

Application for ADVANCED STANDING OR RECOGNITION

This form is to be used by students undertaking a course in the Faculty of Higher Education who are seeking Advanced Standing or Recognition towards their course based on previous study or industry experience.

Application Process

1. Discuss your eligibility with the Higher Education faculty.
2. Complete this form and attach the certified supporting documents listed on the form if required. Keep copies of all for your own reference and do not attach originals.
3. Submit your application **by mail** or **in person** at the Higher Education Student Management Office.
Degrees.admin@angliss.edu.au WAI – Melbourne Campus
Room 343, Level 3, Building A
555 La Trobe Street Melbourne VIC 3000
4. Your application will be assessed by the Higher Education faculty in accordance with [Higher Education Recognition of Prior Learning Policy](#). You may be contacted if any clarification or further information is required.
5. You will be notified of the outcome via email. You may be required to confirm if you accept the outcome. Once confirmed, it will be processed.
6. You have the right to request a review and appeal decisions in accordance with the [Student Complaints, Grievances and Appeals Policy](#).

Submission Timelines

Applications need to be submitted at or prior to the initial enrolment day to ensure enrolments are accurate at the time of commencement of classes. Student will be enrolled into Year 1 subjects until application is approved. It is the students' responsibility to ensure approvals are received prior to withdrawing from classes. Late applications can be considered, however refunds can only be obtained if the withdrawal is prior to census date.

Information for International Students

If your course length is reduced as a result of Advanced Standing (credit), WAI International office will issue a new Confirmation of Enrolment (CoE). This means you will be expected to complete your course based on the new course length, regardless of your visa expiry date.

Section A Personal Details

Family Name	Student Number
<input type="text"/>	<input type="text"/>
Given Names	Date of Birth
<input type="text"/>	<input type="text"/>
Email	Phone Number
<input type="text"/>	<input type="text"/>
William Angliss Course Code	William Angliss Course Title
<input type="text" value="CRS"/>	<input type="text"/>
Are you an International student?	<input type="checkbox"/> Yes – Accepting credit as part of initial offer → Go to Section D
	<input type="checkbox"/> Yes – Requesting credit on the basis of new evidence → Go to Section B
	<input type="checkbox"/> No – Go to Section B

Section B Application Details

What is the basis of your application and what credit are you applying for? Select all that apply.

- | | |
|--|------------------------|
| <input type="checkbox"/> Previous Study at William Angliss Institute applying for Academic subjects | → Complete Section C.1 |
| <input type="checkbox"/> Previous Study at Other Institute applying for Academic subjects | → Complete Section C.2 |
| <input type="checkbox"/> Previous Study at WAI or Other Institute applying for Work placement subjects | → Complete Section C.3 |
| <input type="checkbox"/> Industry Experience applying for Academic subjects and/or Work placement subjects | → Complete Section C.3 |

Section C Supporting Documents

C.1 Previous Study at William Angliss Institute
Have you completed the course? Yes No – Expected completion date: _____

C.2 Previous Study at Other Institute
Select the supporting documentations you are attaching to this application. You may be contacted if any clarification or further information is required.

Vocational Courses (e.g. Certificate, Diploma, Advanced Diploma, etc.)	Higher Education Courses (e.g. Bachelor, Undergraduate certificate, etc.)
<input type="checkbox"/> Evidence of course completion (e.g. certified copy of certificate, completion letter)	<input type="checkbox"/> Evidence of course completion if complete (e.g. certified copy of certificate, completion letter)
<input type="checkbox"/> Certified copy of transcript	<input type="checkbox"/> Certified copy of transcript
	<input type="checkbox"/> Evidence of current enrolment if applicable
	<input type="checkbox"/> Subject outlines / Subject delivery schedule – must detail learning outcome in the year of study

C.3 Industry Experience
Select the supporting documentations you are attaching to this application. You may be contacted if any clarification or further information is required.

<input type="checkbox"/> Resume / Curriculum vitae – It should include details of your position title, regular duties, period and type of employment.	
<input type="checkbox"/> Position description	<input type="checkbox"/> Subject delivery schedule of industry practicum
<input type="checkbox"/> Evidence of hours worked (e.g. Timesheets, pay slips)	<input type="checkbox"/> Written references
<input type="checkbox"/> Certified copy of transcript showing industry practicum	<input type="checkbox"/> Other – Please specify. _____

What type of subjects are you applying credit for? Please select all that apply.

Academic subjects – Please list the subjects. _____

Work placement subjects – Please note you will be contacted by the faculty.

Section D Declaration

I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications. I acknowledge that incomplete information may result in my application being returned to me. I declare the information supplied in this form and attachments is correct and complete. I understand that the William Angliss Institute reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.

Student Signature Date

Section E Office Use Only

HE Faculty Approved Yes No

Outcome

Assessed by Signature Date

Supporting documents attached Yes Not required

Original/Certified copy sighted Yes No - No further processing

Processed in SMS by Signature Date