# Articulation Application Form - VET to Higher Education

If you have not enrolled or been in touch with a Student Enrolment Adviser please call 1300 462 887 to confirm your eligibility to study with your chosen higher education provider.

You can submit this application and your academic transcript(s) using either email or posting a USB stick to our Brisbane campus. Our email address is [educational.pathways@endeavour.edu.au](mailto:educational.pathways@endeavour.edu.au). Please attach your documents as PDF’s if possible and include your name and student number in the body of the email. If you have several attachments, you can send multiple emails.

To post your application, save the completed Articulation Application Form and all supporting application documents in electronic format to a USB and post to: Educational Pathways Department, Level 2, 269 Wickham St, Fortitude Valley, QLD 4006.

Acknowledgement that your application has been received will be sent via email from the Educational Pathways office within five working days. If you do not receive confirmation, please follow-up with our office or your Student Enrolment Adviser. The outcome of your application may take 20 working days.

## Section A - Applicant Details

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| --- | --- |
| Student Name Click here to enter text. | Student Number Click here to enter text. |
| Email Click here to enter text. | |
| Phone Number Click here to enter text. | |
| **What study have you undertaken?** | |
| Institution Click here to enter text. | |
| Qualification Click here to enter text. | |
| Full or partial qualification Click here to enter text. | |
| What is your reason for leaving this institution? Click here to enter text. | |
| **What qualifications do you wish to study with us?** | |
| Institution Click here to enter text. | |
| Qualification Click here to enter text. | |

|  |  |
| --- | --- |
| **Declaration** | |
| I Click here to enter your name. apply for the Credit Transfer listed above, and have supplied my evidence for assessment. | |
| Signature Click here to enter name as signature. | Date Click to enter a date. |

## Section B. Information for Applicant

### What is Articulation?

Articulation is the process of granting advanced standing to a student for a Vocational Education and Training (VET) qualification obtained from a Registered Training Organisation (RTO), or units of competency from a VET qualification, that are comparable to specific subject/s within a College Higher Education (HE) qualification. Mapping and analysis of curriculum from a specific RTO are undertaken where the College anticipates a number of students with qualifications from the same institution may be applying for advanced standing. An ‘Articulation Pathway’ document is generated for students holding that VET qualification to clarify which subjects they must undertake to complete their HE award. You can use the [Articulation Abacus](https://abacus.endeavour.edu.au/) for pathway details of common VET qualifications.

If articulation mapping has not been previously undertaken, applications will be assessed on a case by case basis, as requested by students. All articulation pathway arrangements will be made publicly available via the Articulation Abacus.

### Under What Circumstances is Articulation Granted?

Articulation for students towards a HE qualification can be based on VET study completed undertaken within the last three years and will take into account the comparability and equivalence of the:

* units of competency to the learning outcomes
* volume of learning
* program of study, including content and
* learning and assessment approaches

### Advanced Standing Limit

When setting advanced standing recognition limits for a student with an AQF qualification towards a higher level AQF qualification in the same or related discipline, the College will take into account the relevant points above and the AQF minimum requirements below:

* Maximum 50% advanced standing for an Advanced Diploma or Associate Degree linked to a three-year Bachelor Degree
* Maximum 37.5% advanced standing for an Advanced Diploma or Associate Degree linked to a four-year Bachelor Degree
* Maximum 33% advanced standing for a Diploma linked to a three-year Bachelor Degree
* Maximum 25% advanced standing for a Diploma linked to a four-year Bachelor Degree

At no time will the College confer advanced standing for more than 67% of a HE qualification.

Where potential for advanced standing may be governed by regulatory or professional body requirements of quality, content and delivery mode the College will not contravene the set regulations.

### Advanced Standing for Exemptions

Advanced standing will only be given for subjects for which a grade of Exempt has been noted on a previously awarded transcript when sufficient evidence has been supplied of relevant study towards that exemption, and that the relevant study is still within the College’s higher education eight year limit of current skills and knowledge.

### Compiling your Evidence

If your educational pathway is available on the [Articulation Abacus](https://abacus.endeavour.edu.au/) please supply:

* Completed Section A of this form
* Your official academic transcript(s) – web generated unofficial transcripts are not acceptable

If your educational pathway is not available on the [Articulation Abacus](https://abacus.endeavour.edu.au/) please supply:

* Completed Section A of this form
* Your official academic transcript(s) – web generated unofficial transcripts are not acceptable
* Relevant subject outlines that show learning outcomes and / or units of competency, mode of delivery (on campus or online), and hours of delivery.

If evidence is supplied by the applicant in a previous name, documentary evidence of change of name must be supplied. Where evidence is in a language other than English, the applicant must provide a translation by an accredited translator.