

Health Education and Training Institute Higher Education Advanced Standing Policy

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Document History

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v2.2	9 February 2017	Draft	Valerie Rhodes	As approved by Health Education and Training Institute Academic Board
v2.2	16 February 2017	Draft	Rhonda Loftus	Approval for interim publishing to the HETI HE website as soon to be reviewed for approval by the HETI HE Governing Council
v3.0	15 March 2017	Final	Valerie Rhodes	As approved by Health Education and Training Institute Higher Education Governing Council

Issued under the authority of the Health Education and Training Institute Higher Education Governing Council

Health Education and Training Institute Higher Education Advanced Standing Policy

Policy Statement

This policy outlines the principles that underpin Health Education and Training Institute Higher Education's approach to granting students advanced standing by the granting of credit for prior study and the recognition of prior learning in coursework programs.

Aims and Objectives

1. The policy sets out the procedures to be followed by staff in considering applications for advanced standing and the procedures to be followed by students in applying.

Overview

2. The policy applies to all applications for, and awards of, advanced standing, including advanced standing covered by articulation pathway arrangements.

Definitions

3. The following definitions apply for the purpose of this policy.
 - a. **Advanced standing:** credit, expressed in the form of a specified number of credit points, towards an award course, granted on the basis of previous, successfully completed studies or prior learning.
 - b. **Formal learning:** completed studies at a recognised University, higher education institution, TAFE or registered training organisation in Australia and recognised international institutions.
 - c. **Credentialed learning:** programs or courses undertaken within the workplace, professional organisations or other training contexts, where appropriate certification is available.
 - d. **Informal learning:** demonstrable skills and learning gained from work or life experience.

- e. Nested course sequence: an articulated sequence of courses such as Graduate Certificate, Graduate Diploma and Master's program.
- f. Equivalent unit: units that are considered substantially the same in content and learning outcomes between programs of Health Education and Training Institute Higher Education.
- g. Non-award units: units of study offered by Health Education and Training Institute Higher Education that students enrol in independently of one of Health Education and Training Institute Higher Education's award courses.
- h. Specified Advanced Standing: advanced standing granted in the form of individual named units against a student's record. Health Education and Training Institute Higher Education may grant specified advanced standing where prior learning is regarded as having satisfied the learning outcomes of a particular unit taught in Health Education and Training Institute Higher Education.
- i. Unspecified Advanced Standing: advanced standing granted in the form of credit points only, not relating to individual units. Health Education and Training Institute Higher Education may grant unspecified advanced standing where the relevant previous learning is regarded as broadly consistent with the expected outcomes of Health Education and Training Institute Higher Education's course the student intends to take, but where they may not be directly equivalent to the learning outcomes of any specific unit in the program.

Procedures

Facilitating Student Pathways

- 4. Health Education and Training Institute Higher Education aims to ensure that students complete their courses in the shortest time possible, consistent with course requirements and giving formal recognition for any relevant, previously achieved learning.
- 5. The granting of advanced standing for previously achieved learning is an acknowledgement by Health Education and Training Institute Higher Education that students have gained the knowledge, understanding and skills equivalent to the stated learning outcomes of related programs and units of study offered by Health Education and Training Institute Higher Education.

6. Health Education and Training Institute Higher Education recognises that learning takes place in a broad range of contexts - in formal study, in the workplace and in life experience. The granting of advanced standing for previous learning ensures that students commence study at a level that appropriately recognises that learning and ensures that they are not required to repeat successful learning activities in any Health Education and Training Institute Higher Education course.
7. Applicants for advanced standing may request that their previous learning be assessed for advanced standing towards a postgraduate coursework award.
8. Health Education and Training Institute Higher Education may grant advanced standing on the basis of:
 - a. Completed studies at a recognised University, higher education institution, TAFE or registered training organisation in Australia and recognised international institutions (formal learning); or
 - b. Programs or courses undertaken within the workplace, professional organisations or other training contexts, where appropriate certification is available (credentialed learning); or
 - c. Demonstrable skills and learning gained from work or life experience that is relevant to the course being studied (un-credentialed learning).

Conditions

9. To protect the integrity of its awards, Health Education and Training Institute Higher Education will only grant advanced standing for, and as, whole units.
10. Eligibility for advanced standing does not guarantee admission to Health Education and Training Institute Higher Education.

Quality Assurance

11. The Health Education and Training Institute Higher Education Academic Board's Teaching and Learning Committee will review the granting of advanced standing to ensure that practices across Health Education and Training Institute Higher Education are consistent.

12. The Health Education and Training Institute Higher Education Academic Board may commission comparisons with other Higher Education Providers to ensure that the advanced standing granted by Health Education and Training Institute Higher Education is consistent with practice in the higher education sector.

