

## Health Education and Training Institute Higher Education Admissions Policy

<b>Document Number: NSWIOP HETI</b>	IOP15/3722 TRIM
<b>TRIM Document Classification</b>	Governance
<b>Document Identifier</b>	AG 02-1
<b>Approval Date</b>	24 February 2016
<b>Publication date</b>	To be advised
<b>Summary</b>	To prescribe all aspects related to the admission of students to Health Education and Training Institute Higher Education's postgraduate academic programs. This includes admission criteria, receiving an offer, deferring studies and general information.
<b>Keywords</b>	Selection criteria, prospective students, admission, offer, teaching and learning process, information
<b>Authoring Portfolio</b>	Mental Health
<b>Contact</b>	Director
<b>Consultation</b>	as per Document History
<b>Applies to</b>	Higher Education
<b>Distribution</b>	Higher Education
<b>Related documents</b>	Health Education and Training Institute Higher Education Enrolment Policy Health Education and Training Institute Higher Education NSW Health Complaint Management Policy Students Support (Rights and Responsibilities) Policy Student Handbook Unit Learning Guide
<b>Review date</b>	June 2018
<b>Risk Assessment</b>	As per Attachment 1 to this document.

## Document History

Version	Issued	Status	Author	Reason for Change
v0.1	3 November 2015	Draft	Geoff Murphy	Draft document
v0.2	16 November 2015	Draft	Geoff Murphy	Feedback Director Education and Training
v0.3	5 January 2016	Draft	Mark Wilbourn	Consolidation of feedback
v0.4	21 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 21 January 2016
v0.5	25 January 2016	Draft	Geoff Murphy	Post review amendment
v0.6	28 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 28 January 2016
v0.7	3 February 2016	Draft	Mark Wilbourn	Incorporating feedback from the Academic Board 3 February 2016
v0.8	11 February 2016	Draft	Mark Wilbourn	Amending terminology from Course Handbook to Student Handbook and Unit Learning Guide
v0.9	15 February 2016	Draft	Mark Wilbourn	Amendment to Clause 27 and Removal of Roles and Responsibilities
v0.10	17 February 2016	Draft	Mark Wilbourn	Reordering of sections
v1.0	24 February 2016	Final	Mark Wilbourn	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 Admissions Policy

## Policy Statement

Admission to the Health Education and Training Institute Higher Education's postgraduate programs is determined on the basis of academic merit, the capacity for tertiary level study and for some programs, specified professional employment pre-requisites.

## Aims and Objectives

1. Selection criteria for students will be consistent with Health Education and Training Institute Higher Education's academic standards and maximise the likelihood of success for the student.
2. Students will be selected for entry into Health Education and Training Institute Higher Education by fair and open procedures with published criteria outlining access for all levels of candidacy in accordance with relevant equity and anti-discrimination legislation. The principles upon which selection decisions are made will be clearly stated and adhered to by Health Education and Training Institute Higher Education.
3. All students admitted to Health Education and Training Institute Higher Education are required to abide by the relevant Health Education and Training Institute Higher Education and NSW Health policies and procedures, and the accepted academic conventions in their field(s) of study. There are consequences for failing to follow these conventions. All policies can be accessed via the Health Education and Training Institute Higher Education website.

## Overview

4. This section provides information for staff and prospective students on Health Education and Training Institute Higher Education's rules and procedures relating to admissions.

5. Some courses have specific pre-requisites that prospective students must meet in order to complete the course. Details are contained in the Student Handbook and Unit Learning Guide.

## Procedures

6. Health Education and Training Institute Higher Education will consider an applicant for admission to a postgraduate award by coursework, if the applicant:
  - a. has qualified for a bachelor degree from an Australian University or for an equivalent qualification from an approved higher education provider relevant to the chosen area of study; or
  - b. provides appropriate evidence of general and professional qualifications or vocational experience that satisfies Health Education and Training Institute Higher Education that the applicant possesses the capacity to pursue postgraduate studies; and
  - c. has satisfied any course prerequisites or additional selection criteria prescribed for a particular course.
7. Where an applicant has completed studies in a language other than English, Health Education and Training Institute Higher Education may require the applicant to demonstrate a satisfactory command of the English language.
8. Health Education and Training Institute Higher Education may apply quotas on the number of admissions to any particular course.
9. Health Education and Training Institute Higher Education reserves the right to refuse admission if it deems there are insufficient enrolments to make the course viable (also see Offer of Places).
10. A successful applicant who subsequently enrolls in a particular course, for which admission was sought, is then subject to all relevant rules and requirements applicable to that course.
11. A successful applicant may enrol as a full time candidate or as a part time candidate.

