

## Health Education and Training Institute Higher Education Articulation Pathways Policy

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<b>Summary</b>	This policy outlines Health Education and Training Institute Higher Education's position and processes for developing articulated pathways for students into courses from other educational institutions. This includes proposing and approval of the pathways and the arrangements for granting of advanced standing and guaranteed entry.
<b>Keywords</b>	Articulation pathways, articulation agreements, articulation opportunity, advanced standing, articulation arrangements, academic grounds
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<b>Applies to</b>	Higher Education
<b>Related documents</b>	Health Education and Training Institute Higher Education Advanced Standing Policy
<b>Review date</b>	June 2017
<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 Articulation Pathways Policy

## Policy Statement

This Policy defines the objectives of providing students with clearly articulated pathways between a course or courses of HETI Institute (HETI) Higher Education and those of other educational institutions, by means of the award of advanced standing and/or guaranteed entry. It also outlines the processes to be followed in the development, approval and recording of pathway arrangements.

## Aims and Objectives

1. HETI Institute Higher Education is committed to providing and expanding clear pathways to assist students, who have previously successfully completed studies elsewhere and who otherwise qualify for admission, to enter an appropriate course of HETI Institute Higher Education with the maximum amount of advanced standing warranted by their previous studies. HETI Institute Higher Education is also committed, where practicable and by means of similar pathways, to assisting its own graduates and enrolled students, who wish to enrol in a course of another educational provider.

## Overview

2. The Policy applies to agreements with both higher education providers or vocational education and training providers, whether Australian or overseas providers, and whether public or private.
3. HETI Institute Higher Education will, when it determines it appropriate to do so, enter into agreements with other selected education providers to define and publicise the advanced standing, together with any guarantee of entry to a course. The award of any advanced standing to a particular student entering HETI Institute Higher Education will be subject to the provisions of the Advanced Standing Policy.
4. Articulation arrangements shall conform to HETI Institute Higher Education's strategic objectives and result in clear benefits to HETI Institute Higher Education and its enrolled students and graduates.

5. Consistent with the provisions of the Advanced Standing Policy, HETI Institute Higher Education will endeavour to ensure that students granted advanced standing and/or guaranteed entry to a course of HETI Institute Higher Education under this Policy, are academically equipped to undertake the relevant HETI Institute Higher Education course.
6. This Policy is to be read in conjunction with the Advanced Standing Policy.

## **Definitions**

7. The following definitions apply for the purposes 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. For definitions of types of advanced standing, refer to the Advanced Standing Policy.
  - b. **Articulation Pathway:** a formally agreed and approved admission route, for a graduate or enrolled student of another educational provider, into a course of study at HETI Institute Higher Education, or, for a graduate or enrolled student of HETI Institute Higher Education, into a course of study at another educational provider, with pre-determined advanced standing and/or with guaranteed entry.
  - c. **Articulation Pathway Agreement:** an agreement, between HETI Institute Higher Education and another education provider that a student, who has successfully completed all, or a specified part, of a course in one of them and who gains admission to a related course offered by the other, will be granted specified advanced standing in the new course and/or be guaranteed enrolment in it.
  - d. **Education providers:** Australian universities and other Australian higher education providers (recognised as such by law), Australian Vocational Education and Training (VET) sector providers and recognised overseas education providers, whose academic courses and units HETI Institute Higher Education considers are of an equivalent quality to those delivered by HETI Institute Higher Education.
  - e. **Guaranteed entry:** a guarantee of admission to a HETI Institute Higher Education course or to the course of another educational provider, referred to in the relevant Articulation Pathway Agreement, and provided the student meets any other

published requirements for admission current at the time of application, such as a required level of English proficiency.

## **Procedures**

8. In order to ensure that articulation pathways are publicly available to existing and intending students, HETI Institute Higher Education will publish on its website the advanced standing determined under all articulation agreements.
9. In order to assure the quality of the articulation pathways covered by agreements, HETI Institute Higher Education will periodically monitor and evaluate their effectiveness and review their currency.
10. HETI Institute Higher Education will provide to students obtaining access under this Policy to a course of HETI Institute Higher Education, an appropriate schedule of study to be completed at HETI Institute Higher Education.
11. When proposing or negotiating an articulation pathway or associated agreement with other education providers, staff of HETI Institute Higher Education will ensure that the proposed agreement aligns with HETI Institute Higher Education's objectives.
12. Articulation agreements with other Australian education providers will generally be for a period of two years and will be reviewed during the second year to determine whether the arrangements remain current or require updating. Articulation agreements with education providers outside Australia will generally be for a period of three years and will be reviewed in the third year to determine whether the arrangements remain current or require updating.

## **Proposing an Articulation Pathway or Articulation Pathway Agreement**

13. Any person wishing to propose an articulation pathway or an articulation pathway agreement between HETI Institute Higher Education and another education provider must first consult with the Director Education and Training.
14. In accordance with the process set out in Clause 18, the Director Education and Training will then submit the proposal, with a recommendation of support or non–

support, for consideration by the HETI Institute Higher Education Academic Board through the Teaching and Learning Committee.

