

To ensure your application is processed as quickly as possible please make certain all supporting documents are attached and where required, all fields on this application are correctly completed.

INSTRUCTIONS

Eligibility

Advanced Standing is the granting of credit towards completion of an ECU course based on two broad types of experience:

- credentialed experience– learning gained through formal education or training with a recognised post-secondary institution, training provider or accredited professional body;
- uncredentialed experience – learning gained outside the formal education and training system through work, life and other practical experience.

Supporting Documentation

Applications for Advanced Standing must be supported by documentation to substantiate the basis upon which the application is being made. For credentialed experience this will include certified copies of documents confirming completion of qualifications and/or individual units of study. Unit outlines should accompany the application where the studies were completed at another institution for which no established advanced standing precedence exists. Applications based on uncredentialed experience should include supporting documentation as stipulated by the relevant Faculty/School.

Document Certification

An Application for Advanced Standing on the basis of previous studies at another institution must be accompanied by the original or certified copy of the documentation covering such studies. Copies can be certified by:

- Student Central staff at ECU; or
- The official records department of the institution that originally issued the documents; or
- The Admissions Office or Student Administration of any Australian University; or
- Within Australia, anyone who is currently employed as a Justice of the Peace; commissioner of declarations; pharmacist; credit union branch manager; bank manager; barrister; solicitor or patent attorney; police officer in charge of a police station or of the rank of sergeant and above; medical practitioner; postal manager; principal of an Australian secondary college, high school or primary school; accountant – member of the Institute of Chartered Accountants in Australia or CPA Australia or the National Institute of Accountants or the Association of Taxation and Management Accountants or Registered Tax Agents; or
- Overseas, an Australian overseas diplomatic mission and Australian Educational Centres or Notary Public; or
- The Administration Office of any TAFE College; or
- Western Australian Tertiary Institutions Service Centre, Queensland Tertiary Admissions Centre, South Australian Admissions Centre, Universities Admissions Centre (NSW and ACT) or Victorian Tertiary Admissions Centre.

Submission of Application

Commencing students need to submit their application prior to enrolment in their first teaching period. Continuing students need to submit their application no later than the first week of the teaching period for which they are applying, to allow sufficient time for the application to be approved and processed before the census date. For a list of Census dates go to: <http://www.ecu.edu.au/student/admin/dates.php#census>

SAMPLE FORM

Unit Code or Level of Credit	Unit Title or Type of Credit	Credit Points	Basis for Credit	Approved?	Initial where approved
CBS1105	Interpersonal Skills	15	UWA – PSY101	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
ACC1100	Accounting 1	15	UWA – ACC101	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
1 st yr	Elective	15	Curtin – COM101	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
1 st yr	Minor	30	TAFE Advanced Diploma of Business Studies	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
2 nd yr	Minor	30	TAFE Advanced Diploma of Business Studies	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
3 rd yr	Minor	30	TAFE Advanced Diploma of Business Studies	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

GUIDE TO UNSPECIFIED UNIT LEVELS AND TYPES

Levels of Unspecified Credit

1st year (Undergraduate)
 2nd year (Undergraduate)
 3rd year (Undergraduate)
 4th year (Undergraduate)
 5th year (Undergraduate)
 Honours
 Graduate Certificate/Diploma
 Masters
 Doctoral

Types of Unspecified Credit

Core/Foundation
 Major
 Minor
 Supporting Major
 Stream
 Elective
 General Studies
 Selected Field