12. Applicants should also refer to clause 17 regarding suspension or exclusion from a higher education provider.

### **Offer of Places**

13. Offers of places within courses are made by the Framework Coordinator, in accordance with the rules, resolutions, policies and procedures set down by Health Education and Training Institute Higher Education.
14. All offers are made in writing and acceptance must be made in accordance with the procedures for admissions and enrolments, the dates by which the procedures are to be conducted or completed, and the date by which any fees and charges are to be paid.
15. Health Education and Training Institute Higher Education reserves the right to withdraw an offer and cancel the enrolment of any person where an offer is made on the basis of incomplete or inaccurate information supplied by the applicant or certifying authority.
16. Health Education and Training Institute Higher Education reserves the right to impose intake quotas on any course, or withdraw an offer if there are insufficient enrolments to make the course viable, or when an error has been made in assessing or processing the application.
17. Complaints relating to the offer of places will be managed in accordance with NSW Health Complaint Management Policy. Complaints are dealt with in the first instance by the Director Education and Training.

### **Deferred Admission**

18. Deferred admission is not available.

### **Re-admission of former students**

19. Students who need to cease study in a course but who know they will wish to continue their studies in the future should seek the advice of the relevant Framework Coordinator before discontinuing their studies.

20. Students, who wish to re-enrol after they have ceased study in a course, and if they have not taken formal leave of absence under the Enrolments Policy, must apply formally for re-admission.
21. Re-admission will be at the discretion of Health Education and Training Institute Higher Education and subject to course availability at the time of the student's application.

### **Suspension or Exclusion from a Higher Education Provider**

22. An applicant who is suspended or excluded from Health Education and Training Institute Higher Education or any other higher education provider will only be considered for admission if the period of their suspension or exclusion will have been served before the commencement of study.

### **Non-Award and Continuing Professional Development Study**

23. Health Education and Training Institute Higher Education makes available units of study in which a student can enrol for Non-Award study or Continuing Professional Development (CPD) purposes. Non-Award study does not involve enrolment in the relevant course, but successful completion of the unit or units results in the attainment of Higher Education Credit. CPD study does not result in Higher Education Credit but students are eligible for recognition of satisfactory participation.
24. Students seeking entry to study on a Non-Award or CPD basis are expected to meet all entry requirements specified for the study units concerned and are required to comply with all other applicable academic and other policy requirements of Health Education and Training Institute Higher Education and NSW Health.
25. Fees payable for Non-Award and CPD study units are set in accordance with the Student Fees Policy.
26. The enrolment of a student on a Non-Award or CPD basis will be on the provision that sufficient places are available and that enrolment does not prevent a place being available to a student enrolled in an Award Course.

27. A student who is subsequently admitted to an Award Course of study at Health Education and Training Institute Higher Education for which the units completed as a Non-Award or CPD student form a part, may apply for advanced standing for those units.

## Related Documents

- Health Education and Training Institute Higher Education Enrolment Policy
- Health Education and Training Institute Higher Education Students Support (Rights and Responsibilities) Policy
- NSW Health Complaint Management Policy
- Student Handbook
- Unit Learning Guide

### 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

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



## 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.	<b>Summary of policy purpose (from PD Cover Page)</b>	
3.	<b>Agency (HETI) key roles &amp; responsibilities as per PD</b>	
4.	<b>Risk Assessment</b>	
4.1	<b><u>Identification of risks</u> – what might happen &amp; how?</b>	
	1.	
	2.	
4.2	<b><u>Analysis of risks</u> – combined estimate of the consequence &amp; likelihood of the risk, using NSW Health Risk Matrix (attached)</b>	
	<ul style="list-style-type: none"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating :</li> </ul>	
4.3	<b><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.</b> Risk level assessed after implementing treatment:	
	<ul style="list-style-type: none"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating :</li> </ul>	
	<b>Evaluation –</b>	

#### Risk Assessment Approval

<b>Name &amp; position of approving T2 Officer:</b>	
<b>Date:</b>	