISMS within 31 days as required under section 19 of the ESOS Act.
 - 2.9. ***Advanced standing post-admission***
Where a student applies for advanced standing post arrival/ commencement the internal process consists of:
 - a. Submission of the complete Application for Advanced Standing to the Academic Services Department.
 - b. The Academic Services Department will ensure all relevant supporting documentation has been provided and that the Application has been duly completed and signed by the student.
 - c. The completed Application and supporting documentation will be passed on to the relevant Head of Discipline or course coordinator for an assessment.
 - d. Successful assessments are forwarded to the Academic

Services Department to prepare an advanced standing letter. The letter plus supporting documentation are given to the Admissions Department.

- e. The Admissions Department will inform the student of the outcome of their Application and request them to sign and accept the advanced standing offered. A copy of the signed letter together with supporting documents is retained in the student's file.
- f. The Admissions Department will issue the student with a revised electronic Confirmation of Enrolment (COE) with the adjusted course duration. The Admissions Department will also report the change of course duration via PRISMS within 31 days as required under section 19 of the ESOS Act.

3. Professional Accreditation

- 3.1. The Bachelor of Business (Accounting), the Master of Business (accounting specialisation) and the MBA (accounting specialisation) are externally accredited by CPA Australia and CAANZ. Accordingly, accreditation encompasses all core units of the BPP Institute course.
- 3.2. BPP Institute advises students to consider the potential impact of accepting advanced standing for core units within an externally accredited course. Whilst BPP Institute may offer advanced standing to students based on previous studies, the accrediting bodies may not deem those units as equivalent to their own requirements. It is therefore essential that prior to accepting an offer of advanced standing, all students are reminded of this potential issue and are encouraged to seek advice from the accreditation body. It is also a requirement that staff liaising with students under these circumstances provide the necessary advice to allow students to make an informed decision.
- 3.3. Liability will reside with the students if accreditation is denied on the basis of unsubstantiated (as determined by the accrediting bodies) advanced standing for core units.

4. Students' Responsibilities

- 4.1. Students should provide the following documentation to ensure the Head of Discipline or course coordinator has all relevant information to enable them to make a fair and proper judgement regarding the level of advanced standing to award:
 - a. a certified copy of all academic transcript(s) to be used for the advanced standing assessment

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| | <p>b. evidence of previous course completion (where applicable)</p> <p>c. evidence of unit/subject content where it is not otherwise obvious</p> <p>d. indication of the types of assessment, workload expectations and course duration where it is not otherwise obvious.</p> <p>4.2. All documentation must be provided in English and be certified copies, unless BPP Institute staff sight the original.</p> <p>4.3. Documentation provided in other languages must be accompanied with a certified translation.</p> <p>5. Rescinding Advanced Standing</p> <p>5.1. Any student who has accepted an advanced standing offer by BPP Institute may apply in writing to rescind (withdraw or cancel) part or all of this advanced standing. Requests to rescind advanced standing will be approved on a case-by-case basis through discussions between the student and the Dean or delegate to ensure there are sound academic reasons for doing so. Once advanced standing has been rescinded, students will not be re-granted that advanced standing unless they can provide evidence that the decision to rescind advanced standing was made under duress or through an error of BPP Institute.</p> <p>5.2. Rescinding credits may result in the need to extend the length of the CoE. Any cost associated with the extension of an CoE will be the responsibility of the student.</p> <p>5.3. The Admissions Department will inform the student of the outcome of their Application and request them to sign and accept the rescindment of advanced standing. A copy will be retained in the student’s file.</p> <p>5.4. If rescindment of advanced standing is granted, the Admissions Department will issue the student with a revised CoE with the adjusted course duration. The Admissions Department will also report the change of course duration via PRISMS within 31 days as required under section 19 of the ESOS Act.</p> <p>6. Student Course Planner</p> <p>As advanced standing granted or rescinded will impact on the student’s course plan, students should seek assistance from the Admissions Department regarding timetabling.</p> |
| <p>Related Documents</p> | <p>Admissions Policy Admissions Procedure Advanced Standing Mapping Matrix</p> |

ADVANCED STANDING PROCEDURE

Reference: PRO-003
Status: Active
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| | Advanced Standing Policy Application for Advanced Standing Form AQF Credit Transfer: An Explanation AQF Qualifications Pathways Policy Cross Institutional Enrolment Policy Cross Institutional Enrolment Procedure |
| For Administrative Use Only | |
| Responsible Officer | Dean |
| Contact Officer/s | Heads of School and Director of Admissions |
| Approved by | Dean |
| Definitions | See BPP Institute's Glossary of Terms and Acronyms |

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