



# Policy on Advanced Standing/ Recognition of Prior Learning

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## Advanced standing

Applicants who can demonstrate that they have completed equivalent courses and / or subjects at a recognised university or college may apply to have these studies recognised by the ICMS. If successful, the applicant will receive exemption from the subject(s) based on advanced standing. This is different from Recognised Prior Learning (RPL) in that it only considers previous formal studies.

It is the applicant's responsibility to lodge all requests for advanced standing no later than 30 days prior to commencing the program (or upon application for enrolment if submitted within 30 days of term commencement), ensuring that their application includes the following (refer also to Academic Compendium section **Admission Procedure**):

1. certified academic records (transcripts).
2. official copies of program curriculum for the course of study undertaken by the applicant, including:
  - a. descriptions of each subject,
  - b. the duration of tuition for each subject in hours,
  - c. credit weighting for each subjects.

All official documents in any language other than English must also be accompanied by an official translation into English, bearing the stamp and signature of a certified translator.

## Conditions

A minimum of 50% of the course curriculum must be completed at ICMS to be eligible for an award. The Head of Admissions will determine the number of exemptions to be granted based on the documentation provided. Late applications for advanced standing and/or RPL will not be accepted. Further queries regarding application for advanced standing or RPL can be made to the ICMS Admissions Office.

## Recognition of Prior Learning (RPL)

RPL is the granting of subject exemptions as a result of evidence provided by a student showing their competence attained through formal training, work experience and / or life experience. RPL differs from advanced standing in that it acknowledges skills and knowledge in order to demonstrate current competency, rather than requiring proof of having completed an equivalent academic qualification at a comparable education provider.

It is the applicant's responsibility to lodge all requests for RPL no later than 30 days prior to commencing the program (or upon application for enrolment if submitted within 30 days of term commencement), ensuring that their application includes types of evidence that may assist with the application such as certified copies of qualifications attained, original statements of employment, or examples of work completed (refer also to Academic Compendium section Applying for RPL).