Advanced Standing Policy and Procedure

Policy
BMIHMS is committed to ensuring that students are given credit in their programs of study for learning previously achieved, thereby maximising their qualifications pathways and supporting lifelong learning. The policy is underpinned by the principles that BMIHMS Advanced Standing arrangements:

- are clear and transparent to students
- are systemic and systematic
- enable flexible qualifications pathways
- may be horizontal across qualifications including AQF qualifications at the same level as well as vertical between qualifications at different levels
- can facilitate credit for entry into, as well as credit towards, qualifications including AQF qualifications
- eliminate unfair or unnecessary barriers for student access to qualifications including AQF qualifications.

Advanced Standing in this policy applies to all forms of credit that may be given to students including specified, unspecified and block credits granted for formal, non-formal and informal learning through processes including credit transfer and recognition of prior learning.

Coverage
This policy applies to all BMIHMS courses and delivery sites.

Purpose and Scope
The purpose of this policy is to maximise the credit that students can receive for learning already undertaken. It aims to:

- enhance student progression into and between qualifications including AQF qualifications
- recognise the multiple pathways that students take to gain qualifications and that learning can be formal, non-formal or informal
- support the development of pathways in the design of BMIHMS qualifications.

Responsibilities
Assistant Director Student Services is responsible for ensuring that the policy and procedure are applied at the time of student enrolment, for the maintenance of records relating to students’ Advanced Standing, for maintaining the register of articulation agreements and ensuring that this is publicly available.

Director Quality and Educational Planning is responsible for ensuring that the policy is followed in the development of BMIHMS qualifications, and monitoring overall compliance with the policy and procedure.

Director Sales and Marketing is responsible for ensuring that information related to the application of the policy and procedure is included on the BMIHMS website and that prospective students are advised of articulation and advanced standing arrangements.

Head of School, Director of Academic Affairs is responsible for this policy and procedure and ensuring that the application of this policy and procedure is consistent with:

- the academic integrity of the program being maintained.
- the policy’s purpose

Definitions
Advanced Standing is a form of credit for any previous learning including formal, informal and non-formal learning. It encompasses all forms of recognition including specified, unspecified and block
advanced standing achieved through processes such as Credit Transfer and Recognition of Prior Learning.

Articulation arrangements enable students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway. Articulation arrangements are made between providers by mutual agreement.

Block credit is credit granted towards whole stages or components of a program of learning leading to a qualification. Block credit does not require exact equivalence with BMIHMS subjects, rather, reasonable correspondence to the learning objectives such that the graduate attributes of the BMIHMS course are achieved.

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning.

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

Formal learning is the learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.

Informal learning is learning gained through work, social, family hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.

Non-formal learning refers to learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.

Pathways allow students to move through qualification levels with full or partial recognition for the qualifications and/or learning outcomes they already have.

Recognition of Prior Learning is an assessment process that involves assessment of an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

Specified credit is credit granted towards particular or specific components of a qualification or program of learning.

Unspecified credit is credit granted towards components, usually electives, of a qualification or program of learning. Unspecified credit is usually given as credit points not linked to individual subjects.

Procedure

BMIHMS Approach to Advanced Standing:
Advanced Standing in a program of study means that students will not have to undertake some components of the program to gain the qualification in which they are enrolled. Advanced Standing may be:

• Specified (that is, for particular components of a qualification)
• Unspecified (that is, for one or more usually elective components of a qualification)
• given as a Block Credit (that is, a whole stage or components of a program)
• based on formal and/or non-formal learning (Credit Transfer)
• based on informal learning (Recognition of Prior Learning).

Block Credits

• BMIHMS will award a block credit of eight (8) subjects (courses) into the International Hotel and Resort Management (IHRM) or International Event Management (IEM) programs to students who hold a Diploma (Hotel, Hospitality, Event, Business) from institutions recognised or accredited by AEI-NOOSR, THE-ICE or NEASC.
• BMIHMS will award a block credit of up to twelve (12) subjects (courses) to students who hold a Advanced Diploma/Associate Degree or equivalent from institutions recognised or accreditated by AEI-NOOSR, THE-ICE or NEASC based on the following:
  o Advanced Diploma/Associate Degree or equivalent in Hospitality/Hotel into IHRM = 12 units
  o Advanced Diploma/Associate Degree or equivalent in Events into IEM = 12 units
  o Advanced Diploma/Associate Degree or equivalent in Business into any program = 10 units
  o Advanced Diploma/Associate Degree or equivalent in Hospitality/Hotel into IEM = 10 units
  o Advanced Diploma/Associate Degree or equivalent in Events into IHRM = 10 units
• Diploma, Advanced Diploma, Associate Degree or equivalent in Tourism will be considered on a case by case basis and the application package of a completed Advanced Standing Application form and course outline needs to be provided by the student
• Students holding qualifications from institutions that are not recognised nor accreditated by AEI-NOOSR, THE-ICE or NEASC will be considered on a case by case basis and the application package of a completed Advanced Standing Application form and course outline needs to be provided by the student

BMIHMS Requirements:
Currency
Assessment for Advanced Standing will take into account all of the learning undertaken by the applicant. Currency of learning will be assessed in the context of the student’s learning, work and life experiences. As a guide, previous study and/or experience must have been completed within the ten years prior to entering the program for academic subjects, and within five years of entering the program for applied units.

