

## Health Education and Training Institute Higher Education Unit Learning Guides Policy

<b>Document Reference Number</b>	HEP18/30
<b>Superseded Version</b>	IOP16/6841[v2]
<b>NSWIOP Document Number</b>	IOP16/6841[v2]
<b>TRIM Document Classification</b>	Governance
<b>Framework Part</b>	Part 3 – Course Delivery Standards
<b>Approval date</b>	29 June 2017
<b>Publication date</b>	21 July 2017
<b>Summary</b>	This policy aims to describe the basic framework of student-focussed documentation related to learning and assessment in units.
<b>Keywords</b>	Assessment, activities, credit points, due date, learning outcomes, referencing, study load, submission
<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 Assessment Policy - Criteria and Standards-Based Assessment Health Education and Training Institute Higher Education Student Academic Misconduct Policy Health Education and Training Institute Higher Education Award Courses and Units Approval Policy Applied Mental Health Studies (AMHS) Unit Learning Guide Template Psychiatric Medicine Unit Learning Guide Template
<b>Review date</b>	September 2018
<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**

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# Health Education and Training Institute Higher Education Unit Learning Guides Policy

## Policy Statement

Health Education and Training Institute (HETI) is committed to providing students with clear and concise information about the unit of study through a basic framework of student-focused documentation related to learning and assessment in units.

## Aims and Objectives

1. The Unit Learning Guide describes the learning and assessment requirements for each unit in one of two Frameworks:
  - a. Applied Mental Health Studies;
  - b. Psychiatric Medicine.
2. This policy describes the requirements for the preparation, approval and dissemination of this key resource.

## Overview

3. This policy describes the requirements for the preparation of the Unit Learning Guide and ensures the learning and assessment requirements for the unit are presented in a manner consistent with the policy and according to the Framework of study.
4. The Unit Learning Guide provides detailed information to students in support of their learning and achievement of the unit learning outcomes by:
  - a. Providing details about teaching and learning activities;
  - b. Making explicit links between assessment activities and the unit learning outcomes;
  - c. Providing information about assessment tasks, including due dates, instruction for submission and details about the assessment criteria and standards; and
  - d. Giving a clear description of what is expected of students in order to achieve the range of grades in the unit.

## Definitions

5. For the purposes of this policy:
  - a. Learning Management System – refers to myHETI;

- b. Records Management System – refers to TRIM.

## **Procedures**

6. This policy should be read and understood in conjunction with relevant policies, including but not limited to:
  - a. Assessment Policy – Criteria and Standards-Based Assessment;
  - b. Student Academic Misconduct Policy;
  - c. Award Courses and Units Approval Policy.
7. The Unit Learning Guide must be created using the Unit Learning Guide Template approved by the Teaching and Learning Committee.
8. The material included in the Unit Learning Guide must conform to the mandatory content as set out in the Guidelines below.
9. Unit Learning Guides are prepared for each individual unit offered and contain information that has been approved in accordance with the Award Courses and Units Approval Policy. The Unit Learning Guide is updated accordingly following approved changes to a unit.
10. Where appropriate assessment due dates should be set for 5pm on a Wednesday, maximising the availability of academic and IT support for students submitting work.
11. Unit Learning Guides will be version controlled and stored in the Records Management System.
12. Unit Learning Guides produced in accordance with this policy will be made available to enrolled students through the Learning Management System two weeks prior to the commencement of the semester in which the unit is taught
13. The published electronic version of the Unit Learning Guide will be the authorised version.

