

Health Education and Training Institute Higher Education Advanced Standing Policy

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Document History

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v1.0	24 February 2016	Final	Mark Wilbourn	As approved by Health Education and Training Institute Higher Education Governing Council

v1.1	18 October 2016	Draft	Mark Wilbourn	Amendment to policy to support students transitioning from NSWIOP to HETI HE
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v2.1	12 January 2017	Draft	Mark Wilbourn	Amendment to clause 19
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v2.2	16 February 2017	Draft	Rhonda Loftus	Approval for interim publishing to the HETI HE website as soon to be reviewed for approval by the HETI HE Governing Council
v3.0	15 March 2017	Final	Valerie Rhodes	As approved by Health Education and Training Institute Higher Education Governing Council
v3.1	20 March 2017	Draft	Mark Wilbourn	Inclusion of clauses for granting provisional advanced standing.
v3.2	18 July 2017	Draft	Mark Wilbourn	Amendment to Application and Approval process.
v3.3	21 September 2017	Draft	Mark Wilbourn	Amendment to support application form
v3.4	22 December 2017	Draft	Rhonda Loftus	As per Governing Council amendments
v4.0	23 January 2018	Final	Valerie Rhodes	As approved by Governing Council 1 November 2017

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

Health Education and Training Institute Higher Education Advanced Standing Policy

Policy Statement

This policy outlines the principles that underpin Health Education and Training Institute (HETI) Higher Education's approach to granting students advanced standing by the granting of credit for prior study and the recognition of prior learning in coursework programs.

Aims and Objectives

1. The policy sets out the procedures to be followed by staff in considering applications for advanced standing and the procedures to be followed by students in applying.

Overview

2. The policy applies to all applications for, and awards of, advanced standing, including advanced standing covered by articulation pathway arrangements.

Definitions

3. The following definitions apply for the purpose of this policy.
 - a. **Advanced standing:** credit, expressed in the form of a specified number of credit points, towards an award course, granted on the basis of previous, successfully completed studies or prior learning.
 - b. **Formal learning:** completed studies at a recognised University, higher education institution, TAFE or registered training organisation in Australia and recognised international institutions.
 - c. **Credentialed learning:** programs or courses undertaken within the workplace, professional organisations or other training contexts, where appropriate certification is available.
 - d. **Informal learning:** demonstrable skills and learning gained from work or life experience.

- e. Nested course sequence: an articulated sequence of courses such as Graduate Certificate, Graduate Diploma and Master's program.
- f. Equivalent unit: units that are considered substantially the same in content and learning outcomes between programs of HETI Higher Education.
- g. Non-award units: units of study offered by HETI Higher Education that students enrol in independently of one of HETI Higher Education's award courses.
- h. Provisional advanced standing: advanced standing provisionally granted to applicants who are yet to enrol in a HETI Higher Education course. Offers of provisional advanced standing remain valid for a period of one academic year. Offers not taken up within that period will be considered to be expired.
- i. Specified advanced standing: advanced standing granted in the form of individual named units against a student's record. HETI Higher Education may grant specified advanced standing where prior learning is regarded as having satisfied the learning outcomes of a particular unit taught in HETI Higher Education.
- j. Unspecified advanced standing: advanced standing granted in the form of credit points only, not relating to individual units. HETI Higher Education may grant unspecified advanced standing where the relevant previous learning is regarded as broadly consistent with the expected outcomes of HETI Higher Education's course the student intends to take, but where they may not be directly equivalent to the learning outcomes of any specific unit in the program.

Procedures

Facilitating Student Pathways

- 4. HETI Higher Education aims to ensure that students complete their courses in the shortest time possible, consistent with course requirements and giving formal recognition for any relevant, previously achieved learning.
- 5. The granting of advanced standing for previously achieved learning is an acknowledgement by HETI Higher Education that students have gained the knowledge, understanding and skills equivalent to the stated learning outcomes of related programs and units of study offered by HETI Higher Education.

6. HETI Higher Education recognises that learning takes place in a broad range of contexts - in formal study, in the workplace and in life experience. The granting of advanced standing for previous learning ensures that students commence study at a level that appropriately recognises that learning and ensures that they are not required to repeat successful learning activities in any HETI Higher Education course.
7. Applicants for advanced standing may request that their previous learning be assessed for advanced standing towards a postgraduate coursework award.
8. HETI Higher Education may grant advanced standing on the basis of:
 - a. Completed studies at a recognised University, higher education institution, TAFE or registered training organisation in Australia and recognised international institutions (formal learning); or
 - b. Programs or courses undertaken within the workplace, professional organisations or other training contexts, where appropriate certification is available (credentialed learning); or
 - c. Demonstrable skills and learning gained from work or life experience that is relevant to the course being studied (un-credentialed learning).

