

## Health Education and Training Institute Higher Education Admissions Policy

<b>Document Reference Number</b>	HEP18/7
<b>Superseded Version</b>	IOPD15/3722[v3]
<b>NSWIOP Document Number</b>	IOPD15/3722[v3]
<b>TRIM Document Classification</b>	Governance
<b>Framework Part</b>	Part 2 – Course Support Standards
<b>Approval Date</b>	28 June 2017
<b>Publication date</b>	28 June 2017
<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>Distribution</b>	Higher Education
<b>Applies to</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 Health Education and Training Institute Student Fees Policy Student Handbook Unit Learning Guide
<b>Review date</b>	September 2019
<b>Risk Assessment</b>	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>

**Please note:**

HETI was registered as FEE-HELP provider in March 2018. New and existing award courses students are eligible to apply for FEE-HELP. Until August 2018, HETI will be in what's called 'a disallowance period'. During this period of disallowance, there is a possibility HETI's eligibility for FEE-HELP could be withdrawn and if this were to happen any approved HETI students would only have their FEE-HELP covered during the period HETI was registered. Please contact an Education Support Officer for any clarification.

# Health Education and Training Institute Higher Education Admissions Policy

## Policy Statement

Admission to the Health Education and Training Institute (HETI) 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 HETI Higher Education's academic standards and maximise the likelihood of success for the student.
2. Students will be selected for entry into HETI 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 HETI Higher Education.
3. HETI Higher Education will apply principles of Fair Benefits and Opportunity, as defined in the *Higher Education Support Act 2003* to all students and prospective students.
4. As defined in the following document HETI Higher Education has open, fair and transparent procedures, based on merit for making decisions about:
  - a. the selection, from among Prospective Students; and
  - b. the treatment of Students.
5. Prospective Students seeking to enrol in a Course of Study with HETI Higher Education, regardless of their background, circumstances or eligibility for funding will be assessed for entry to study through the same published entry requirements and through the same process.
6. The above undertakings do not prevent HETI Higher Education taking into account, in making decisions about the selection and treatment of Students or Prospective

Students, educational disadvantages that a particular Student or Prospective Student has experienced or the fact that the Student or Prospective Student may be enrolled via a restricted access arrangement.

7. All students admitted to HETI Higher Education are required to abide by the relevant HETI 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 HETI Higher Education website <http://www.heti.edu.au/policies-and-procedures>.

## Overview

8. This section provides information for staff and prospective students on HETI Higher Education's rules and procedures relating to admissions. This policy should be read in conjunction with the HETI Higher Education Enrolment Policy and the Student Fees Policy.
9. 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

10. HETI 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 HETI 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.
11. Where an applicant has completed studies in a language other than English, HETI Higher Education may require the applicant to demonstrate a satisfactory command of the English language.

12. HETI Higher Education may apply quotas on the number of admissions to any particular course.
13. HETI 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).
14. 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.
15. A successful applicant may enrol as a full time candidate or as a part time candidate.
16. Applicants should also refer to clause 26 regarding suspension or exclusion from a higher education provider.

### **Offer of Places**

17. Offers of places within courses are made by the Framework Coordinator, in accordance with the rules, resolutions, policies and procedures set down by HETI Higher Education.
18. 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. Refer to the HETI Higher Education Student Fees Policy for more detailed information about fees payable, including information about FEE-HELP financial support arrangements.
19. HETI 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.
20. HETI 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.
21. 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**

22. Deferred admission is not available.

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

23. 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.
24. 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.
25. Re-admission will be at the discretion of HETI Higher Education and subject to course availability at the time of the student's application.

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

26. An applicant who is suspended or excluded from HETI 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**

27. HETI Higher Education makes available units of study in which a student can enrol for Non-Award study or Continuing Professional Development (CPD) purposes.
  - a. 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.
  - b. CPD study does not result in Higher Education Credit but students are eligible for recognition of satisfactory participation.
28. 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 HETI Higher Education and NSW Health.

29. Fees payable for Non-Award and CPD study units are set in accordance with the Student Fees Policy.
30. 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.
31. 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 Student Fees 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.

## DOCUMENT HISORY

<b>Version</b>	<b>Issued</b>	<b>Status</b>	<b>Author</b>	<b>Reason for Change</b>
v1.0	24 February 2016	Final	Mark Wilbourn	As approved by Health Education and Training Institute Higher Education Governing Council
v2.0	28 June 2017	Final	Rhonda Loftus	Minor Amendments to Policy approved by Executive Director HE
v3.0	28 June 2017	Final	Rhonda Loftus	FEE-HELP
v1.0	27 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.			
	<b>Notes:</b>		
2.			
	<b>Notes:</b> Relevant Director		
3.			
	<b>Notes:</b> TRIM reference number -		
4.			
	<b>Notes:</b>		
5.			
6.			
	<b>Notes:</b>		



## Attachment 1

### RISK ASSESSMENT

<Document Title>

1.	Policy/Process being assessed	Notes
	Admissions Policy v1.0	
	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>	
	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.	
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>	
	Evaluation –	

#### Risk Assessment Approval

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