Limits on Advanced Standing:
• Advanced Standing may be given on the basis of whole subjects only.
• Advanced Standing may be given for all subjects for which equivalent learning is established for up to a maximum 50% of the credit points within a course.
• In assessing applications, the previous subjects/learning must show at least 80% compatability with the subjects for which Advanced Standing is sought, except in the case of non-specific or block credit. Assessment of equivalence must take into account factors such as the learning outcomes of the subject for which Advanced Standing is sought, the volume of learning, program of study including content, and learning and assessment approaches.
• Students with advanced standing in applied subjects and who also wish to complete an Industry Practicum must complete an Industry Placement Passport (see Industry Practicum Passport Policy).

Exemption from Core Course Components and Substitution of Elective Subjects:
In certain circumstances an applicant for may apply to be exempted from undertaking some core components of that course. This exemption will apply when an applicant has extensive, relevant and current industry work experience that aligns to a core component of the course.

Where an applicant wishes to seek an exemption on this basis they must apply in writing to the Head of School, Director of Academic Affairs, and provide certified copies of evidence that demonstrates the claimed experience.

The assessment of the application will be undertaken by the Head of School, Director of
Academic Affairs, or nominee who will arrange an interview with the applicant to determine an alternate program of study that will substitute the exempted core units with elective units of equal credit point value.

For example, an applicant with relevant industry work experience may apply to substitute “Management Practicum and Project” with elective units that total 8 credit points.

Applications

- Applications must be made on the Advanced Standing Application Form and submitted to the Admissions Manager before commencement or to the Deputy Head of School after the term has commenced but before the census date of the student’s first term.
- Certified copies of all relevant original documentation must be supplied at the time of the application. If the application relates to study at a different institution, an original transcript of results, relevant unit guides and course structure must be provided.
- If the documentation is not in English, certified translations must be supplied.

Rights of Applicants:

- Advanced Standing is given in relation to a specific course. Students transferring to a different course must indicate that they wish to be assessed for Advanced Standing towards the new course and may be required to re-apply.
- For Advanced Standing to be granted, the applicant must authorise this. An application signed by the student will be deemed to be an authorisation for this purpose. Depending on the student’s visa or other arrangements, more explicit authorisation may be required. The Admissions Manager or Manager Student Services can provide further information on this.
- There is no charge for an Advanced Standing assessment.
- Students may elect not to receive some or all of the Advanced Standing to which they are entitled.

Notification:

- Applicants will normally be notified within ten working days; however, a longer time may be required at peak admission and enrolment times.
- Applicants will be notified of the outcome of their application by email where practicable. Where application is made prior to enrolment, applicants will be notified of the Advanced Standing available to them in the letter of offer, or by a separate notification.
- If the Advanced Standing is granted before the student visa grant, the Confirmation of Enrolment (CoE) will indicate the net course duration.
- If the Advanced Standing is granted after the student visa grant, the change of course duration will be reported via PRISMS.

Assessment:

- Assessment of Advanced Standing is an academic responsibility. Standard assessments based on articulation agreements or established precedents may be delegated to the Admissions Manager.
- Where the application is for informal learning (Recognition of Prior Learning) the Deputy Head of School or nominee will discuss the evidence requirements and the method/s of assessment with the applicant.

Appeals:

Appeals against Advanced Standing assessments may be made in accordance with the Academic Complaints and Grievances Policy and Procedure. Students are advised to discuss the outcome of
their assessment with the Deputy Head of School before proceeding to this step.

**Documentation:**
All documentation related to Advanced Standing will be held on the student’s file.

**Associated Forms**
*Advanced Standing Application Form*

**Related Information**
*Industry Practicum (IP) Passport Policy and Procedure*
*Articulation Agreements Policy and Procedure*

**Review**
This Policy and Procedure will be reviewed every three years.

**Comments**
*December 2012:* Credit Transfer Policy and Procedure updated to Advanced Standing Policy and Procedure.  
*June 2013:* Include information on ‘block credits’