Conditions

9. To protect the integrity of its awards, HETI Higher Education will only grant advanced standing for, and as, whole units.
10. Eligibility for advanced standing does not guarantee admission to HETI Higher Education.
11. Offers of provisional advanced standing remain valid for a period of one academic year. After this time the offer of advanced standing expires.

Quality Assurance

12. The HETI Higher Education Academic Board's Teaching and Learning Committee will review the granting of advanced standing to ensure that practices across HETI Higher Education are consistent.

13. The HETI Higher Education Academic Board may commission comparisons with other Higher Education Providers to ensure that the advanced standing granted by HETI Higher Education is consistent with practice in the higher education sector.

General Information

14. Advanced standing may be granted either as specified advanced standing or unspecified advanced standing, or as a combination of both.
15. Decisions on applications are made by the Director Education and Training on the recommendation of the Unit Coordinator(s) supported by the relevant Framework Coordinator.
16. The Director Education and Training has the option to refer complex advanced standing applications to the Teaching and Learning Committee for resolution.
17. The HETI Higher Education Academic Board has authority to vary maximum allowable advanced standing amounts that can be granted on the recommendation of the Teaching and Learning Committee.
18. HETI Higher Education reserves the right to withdraw advanced standing where the documentation provided by the applicant proves to be incomplete, misleading, false or invalid or when an error has been made in assessing or processing the application.
19. If an applicant is dissatisfied with the outcome of their advanced standing application, they may appeal against the decision, in accordance with the appeal procedures set out in Clause 41-48.

Limits on Advanced Standing - Postgraduate Courses

20. Students will not be granted advanced standing in a postgraduate award for units previously studied in an undergraduate award. An exception may be made for students entering certain professional postgraduate programs, who may be granted advanced standing if a case is approved by the Teaching and Learning Committee of the HETI Higher Education Academic Board.

21. The maximum advanced standing that can be granted towards a postgraduate program is 50% of the total credit points for the course, except when a student is progressing through a nested course sequence (see Clause 22).
22. The maximum advanced standing that can be granted towards a postgraduate program is dependent on the exit point (award):

Exit Point (Award)	Maximum Advanced Standing
Graduate Certificate	20 credits (50% of overall award) [2 units from Graduate Certificate]
Graduate Diploma	40 credits (50% of overall award) [4 units from Graduate Certificate]
Masters	60 credits (50% of overall award) [4 units from Graduate Certificate plus 2 units from Graduate Diploma*]

* Granting of credits for Graduate Diploma units is conditional on progression to Masters Award (a student is not permitted to exit with a Graduate Diploma if granted 60 credits of advanced standing).

23. HETI Higher Education students, upon completion of a lower level nested award, can apply for transfer to the higher level award. If a student chooses to graduate from a lower level award, they will then need to re-apply for the higher level award. The previously completed units within the nested award will be noted on the academic transcript as Advanced Standing (see Postgraduate Coursework Policy – Progression, Completion and Graduation; and Admissions Policy – Procedures).
24. Where a student has covered more content of the postgraduate award than the maximum allowable advanced standing of 50% of the total credit points for the course, the Higher Education Academic Board, on the recommendation of the Teaching and Learning Committee may grant an exemption for units where the student can demonstrate that they would otherwise be eligible for advanced standing.

Course Transfer Arrangements

25. Where a current student has been given permission to transfer from a course at another educational institution, including the NSW Institute of Psychiatry, to an award course at the same level, they will upon application be granted advanced standing for

all successfully completed equivalent units in the first course (refer to Articulation Pathways Policy).

Time Limits for Currency of Previous Studies

26. Advanced standing in specified units is not normally granted for studies completed 10 years or more prior to application. Where advanced standing is being sought for studies completed 10 years or more prior to application, HETI Higher Education may require an assessment of the currency of an applicant's knowledge. HETI Higher Education will determine the method of assessment.

Applying for Advanced Standing - Lodgement of Applications

27. Applications for advanced standing must be made by the published application closing date using the approved form available on the HETI Higher Education's website.
28. Applications for advanced standing must accompany an application for admission and/or a unit enrolment form into the award course for which the advanced standing applies, otherwise the application for advanced standing will not be considered:
 - a. New Students: application for admission form and unit enrolment form;
 - b. Progressing Students: unit enrolment form.
29. Applications for advanced standing will not be considered for units of study in courses in which the student is not eligible to enrol.

Supporting Documentation for Advanced Standing Applications

30. Where advanced standing is being sought on the grounds of successfully completed study at a recognised University, higher education institution, TAFE or registered training organisation in Australia and recognised international institutions (formal learning), the applicant must provide:
 - c. a certified copy of the academic transcript; and
 - d. extracts from institutional handbooks or other official documentation giving sufficient details of the studies to allow an assessment of the application to be

made. All supporting documentation must be in English, including certified translations where necessary.