## **Guidelines**

14. It is mandatory for all Unit Learning Guides to have content that covers the following topics:

Sections	Topics
Section 1 – Introduction to Unit	<ul style="list-style-type: none"> <li>• Unit Details               <ul style="list-style-type: none"> <li>○ Unit Name</li> <li>○ Unit Code</li> <li>○ Award Level/Course</li> <li>○ AQF Level</li> <li>○ Credit Points</li> <li>○ Prerequisites</li> <li>○ Teaching Session and Year</li> </ul> </li> <li>• Unit Description</li> <li>• Staff (Key Contacts)               <ul style="list-style-type: none"> <li>○ Framework Coordinator</li> <li>○ Unit Coordinator</li> <li>○ Professional Lead (Psychiatric Medicine)</li> <li>○ Specialisation Lead (AMHS)</li> <li>○ Education Support Officer</li> </ul> </li> <li>• Special requirements e.g. Contact Protocols</li> <li>• Engaging with the Unit</li> <li>• Study Pattern (Psychiatric medicine)</li> <li>• Changes to the Unit (resulting from student feedback)</li> </ul>
Section 2 – Submission Requirements	<ul style="list-style-type: none"> <li>• Submission Requirements</li> <li>• Format</li> <li>• Submission Template and instructions (Psychiatric Medicine)</li> <li>• Late Submission</li> <li>• Resubmission</li> <li>• Special Consideration</li> </ul>
Section 3 – Learning Resources	<ul style="list-style-type: none"> <li>• Student Support</li> <li>• Library Resources</li> <li>• Literacy and Numeracy Resources</li> <li>• Citing Resources and Referencing</li> </ul>
Section 4 – Important Information	<ul style="list-style-type: none"> <li>• What is Expected of Students               <ul style="list-style-type: none"> <li>○ Study Load</li> <li>○ Attendance</li> <li>○ Online Learning Requirements</li> </ul> </li> <li>• What You Should Expect of your Unit Coordinator</li> <li>• Raising Concerns</li> <li>• Policy Links</li> <li>• Other Useful Resources</li> </ul>

<b>Sections</b>	<b>Topics</b>
Section 5 – Teaching and Learning Activities	<ul style="list-style-type: none"> <li>• Teaching and Learning Activities Weekly Schedule</li> </ul>
Section 6 – Assessment Information	<ul style="list-style-type: none"> <li>• Course Learning Outcomes and Unit Learning Outcomes</li> <li>• Assessment Summary</li> <li>• Requirements to Pass</li> <li>• Threshold Tasks (Psychiatric Medicine)</li> <li>• Assessment Details</li> </ul>
Section 7 – Marking and Criteria Standards (Unit Assessment Guide)	<ul style="list-style-type: none"> <li>• Marking Rubric</li> </ul>

## **Roles and Responsibilities**

15. It is critical for academic staff to actively engage with students regarding the content in the Unit Learning Guide on a regular basis throughout the semester.
16. Unit Learning Guides are developed by the academic staff responsible for the unit.
17. Unit Learning Guides are approved for publication by the appropriate Framework Coordinator. Where the Framework Coordinator is also the Unit Coordinator, approval is by the appropriate Director.

## **Related Documents**

- HETI Higher Education Assessment Policy - Criteria and Standards-Based Assessment
- HETI Higher Education Student Academic Misconduct Policy
- HETI Higher Education Applied Mental Health Studies (AMHS) Unit Learning Guide Template
- HETI Higher Education Psychiatric Medicine Unit Learning Guide Template

## **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 HISTORY

Version	Issued	Status	Author	Reason for Change
v1.0	7 December 2016	Final	Valerie Rhodes	As approved by HETI Higher Education Governing Council
v1.1	29 May 2017	Draft	Valerie Rhodes	Amending reference to Academic Misconduct Policy to include the work Student in line with policy name change.
v2.0	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.			
	<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>		

## RISK ASSESSMENT

<Document Title>

1.	Policy/Process being assessed	Notes
	Unit Learning Guides Policy v1.0	
	Document Number	
	Publication date	
	Scheduled review date	September 2018
	Date of this risk assessment	
	Name & position of assessing officer	
2.	<b>Summary of policy purpose (from PD Cover Page)</b>	
	This policy aims to describe the basic framework of student-focussed documentation related to learning and assessment in units.	
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>	Rhonda Loftus Executive Director Mental Health Portfolio
<b>Date:</b>	