

Health Education and Training Institute Higher Education Academic Policies Framework

Document Reference Number	HEP18/3
Superseded Version	IOPD15/3720[v3]
NSWIOP Document Number	IOPD15/3720[v3]
TRIM Document Classification	Governance
Framework Part	Part 1 – Course Design Standards
Approval date	29 June 2017
Publication date	21 July 2017
Summary	This document sets out the framework of academic policies that have been approved by the Health Education and Training Institute Higher Education Governing Council and shows how they are related to each other and to other policies and plans.
Keywords	academic quality, academic integrity academic policies, higher education
Authoring Portfolio	Mental Health
Contact	Director Education and Training
Consultation	as per Document History
Distribution	Higher Education
Applies to	Higher Education
Related documents	NSW Health Core Values
Review date	December 2018
Risk Assessment	As per Attachment 1 to this document.

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

Please note printed copies of this document are uncontrolled, to ensure you are viewing the latest version of this document, please refer to our website <http://www.heti.edu.au/policies-and-procedures>

Health Education and Training Institute Higher Education Academic Policies Framework

Policy Statement

The Health Education and Training Institute (HETI) Higher Education aims to provide contemporary, evidence based higher education focussed on and responsive to NSW Health's current and emerging workforce needs and to the needs of the wider national health sector. HETI Institute Higher Education is committed to providing a quality learning environment based on the principles of academic integrity, fairness and equity and the NSW Health CORE values of Collaboration, Openness, Respect and Empowerment.

Aims and Objectives

1. Principal strategies of HETI Institute Higher Education include:
 - Partnering with NSW Health Organisations to be an applied to practice learning provider;
 - Targeting priority NSW Health workforce needs, with an initial focus on mental health through the redesign of the higher education programs of the NSW Institute of Psychiatry;
 - Systematising a culture of reflection in its higher education delivery;
 - Ensuring all its higher education programs reflect national regulatory requirements;
 - Developing flexible, responsive and contemporary higher education programs informed by national and international best practice and research;
 - Implementing best practice approaches to engage and consult with key partners, the NSW Health workforce, students and the NSW community in the development, delivery and evaluation of its higher education programs;
 - Designing and delivering higher education programs tailored to student need;
 - Designing and embedding incentive strategies to attract students from NSW and beyond to its higher education offerings targeting priority NSW Health workforce needs and identify trends, learner segments and markets to target its offerings.

Overview

2. The HETI Institute Higher Education Academic Board is responsible to the HETI Institute Higher Education Governing Council for promoting and monitoring the academic quality, standards and values of the HETI Institute Higher Education's academic activities, deciding academic policy and approving related procedures.

Definitions

3. For the purpose of this policy:
 - a. Academic policies: means policies that are approved by the HETI Institute Higher Education Academic Board under clause 2 of the Academic Governance Policy.
 - b. The Framework: is organised into four overlapping domains that relate to course design standards, course delivery standards, course support standards, and course impact (encompassing academic learning standards).
4. This document sets out the framework of academic policies that have been approved by the HETI Institute Higher Education Academic Board, and shows how they are related to each other and to other relevant policies.
5. The Higher Education Academic Board has approved a comprehensive set of academic policies that fulfil its obligations under clause 2 of the Academic Governance Policy assisting the HETI Institute Higher Education in meeting its Higher Education legislative obligations, and ensuring the academic quality and standards of the HETI Institute Higher Education's academic programs.
6. Individual academic policies may contribute to one or more of the following domains:

Part 1 - Course Design Standards

- a. This domain includes the policies that relate to:
 1. fundamental curriculum principles, structure and nomenclature of postgraduate coursework; and
 2. the approval of awards, articulation pathways and advanced standing, including the arrangements for external advisory committees.
- b. The following policies relate to the fundamental curriculum principles, structure and nomenclature of the HETI Institute Higher Education's academic awards:

- Graduate Attributes Policy
 - Postgraduate Coursework Policy
- c. The following policies relate to the approval of awards, articulation pathways and advanced standing, including the arrangements for external advisory committees:
- Advanced Standing Policy
 - Articulation Pathways Policy
 - Award Courses and Units Approval Policy
 - External Advisory Committees Policy

Part 2 - Course Support Standards

- a. This domain includes the academic policies that relate to the support of Teaching and Learning in postgraduate coursework awards. These are organised according to a student's progress through a course, and include the HETI Institute Higher Education's policies on special consideration and student support.
- b. These policies provide a clear administrative and support framework to guide students through their enrolment at HETI Institute Higher Education, including provision for illness, misadventure and processes for resolving appeals and complaints:
- Admissions Policy
 - Enrolment Policy
 - Graduation Policy
 - Privacy and Personal Information Policy
 - Progression and Unsatisfactory Academic Progress Policy
 - Special Consideration Policy
 - Student Fees Policy
 - Student Grievance Procedure
 - Student Support (Rights and Responsibilities) Policy
 - Tuition Assurance Policy (Statement of Tuition Assurance)

Part 3 - Course Delivery Standards

- a. This domain includes the academic policies that relate to the delivery of Teaching and Learning:
- Unit Learning Guides Policy
 - Referencing Styles Policy

Part 4 - Course Impact (Encompassing Academic Learning Standards)

- a. This domain includes the academic policies that relate to criterion and standards-based assessment; monitoring and improvement of Teaching and Learning Quality, including the responsibilities of HETI Institute Higher Education Academic Board and its committees; and HETI Institute Higher Education's approach to Ethical Scholarship.
- Academic Governance Policy
 - Academic Policy Development Framework
 - Academic Quality Assurance Framework
 - Academic Staff Misconduct Policy
 - Assessment Policy – Criteria and Standards-Based Assessment
 - Quality Assurance Policy
 - Recognition of Equivalence of Professional Experience to Academic Qualifications
 - Review of Grade Policy
 - Student Academic Misconduct Policy
 - Student Feedback on Units and Teaching Policy
 - Teaching and Learning Plan

Related Documents

- NSW Health Core Values

Acknowledgement:

HETI 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.

DOCUMENT HISTORY

Version	Issued	Status	Author	Reason for Change
v1.0	24 February 2016	Final	Mark Wilbourn	As approved by HETI Institute Higher Education Governing Council
v2.0	31 August 2016	Final	Paul van Hauen	As approved by HETI Institute Higher Education Governing Council
v3.0	29 June 2017	Final	Mark Wilbourn	Approved as a minor wording change in policy by Chair T&L Committee
v1.0	22 August 2018	Final	Valerie Rhodes	Updated logos, template and new TRIM Reference

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
	Academic Policies Framework v1.0	
	Document Number	
	Publication date	
	Scheduled review date	December 2018
	Date of this risk assessment	
	Name & position of assessing officer	
2.	Summary of policy purpose (from PD Cover Page)	
	This document sets out the framework of academic policies that have been approved by the HETI Institute Higher Education Governing Council and shows how they are related to each other and to other policies and plans.	
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:	