

Advanced Standing Application Form

To apply for Advanced Standing) towards a course of study at the Australian Performing Arts Conservatory (APAC) please submit, all relevant evidence documents. Incomplete applications will delay processing.

Please note: Applications for Advanced Standing must be finalised prior to the census date to ensure that units that have been granted advanced standing can be withdrawn from the enrolment record by census date. Otherwise, tuition fees for these units may apply.

Please refer to the Admissions Policy and Procedure to assist you with your application. You may also wish to discuss your application with the Head of Discipline (HoD) during your interview.

Please note: International Students. If your application for Advanced Standing is successful, it may reduce the duration of your course. Please review the Advanced Standing Policy and Procedure which provides information on how the granting of advanced standing is reported on your electronic Confirmation of Enrolment (eCoE) by APAC.

1. Student Details

Family Name:		Given Name:	
Mobile Phone:		Email:	

2. Course Details

Select the course for which you are seeking Advanced Standing.

<input type="checkbox"/> BSSACT Bachelor of Screen and Stage (Acting)	<input type="checkbox"/> BSSSCP Bachelor of Screen and Stage (Screen Production)	<input type="checkbox"/> BSSND Bachelor of Screen and Stage (Song and Dance)

3. Articulation Agreements

APAC has in place articulation agreements with selected institutions (refer website for current list of the institutions). If you have graduated from any of these institutions or APAC Advanced Diploma's you may be eligible for academic credit.

4. Prior Course

Please list any previous study for which you are seeking advanced standing.

Institution	Course/Award Name	Completed Y/N	Completion Date

5. Advanced Standing for Specific Units

Please complete the following table and list the APAC units for which you are seeking Advanced Standing, mapped to the units/subjects from your previous study.

If you are seeking recognition for prior work experience or other experience, then only complete the APAC Unit Details section and provide relevant details for Section 6 of this document.

Completed Unit Details			APAC Unit Details	Director of Higher Education (or delegated Head of Discipline - HoD) to complete	
Unit Name	Credit Points	Grade	Unit Code and Name	Credit Points	For office use only

6. Advanced Standing - Relevant Prior Work Experience (if applicable)

Most Recent Employer:			
Position Held:			
Length of Employment:	[start date] – [end date]	Hours worked (weekly):	[hrs]
Manager Name:			
Manager's Phone No:			
Description of Duties (relevant to Discipline)			

* Please attach information regarding additional employers and/or contracts.

7. Other Experience

Please list details of other experience that you believe is relevant, such as short courses, volunteer experience etc.

Description of experience:

8. Evidence Attachment Checklist

Please attach documentation that supports your application for Advanced Standing. Please select the types of evidence that you have attached and ensure that those items with an asterisk are certified copies.

- | | |
|--|---|
| <input type="checkbox"/> *Academic Testamur/Certificate | <input type="checkbox"/> Job Position Description |
| <input type="checkbox"/> *Statement of Attainment/Transcript | <input type="checkbox"/> Referee's Letter |
| <input type="checkbox"/> Unit/Subject Descriptions | <input type="checkbox"/> Resume/CV |
| <input type="checkbox"/> Unit/Subject Study Guides | <input type="checkbox"/> Portfolio |
| <input type="checkbox"/> Other: please specify: | |

*Certified documents must be:

- A copy of the original document certified by an authorised person (e.g., a Justice of the Peace or equivalent); Justice of the Peace and Commissioner of Declarations signing locations, Service of a JP or Commissioners for Declarations (Cdecs)

- International supporting documents must be provided as certified English translations.

9. Declaration

Please tick each box below to demonstrate that you have understood each item. I understand by signing this form that:

- All evidence documents I have attached are true and complete records.
- I will have to provide original or certified copies of documents to the Admissions Team.
- Any documents found to be fraudulent or misleading will void my application.
- APAC may contact the issuing institution and/or employers/referees to verify documentation.
- I have read and understood the Admissions Policy and Procedure and Advanced Standing Policy and Procedure.
- I declare that to the best of my knowledge, all information I have provided is true and accurate.

Print Name

Signature of Applicant Date

Email from APAC named email account constitutes a signature

10. Submitting your Application

You can consult with the Admission Team for assistance in finalising your application. Please note that only fully completed applications supported by the required evidence will be forwarded to the Director of Higher Education for assessment.

To finalise your application, sign this form and include your evidence documents.

Return this form to:

Director of Higher Education

Email: admin@apac.edu.au

Deliver: APAC reception: Level 5 102 Adelaide Street. Brisbane

11. Assessment of your Application

During assessment, you may be asked to submit more information if necessary. Once your application has been assessed, you will be notified of any units granted Advanced Standing, in writing. You will be required to accept the outcome in writing to finalise the process. For successful applications, enrolment pattern and tuition fees will be adjusted as appropriate. Applications must be finalised prior to census otherwise tuition fees may be payable for Units under consideration.

Appeals

Applicants may seek a review of any decision regarding the assessment or outcome of their Advanced Standing Application by completing the Student Complaint Form, in accordance with the Student Complaints and Appeals Policy and Procedure.

12. Office Use Only

Administration preliminary check:

I have checked the application and state that: All evidence is attached.

Date:

Administrative Process: This form is to be emailed to the HoD.

Academic Credit Recommendation by HoD:

I recommend that this applicant is awarded credit as per # 5 *Academic Credit for Specific Units*

Potential Academic Credit and HD Recommendation table (above).

Rationale:

Rationale for Recommendations to HED made by:

Date:

Email from relevant HOD email account constitutes a signature

Administrative Process: This form is to be emailed to the DoHE.

Final Decision:

In considering the application and HoD's recommendations, the outcome is:

- award credit as per the HoD's recommendation report.
- award credit with amendments.
- credit not awarded.

Reasons:

Signature:

Designation:

Date:

Administration Process:

- Outcome Letter
- Acceptance of Outcome
- SMS Updated
- Finance Advised