General Information

13. Advanced standing may be granted either as specified advanced standing or unspecified advanced standing, or as a combination of both.
14. Decisions on applications are made by the Teaching and Learning Committee on the recommendation of the relevant Framework Coordinator.
15. The Health Education and Training Institute Higher Education Academic Board has authority to vary maximum allowable advanced standing amounts that can be granted on the recommendation of the Teaching and Learning Committee.
16. Health Education and Training Institute Higher Education reserves the right to withdraw advanced standing where the documentation provided by the applicant proves to be incomplete, misleading, false or invalid or when an error has been made in assessing or processing the application.
17. If an applicant is dissatisfied with the outcome of their advanced standing application, they may appeal against the decision, in accordance with the appeal procedures set out in Clause 35-42.

Limits on Advanced Standing - Postgraduate Courses

18. Students will not be granted advanced standing in a postgraduate award for units previously studied in an undergraduate award. An exception may be made for students entering certain professional postgraduate programs, who may be granted advanced standing if a case is approved by the Teaching and Learning Committee of the Health Education and Training Institute Higher Education Academic Board.

19. The maximum advanced standing that can be granted towards a postgraduate program is 50% of the total credit points for the course, except when a student is progressing through a nested course sequence (see Clause 20).

The maximum advanced standing that can be granted towards a postgraduate program is dependent on the exit point (award):

Exit Point (Award)	Maximum Advanced Standing
Graduate Certificate	20 credits (50% of overall award) [2 units from Graduate Certificate]
Graduate Diploma	40 credits (50% of overall award) [4 units from Graduate Certificate]
Masters	60 credits (50% of overall award) [4 units from Graduate Certificate plus 2 units from Graduate Diploma*]

* Granting of credits for Graduate Diploma units is conditional on progression to Masters Award (a student is not permitted to exit with a Graduate Diploma if granted 60 credits of advanced standing).

20. Health Education and Training Institute Higher Education students, upon completion of a lower level nested award, can apply for transfer to the higher level award. If a student chooses to graduate from a lower level award, they will then need to re-apply for the higher level award. The previously completed units within the nested award will be noted on the academic transcript as Advanced Standing (see Postgraduate Coursework Policy – Progression, Completion and Graduation; and Admissions Policy – Procedures).
21. Where a student has covered more content of the postgraduate award than the maximum allowable advanced standing of 50% of the total credit points for the course, the Health Education and Training Institute Higher Education Academic Board, on the recommendation of the Teaching and Learning Committee may grant an exemption for units where the student can demonstrate that they would otherwise be eligible for advanced standing.

Course Transfer Arrangements

22. Where a current student has been given permission to transfer from a course at another educational institution, including the NSW Institute of Psychiatry, to an award course at the same level, they will upon application be granted advanced standing for all successfully completed equivalent units in the first course (refer to Articulation Pathways Policy).

Time Limits for Currency of Previous Studies

23. Advanced standing in specified units is not normally granted for studies completed 10 years or more prior to application. Where advanced standing is being sought for studies completed 10 years or more prior to application, Health Education and Training Institute Higher Education may require an assessment of the currency of an applicant's knowledge. Health Education and Training Institute Higher Education will determine the method of assessment.

Applying for Advanced Standing - Lodgement of Applications

24. Applications for advanced standing must be made using the approved form available on the Health Education and Training Institute Higher Education's website.

Supporting Documentation for Advanced Standing Applications

25. Where advanced standing is being sought on the grounds of successfully completed study at a recognised University, higher education institution, TAFE or registered training organisation in Australia and recognised international institutions (formal learning), the applicant must provide:
- a. a certified copy of the academic transcript; and
 - b. extracts from institutional handbooks or other official documentation giving sufficient details of the studies to allow an assessment of the application to be made. All supporting documentation must be in English, including certified translations where necessary.
26. Where advanced standing is being sought on the grounds of credentialed or informal learning, Health Education and Training Institute Higher Education requires satisfactory evidence that the relevant learning outcomes for the units and/or key learning areas have been achieved. The applicant may be required to supply certified

copies of statements from employers, present a portfolio, attend an interview or demonstrate their competence through an appropriate form of assessment. The method of assessment will be established by the Framework Coordinator in consultation with the Chair, Teaching and Learning Committee, where applicable. It is the applicant's responsibility to provide all certified documentation for assessment at the time of assessment, in consultation with the Framework Coordinator.

Timelines for Applications and Notifications of Advanced Standing

27. Applications for advanced standing must be submitted prior to the student commencing their first semester of study in a particular course at Health Education and Training Institute Higher Education. Applications submitted after this date may not be finalised prior to the census date of that session, which may impact on what advanced standing can be granted.
28. Health Education and Training Institute Higher Education will not grant advanced standing where an application has been made after the approved census date for a unit being studied in that teaching session.
29. The assessment of applications based on informal learning may take longer than applications based on formal or credentialed learning. Applicants may be required to provide further evidence or undertake an appropriate assessment, in which case Health Education and Training Institute Higher Education will contact the applicant.
30. Applicants will be notified of the results of their application in writing. This will normally occur within five weeks of the receipt of the application for applications based on formal or credentialed learning, but may take longer for advanced standing based on informal learning.
31. Advanced standing will be allocated the following grades for administrative purposes: Specified (K) and Unspecified (L). Academic marks and grades are not allocated for units for which advanced standing is given, other than as specified in clauses 32 and 33.
32. A student wishing to have successfully completed non-award units transferred to a program in which they are enrolled will be granted equivalent advanced standing. If the non-award units have been completed at Health Education and Training Institute

Higher Education, or previously at the NSW Institute of Psychiatry, the grades achieved will be transferred when the student's enrolment in an award program is confirmed.