### **Determining Advanced Standing/Guaranteed Entry**

15. The advanced standing, if any, to be given to students and any guarantee of entry in an articulation pathway to a course of HETI Institute Higher Education will be determined by the HETI Institute Higher Education Academic Board upon advice from the Teaching and Learning Committee. The Teaching and Learning Committee will also advise in any negotiations of advanced standing or guaranteed entry to be awarded to graduates or enrolled students of HETI Institute Higher Education in an articulation pathway into a course of another educational provider. In determining or providing advice about those matters, consultation will occur with the content specialist of the other education provider.
16. Advanced standing in an articulation pathway will be determined in accordance with the Australian Qualifications Framework (AQF) taking into account the comparability and equivalence of the learning outcomes; volume of learning; program of study, including content; and learning and assessment approaches.
17. The maximum amount of advanced standing for articulation to a HETI Institute Higher Education award is 50% credit for the award. Any variations will have to be justified on academic grounds, including the integrity of qualification outcomes and discipline requirements, and the students' likely successful completion of the qualification.

### **Referral of a Formal Proposal for Approval**

18. A proposal for advanced standing and any guarantee of entry for an articulation pathway will be set out in a formal proposal, using a standard template.

The formal proposal will be transmitted by the Director Education and Training, via the Teaching and Learning Committee to the HETI Institute Higher Education Academic Board. If the HETI Institute Higher Education Academic Board endorses the proposal, it will recommend it to the HETI Institute Higher Education Governing Council for approval.

## **Roles and Responsibilities**

### **Reviewing and Re-Accrediting Pathways**

19. Before the term of an articulation pathway and any associated agreement has expired, or whenever HETI Institute Higher Education's or other education provider's course changes significantly, the pathway and the agreement will be reviewed to ensure that the contents remain current and that the articulation agreement remains aligned with HETI Institute Higher Education's strategic objectives and current standards as approved by the HETI Institute Higher Education Academic Board. If the agreement does not require amendment, it is submitted for re-approval through the Teaching and Learning Committee to the HETI Institute Higher Education Academic Board.
20. If the agreement is to be amended or re-negotiated, the Director Education and Training will initiate the re-negotiation process and refer any draft agreement through the HETI Institute Higher Education Academic Board to the HETI Institute Higher Education Governing Council for approval.
21. In cases where it is decided not to continue with an agreement, the provider will be advised in writing that the agreement will not continue beyond the period of the existing agreement. In cases where HETI Institute Higher Education has serious concerns about the quality of the provider's program it may place the provider on notice that the agreement will not continue for the full term and a report will be sent to the appropriate accrediting authority.

### **Establishing Pathways with Australian VET Sector Providers**

22. All prospective articulation pathway initiatives with Australian Vocational Education Training (VET) sector providers will be discussed in the first instance between the Director Education and Training and the Executive Manager, NSW Health Registered Training Organisation, HETI Institute (HETI).
23. Where a partnership between HETI Institute Higher Education and a VET sector provider is proposed for the purpose of establishing an articulation pathway, the Director Education and Training will make contact with key stakeholders from the VET provider and HETI Institute Higher Education to discuss the general pathway opportunity and to confirm mutual interest and feasibility.

24. The Director Education and Training will arrange a panel of stakeholders to assess VET provider partnership proposals as required, including content specialists from HETI Institute Higher Education and the VET provider. Where possible, negotiations and credit assessment to determine the advanced standing to be given are finalised at this meeting.
25. The Director Education and Training in conjunction with the Executive Manager, NSW Health Registered Training Organisation, HETI will manage the credit assessment process to ensure consistency and equity across other Articulation Pathways Agreements and will invite key stakeholders and content specialists from VET and HETI Institute Higher Education to participate in negotiations for determining advanced standing to be awarded. This process will be consistent with the provisions for determining advanced standing/guaranteed entry (see clause 15-17), and in accordance with the AQF.
26. Academic staff and the VET provider negotiate the advanced standing to be given under the terms of the agreement and determine any other conditions. The Director Education and Training will arrange for consideration and approval, as appropriate, in accordance with the process set out in Clause 18.

## **Related Documents**

- HETI Institute Higher Education Advanced Standing 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.

## DOCUMENT HISTORY

Version	Issued	Status	Author	Reason for Change
v0.1	13 November 2015	Draft	Geoff Murphy	Draft document issued for consultation
v0.2	6 January 2016	Draft	Mark Wilbourn	Consolidated feedback and accepted changes
v0.3	20 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 20 January 2016
v0.4	25 January 2016	Draft	Geoff Murphy	Post review amendment
v0.5	25 January 2016	Draft	Mark Wilbourn	Feedback received from Bernie Deady
v0.6	28 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 28 January 2016
v1.0	24 February 2016	Final	Mark Wilbourn	As approved by HETI Institute Higher Education Governing Council
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:</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
	Articulation Pathways Policy v1.0	
	Document Number	
	Publication date	
	Scheduled review date	June 2017
	Date of this risk assessment	
	Name & position of assessing officer	
2.	Summary of policy purpose (from PD Cover Page)	
	This policy outlines HETI Institute Higher Education's position and processes for developing articulated pathways for students into courses from other educational institutions. This includes proposing and approval of the pathways and the arrangements for granting of advanced standing and guaranteed entry.	
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"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating:</li> </ul>	
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"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating:</li> </ul> Evaluation –	

### Risk Assessment Approval

Name & position of approving T2 Officer:	
Date:	