

Health Education and Training Institute Higher Education Admissions Policy

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| TRIM Document Classification | Governance |
| Framework Part | Part 2 – Course Support Standards |
| Approval Date | |
| Publication date | |
| Summary | 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. |
| Keywords | Selection criteria, prospective students, admission, offer, teaching and learning process, information |
| Authoring Portfolio | Mental Health |
| Contact | Director |
| Consultation | as per Document History |
| Distribution | Higher Education |
| Applies to | Higher Education |
| Related documents | 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 Unit Learning Guide |
| Review date | June 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

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Health Education and Training Institute Higher Education Admissions Policy

Policy Statement

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

HETI Higher Education's postgraduate courses involve part-time rather than full time study.

Aims and Objectives

1. HETI Higher Education's rules and procedures relating to admissions to courses. This policy should be read in conjunction with the HETI Higher Education Enrolment Policy and the HETI Higher Education Student Fees Policy available at <http://www.heti.edu.au/policies-and-procedures>.
2. This policy applies to applicants seeking admission to all HETI Higher Education courses.
3. This policy does not apply to:
 - a. applicants seeking to enrol in Non- Award standalone units or Professional Development (PD) units and who are not therefore eligible for the associated postgraduate award (i.e. Graduate Certificate, Graduate Diploma or Masters), or
 - b. applicants seeking to enrol in units of the Postgraduate course in Psychiatric Medicine as part of the Formal Education Course requirements (FEC) of the Royal Australian and New Zealand College of Psychiatrists (RANZCP).

Definitions

4. For the purposes of this policy, the following definitions apply:
 - a. Admission: the process by which students apply for entry into a higher education course.
 - b. Enrolment: the process by which students formalise their entry into and progress through a course of study.

- c. Domestic applicants: an applicant who is an Australian citizen (including Australian citizens with dual citizenship) or a New Zealand citizen or a student who has Permanent Resident Status in Australia.
- d. Overseas applicants: in the context of this policy, an applicant who is not an Australian citizen, Australian permanent resident, New Zealand citizen, or holder of an Australian permanent resident humanitarian visa and who is either resident overseas or temporarily in Australia on a valid visa that is not a study visa.
- e. Conditional Admission: admission granted to applicants who do not fully meet the general and or any additional admission criteria and may need to complete academic requirements either prior to the beginning of the course or during the first semester of study.

Principles of Admission

- 5. Admission to HETI Higher Education is based on the following Principles:
 - a. Selection criteria for students is consistent with HETI Higher Education's academic standards and maximise the likelihood of success for the student.
 - b. Students are 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 are clearly stated and adhered to by HETI Higher Education.
 - c. HETI Higher Education applies principles of Fair Benefits and Opportunity, as defined in the Higher Education Support Act 2003 to all students and prospective students.
 - d. Prospective students seeking to enrol in a course 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 using Conditional Admission provisions to take account of educational disadvantages that a prospective student has experienced.
- 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 and the relevant rules and requirements applicable to their course. 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>.

General Admission Criteria

8. 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 admission criteria prescribed for a particular course.

9. Applicants whose relevant academic qualifications are not English language-based must be able to demonstrate an IELTS (Academic) overall average band score of 7.0 or better, with a score of no less than 6.0 in any band, or equivalent.

Additional Admission Criteria for courses in Psychiatric Medicine

10. In addition to the General Admission Criteria,
 - a. Has qualified for an undergraduate degree in medicine or a postgraduate coursework Doctor of Medicine, or equivalent; and
 - b. Has completed at least one year of documented experience as a practising doctor; and
 - c. Holds current medical registration in Australia or New Zealand.

11. In addition to Clause 10, HETI Higher Education will consider an applicant for admission to a specialisation within the postgraduate award in Psychiatric Medicine, under the following conditions:
 - a. Psychiatry: students must be Trainees or Fellows of the RANZCP
 - b. General Practice: students must be Trainees or Fellows of the RACGP

- c. Rural and Remote: students must be Trainees or Fellows of the ACRRM or demonstrate active rural or remote practice

Overseas Applicants: English Language Proficiency

12. Overseas Applicants whose academic qualifications are not English language-based or must be able to demonstrate an IELTS (Academic) overall average band score of 7.0 or better, with a score of no less than 6.0 in any band, or equivalent.

Additional Admission Criteria for courses in Applied Mental Health Studies

13. In addition to the General Admission Criteria, HETI Higher Education will consider an applicant for admission to a postgraduate award in Applied Mental Health Studies if the applicant can provide evidence of relevant experience in a mental health-related work setting.

