

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.

How to Submit Your 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://intranet.ecu.edu.au/student/dates-and-events/withdrawal-dates>

Applications can be submitted in person, or mailed to Student Central at the locations below.

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 | | | Types of Unspecified Credit | | |
|--------------------------------------|--------------------------------------|------------------------------|-----------------------------|------------------|-----------------|
| 1 st year (Undergraduate) | 4 th year (Undergraduate) | Graduate Certificate/Diploma | Core/Foundation | Supporting Major | General Studies |
| 2 nd year (Undergraduate) | 5 th year (Undergraduate) | Masters | Major | Stream | Selected Field |
| 3 rd year (Undergraduate) | Honours | Doctoral | Minor | Elective | |

Bunbury Student Central
Edith Cowan University
Building 1
Robertson Drive, Bunbury, WA 6230
Ph: 9780 7710

Joondalup Student Central
Edith Cowan University
Building 18
270 Joondalup Drive, Joondalup WA 6027
Ph: 6304 2000

Mount Lawley Student Central
Edith Cowan University
Building 3
2 Bradford Street, Mount Lawley WA 6050
Ph: 6304 2000