31. Where advanced standing is being sought on the grounds of credentialed or informal learning, HETI Higher Education requires satisfactory evidence that the relevant learning outcomes for the units and/or key learning areas have been achieved. The applicant may be required to supply certified copies of statements from employers, present a portfolio, attend an interview or demonstrate their competence through an appropriate form of assessment. The method of assessment will be established by the Framework Coordinator in consultation with the Chair, Teaching and Learning Committee, where applicable. It is the applicant's responsibility to provide all certified documentation for assessment at the time of assessment, in consultation with the Framework Coordinator.

Timelines for Applications and Notifications of Advanced Standing

32. Applications for advanced standing must be submitted by the published application closing date, prior to the student commencing the first semester of study in the award at HETI Higher Education.
33. HETI Higher Education will not grant advanced standing where an application has been made after the approved application closing date for a unit being studied in that teaching session.
34. The assessment of applications based on informal learning may take longer than applications based on formal or credentialed learning. Applicants may be required to provide further evidence or undertake an appropriate assessment, in which case HETI Higher Education will contact the applicant.
35. Applicants will be notified of the results of their application in writing. This will normally occur within four weeks of the closing date for applications for formal or credentialed learning, but may take longer for advanced standing based on informal learning.
36. Advanced standing will be allocated the following grades for administrative purposes: Specified (K) and Unspecified (L). Academic marks and grades are not allocated for

units for which advanced standing is given, other than as specified in clauses 38 and 39.

37. Provisional advanced standing, granted to applicants who are yet to enrol in a HETI Higher Education course, will remain valid for a period of one academic year. Provisional advanced standing will expire if admission to the award course for which the advanced standing applies is not confirmed within this period. In this case a new application for advanced standing is required.
38. A student wishing to have successfully completed non-award units transferred to a program in which they are enrolled will be granted equivalent advanced standing. If the non-award units have been completed at HETI Higher Education, or previously at the NSW Institute of Psychiatry, the grades achieved will be transferred when the student's enrolment in an award program is confirmed.
39. Postgraduate students progressing through a nested award will have marks and grades transferred to the new program.

Relinquishing Advanced Standing

40. If a student can demonstrate valid academic reasons for relinquishing the advanced standing that has been granted, they may apply to the Chair, Teaching and Learning Committee providing details of academic reasons for the request. Requests to relinquish advanced standing on the basis of visa/immigration requirements are not considered valid academic reasons.

Appeals - Review of Decision by Teaching and Learning Committee

41. An applicant for advanced standing who wishes to challenge the decision of the Director Education and Training or the Teaching and Learning Committee about their advanced standing must first discuss the matter with the Framework Coordinator.
42. If, following discussion with the Framework Coordinator, the student remains dissatisfied with the decision and considers they have evidence that meets the grounds specified in Clause 47 to lodge an appeal, the student may appeal, in writing, to the Chair of the HETI Higher Education Academic Board (see also the Student Support (Rights and Responsibilities) Policy – Clause [408](#)).

Appeals against Determinations Made in Relation to Advanced Standing

43. HETI Higher Education provides the right of appeal against decisions on the approval of advanced standing. An appeal must be lodged in writing within 15 working days of the date of notification of the advanced standing determination. Any appeal must set out the grounds for the appeal. The HETI Higher Education Academic Board will consider and determine the appeal.
44. No member of the HETI Higher Education Academic Board may have had any previous involvement with the decision under appeal. If necessary a substitute member will be appointed for the purpose of the particular appeal under consideration.
45. The appellant will not normally have the right to be present when the Academic Board convenes. A fee \$40.00 for the lodgement of an appeal will apply. This fee will be refunded in the case of a successful appeal. An appellant will be notified in writing of the outcome of the appeal within 20 working days of the date of lodgement of the appeal. (Refer to Student Fees Policy – Clause 11)
46. The student must ensure that any appeal, together with supporting evidence, is received by the Chair of the Academic Board within 15 working days of the date of the letter advising of the decision of the Teaching and Learning Committee. Late appeals will not be considered, unless the Academic Board is satisfied there are extenuating circumstances.

Grounds for Appeal

47. An appeal can only be made on one of the following grounds, which must be specified and addressed in the appeal letter:
 - a. that there is evidence that the decision with regard to the application for advanced standing was made as the result of a procedural error or was in breach of procedural fairness; or
 - b. that there is evidence that the decision regarding award of advanced standing to them does not give appropriate recognition for their previous study.

48. Any further appeal by a student, which can only be made on the grounds of a breach of process or a breach of procedural fairness, must be made to and considered by the HETI Higher Education Governing Council.

Related Documents

- Health Education and Training Institute Higher Education Admissions Policy
- Health Education and Training Institute Higher Education Articulation Pathways Policy
- Health Education and Training Institute Higher Education Student Fees Policy

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

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
	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)	
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:	