Conditions

14. HETI Higher Education may apply quotas on the number of admissions to any particular course.
15. 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).
16. Applicants may appeal decisions to refuse admission in accordance with the provisions of the Complaints and Incidents Procedure <http://www.heti.edu.au/policies-and-procedures>.
17. A student who has successfully completed Non-Award Units and seeks to be admitted to an Award Course of study at HETI Higher Education, for which the units completed as a Non-Award student form a part, may apply for advanced standing for those units.
18. A student who has successfully completed PD units and seeks to be admitted to an Award Course of study at HETI Higher Education, for which the units completed as a PD student form a part, may apply for advanced standing for those units if they have successfully completed the assessment tasks for those units.

Procedures

19. All applications for admission to HETI Higher Education Courses must be made on the HETI Higher Education Admissions and Enrolment Application Form <http://www.heti.edu.au/forms>.
20. It is the responsibility of the applicant to ensure that all required documentation is submitted in accordance with the requirements and format stipulated in the Admissions and Enrolment Application Form.
21. Applications for admission to HETI Higher Education Courses are assessed by the Framework Coordinator who authorises the offers of places in accordance with the rules, resolutions, policies and procedures set down by HETI Higher Education.
22. 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 <http://www.heti.edu.au/policies-and-procedures> for more detailed information about fees payable.
23. HETI Higher Education reserves the right to withdraw an offer of admission and cancel the enrolment of any student who fails to supply the documentation required in the Admissions and Enrolment Application Form, including certified documents, or submits false documentation.

Deferred Admission

24. Deferred admission is not available.

Re-admission of former students

25. The allowable maximum periods for course completions after admission are specified in the HETI Higher Education Progression and Unsatisfactory Progress Policy <http://www.heti.edu.au/policies-and-procedures>. Students who have previously withdrawn from a HETI Higher Education course but who seek readmission in order to complete their course outside the maximum specified time must apply for re-admission in accordance with the admission procedures laid down in this policy.

26. Students who have been granted deferral of their studies are only required to apply for re-admission in accordance with the admission procedures laid down in this policy, if they are in breach of the conditions under which the deferral was approved.
27. Students who have graduated from a HETI Higher Education course and who seek to enrol in a higher HETI Higher Education course but who have had a period of absence from the institution of more than two years, must apply for re-admission in accordance with the admission procedures laid down in this policy. Student who seek to enrol in the a higher HETI Higher Education Course after an absence of less than two years must follow the procedures stipulated in the Enrolment Policy <http://www.heti.edu.au/policies-and-procedures>.

Suspension or Exclusion from a Higher Education Provider

28. 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.

Roles and Responsibilities

29. It is the responsibility of the Education Support Officer to:
 - a. Collect and organise Application Forms
 - b. Forward Application Forms to the relevant Framework Coordinator for processing
 - c. Notify applicants of the result of their application
30. It is the responsibility of the Framework Coordinator to:
 - a. Assess each application in relation to the General and Additional Criteria for Admission as stipulated in this policy
 - b. Approve offers of places to applicants

Related Documents

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

DOCUMENT HISTORY

| Version | Issued | Status | Author | Reason for Change |
|---------|-------------------|--------|-----------------------------------|--|
| 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 |
| v1.1 | 18 August 2018 | Draft | David Baxter | Policy review |
| v1.1 | 20 September 2018 | Draft | Silke O'Callaghan David Baxter | Incorporating feedback from policy review including admissions criteria for Higher Education courses |
| v1.1 | 22 October 2018 | Draft | Silke O'Callaghan | Endorsed by the Higher Education Academic Board |
| v1.1 | 21 November 2018 | Draft | Rhonda Loftus | Approved by the Higher Education Governing Council |
| v2.0 | 28 November 2018 | Final | Jana Chadid | Updated Logos, Published Version |

IMPLEMENTATION CHECKLIST – COMPLIANCE SELF ASSESSMENT

| Assessed by: | Date of Assessment: | | |
|--|--|--------------------|-----------------|
| IMPLEMENTATION REQUIREMENTS | Not commenced | Partial compliance | Full compliance |
| 1. Presentation of key changes and messages was provided to all key stakeholders | | | |
| | Notes: Training session was conducted Jan/Feb 2019 | | |
| 2. Quizzes were conducted to assess all key stakeholders knowledge and application to practice of the updated policy clauses | | | |
| | Notes: Relevant Director conducted and assessed the quiz Jan/Feb 2019 | | |
| 3. Reflection/evaluation; Training session to assess progress of implementation | | | |
| | Notes: Session planned for June/July 2019 | | |
| 4. | | | |
| | Notes: | | |
| 5. | | | |
| | | | |
| 6. | | | |
| | Notes: | | |

Attachment 1 - RISK ASSESSMENT

<Document Title>

| 1. | Policy/Process being assessed | Notes |
|---|--|-------|
| | Admissions Policy | |
| | 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) | |
| | To prescribe all aspects related to the admission of students to HETI Higher Education's postgraduate academic programs. This includes admission criteria, receiving an offer, deferring studies and general information. | |
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| 3. | Agency (HETI) key roles & responsibilities as per PD | |
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| 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: | | |