Advanced Standing Policy

Policy
Blue Mountains International Hotel Management School Pty Limited (BMIHMS PL) trading as Blue Mountains International Hotel Management School (BMIHMS) to be known as ‘the School’ 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. This 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.

BMIHMS is committed to upholding the requirements and responsibilities of ensuring its admission criteria is appropriate and credit for previous study at the appropriate level is recognised in accordance with the following legislation and standards:

• Higher Education Standards Framework (Threshold Standards) 2011

Coverage
This policy and procedure applies to Quality Assured (QA) delivery of accredited BMIHMS programs at the following campuses:

Australia (Leura, Sydney)  China (STFI)  Malaysia (INTI)  

If applicable, this policy and procedure will also apply in future, wherever QA BMIHMS programs are approved for delivery elsewhere in Australia or overseas.

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
Manager, Admissions is responsible for ensuring that the policy and procedure are applied at the time of student enrolment and for the maintenance of records relating to students’ Advanced Standing.
Director Quality, Planning & Registration 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 outcomes 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.

**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 (units) 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 an Advanced Diploma/Associate Degree or equivalent from institutions recognised or accredited by AEI-NOOSR, THE-ICE or NEASC based on the following:
  - Advanced Diploma/Associate Degree or equivalent in Hospitality/Hotel into IHRM = 12 units;
  - Advanced Diploma/Associate Degree or equivalent in Events into IEM = 12 units;
  - Advanced Diploma/Associate Degree or equivalent in Business into any program = 10 units;
  - Advanced Diploma/Associate Degree or equivalent in Hospitality/Hotel into IEM = 10 units;
  - 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. The application package consists of a completed Advanced Standing Application form and course outline provided by the student.

- Students holding qualifications from institutions that are not recognised nor accredited by AEI-NOOSR, THE-ICE or NEASC will be considered on a case by case basis. The application package consists of a completed Advanced Standing Application form and course outline provided by the student.

- Students who complete BBus (IHRM) at BMIHMS and enrol in the MIHM program are eligible for advanced standing for MHC602, 603 and 609.
- Students who transfer internally from MIHM to MGBM are eligible for advanced standing and will be assessed on a case by case basis for the units already completed.

**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% compatibility 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.
- Advanced Standing will not be granted multiple times on the same evidence within undergraduate or postgraduate qualifications.
- Students with advanced standing in applied subjects and who also wish to complete an Industry Practicum must complete an Industry Placement Passport (see IP Passport Policy and Procedure).
**General**

- Applications must be made on the *Advanced Standing Application Form* and submitted to the Manager, Admissions prior to course commencement, or to Senior Manager Student Services if the course has commenced.
- *Advanced Standing Application Forms* should be lodged no later than end of week 2 of the first term. No additional advanced standing will be granted after this date.
- 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 in the new course, the applicant must request this. An application signed by the student will be deemed to be a request for this purpose. Depending on the student’s visa or other arrangements, more explicit acknowledgement may be required. The Manager, Admissions or Senior Manager, Student Services can provide further information on any such requirements.
- 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. Once Advanced Standing has been rescinded or declined, it will not automatically be re-granted.

**Notification**

- Applicants will normally be notified within ten working days. If application is submitted prior to course commencement, 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.
- For international students, if the Advanced Standing is approved before the student visa is granted, the Confirmation of Enrolment (CoE) will indicate the net course duration. If the Advanced Standing is approved after the student visa is granted, the change of course duration will be reported via PRISMS. Regardless of the amount of credit approved, international students must maintain a full-time study load to satisfy student visa requirements.

**Assessment**

Assessment of Advanced Standing is an academic responsibility. Standard assessments based on articulation agreements or established precedents may be delegated to the Manager, Admissions.

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.

**Recording of Advanced Standing**

- Student Services will keep a record of the Advanced Standing that has been granted to assist with the consideration of future Advanced Standing applications.
- Student Services will apply advanced standing to the student’s record in Paradigm.
- The results of the subjects on which Advanced Standing is based will not appear on a student’s academic transcript when they were completed at another institution.
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

Academic Complaints and Grievances Policy and Procedure
Articulation Agreements Policy and Procedure
IP Passport Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2011

Review

Policies and procedures are reviewed on a yearly basis. Staff can submit recommendations for change on the Improvement Request Form.

Comments

December 2012: Credit Transfer Policy and Procedure updated to Advanced Standing Policy and Procedure.

June 2013: Information included on ‘block credits’.

May 2014: Hyperlinks added; titles (responsibilities) updated; Review changed from 3 years to 1 year.

November 2014: Hyperlinks added; responsibilities reformatted; Coverage text edited to be consistent with other Policies and Procedures.

December 2014: Final paragraph added to policy statement referring to Threshold Standards and Threshold Standards link added to related information section; ‘procedure’ section broken into several more aptly titled subsections and responsibilities updated; conditions for students applying for block credit for internal courses added; limit for multiple applications for Advanced Standing added ‘Exemption from Core Course Components and Substitution of Elective Subjects’ section deleted; additional requirement for lodging AS Application forms by end of the week 2; requirement for international students added regarding maintaining a full-time study load; ‘Recording of Advanced Standing’ section added.

January 2015: ‘is governed by the Higher Education Board (HEB)’ added to Policy; reformatting; include campus logos under Coverage; Approvals added.

Approvals

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