33. Postgraduate students progressing through a nested award will have marks and grades transferred to the new program.

Relinquishing Advanced Standing

34. If a student can demonstrate valid academic reasons for relinquishing the advanced standing that has been granted, they may apply to the Chair, Teaching and Learning Committee providing details of academic reasons for the request. Requests to relinquish advanced standing on the basis of visa/immigration requirements are not considered valid academic reasons.

Appeals - Review of Decision by Teaching and Learning Committee

35. An applicant for advanced standing who wishes to challenge the decision of the Teaching and Learning Committee about their advanced standing must first discuss the matter with the Framework Coordinator.
36. If, following discussion with the Framework Coordinator, the student remains dissatisfied with the decision and considers they have evidence that meets the grounds specified in Clause 41 to lodge an appeal, the student may appeal, in writing, to the Chair of the Health Education and Training Institute Academic Board. (See also the Student Support (Rights and Responsibilities) Policy – Clause 10)

Appeals against Determinations Made in Relation to Advanced Standing

37. Health Education and Training Institute Higher Education provides the right of appeal against decisions on the approval of advanced standing. An appeal must be lodged in writing within 15 working days of the date of notification of the advanced standing determination. Any appeal must set out the grounds for the appeal. The Health Education and Training Institute Higher Education Academic Board will consider and determine the appeal.
38. No member of the Health Education and Training Institute Academic Board may have had any previous involvement with the decision under appeal. If necessary a

substitute member will be appointed for the purpose of the particular appeal under consideration.

39. The appellant will not normally have the right to be present when the Academic Board convenes. A fee for the lodgement of an appeal may apply. This fee will be refunded in the case of a successful appeal. An appellant will be notified in writing of the outcome of the appeal within 20 working days of the date of lodgement of the appeal. (Refer to Student Fees Policy – Clause 10)
40. The student must ensure that any appeal, together with supporting evidence, is received by the Chair of the Academic Board within 15 working days of the date of the letter advising of the decision of the Teaching and Learning Committee. Late appeals will not be considered, unless the Academic Board is satisfied there are extenuating circumstances.

Grounds for Appeal

41. An appeal can only be made on one of the following grounds, which must be specified and addressed in the appeal letter:
 - a. that there is evidence that the decision with regard to the application for advanced standing was made as the result of a procedural error or was in breach of procedural fairness; or
 - b. that there is evidence that the decision regarding award of advanced standing to them does not give appropriate recognition for their previous study.
42. Any further appeal by a student, which can only be made on the grounds of a breach of process or a breach of procedural fairness, must be made to and considered by the Health Education and Training Higher Education Governing Council.

Related Documents

- Health Education and Training Institute Higher Education Admissions Policy
- Health Education and Training Institute Higher Education Articulation Pathways Policy
- Health Education and Training Institute Higher Education Student Fees Policy

Acknowledgement:

Health Education and Training Institute Higher Education gratefully acknowledges the permission granted by Western Sydney University (WSU) for the use of its policy template and policy content in the development of this publication.

IMPLEMENTATION CHECKLIST – COMPLIANCE SELF ASSESSMENT

Assessed by:	Date of Assessment:		
IMPLEMENTATION REQUIREMENTS	Not commenced	Partial compliance	Full compliance
1.			
	Notes:		
2.			
	Notes: Relevant Director		
3.			
	Notes: TRIM reference number -		
4.			
	Notes:		
5.			
6.			
	Notes:		

Attachment 1

RISK ASSESSMENT

<Document Title>

1.	Policy/Process being assessed	Notes
	Document Number	
	Publication date	
	Scheduled review date	
	Date of this risk assessment	
	Name & position of assessing officer	
2.	Summary of policy purpose (from PD Cover Page)	
3.	Agency (HETI) key roles & responsibilities as per PD	
4.	Risk Assessment	
4.1	<u>Identification of risks</u> – what might happen & how?	
	1.	
	2.	
4.2	<u>Analysis of risks</u> – combined estimate of the consequence & likelihood of the risk, using NSW Health Risk Matrix (attached)	
	<ul style="list-style-type: none"> • Consequence: • Likelihood: • Risk rating : 	
4.3	<u>Evaluation of risks</u> – comparison of the level of risk as determined against a predetermined criteria to determine whether a level of risk is acceptable or needs to be treated. Risk level assessed after implementing treatment:	
	<ul style="list-style-type: none"> • Consequence: • Likelihood: • Risk rating : 	
	Evaluation –	

Risk Assessment Approval

Name & position of approving T2 Officer:	
Date:	