

Health Education and Training Institute Higher Education External Advisory Committees Policy

Document Reference Number	HEP18/13
Superseded Version	IOPD15/3923[v2]
NSWIOP Document Number	IOPD15/3923[v2]
TRIM Document Classification	Governance
Framework Part	Part 1- Course Design Standards
Approval date	15 December 2016
Publication date	15 December 2016
Summary	This policy deals with the establishment and role of External Advisory Committees whose function is to provide advice on the relevance of courses to prospective students, the health industry, the community and professional bodies.
Keywords	Advice, external input, sources of information, terms of reference
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 Award Courses and Units Approval Policy
Review date	December 2017
Risk Assessment	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>

Health Education and Training Institute Higher Education External Advisory Committees Policy

Policy Statement

An External Advisory Committee's principal function is to provide advice on the relevance of courses and proposed courses to prospective students, the health sector, professional bodies and to the community, adopting open and transparent processes. A Committee may also facilitate networking with the health sector and the community generally to leverage collaborative ventures, foster support for Health Education and Training Institute (HETI) Higher Education, attract donations for scholarships, and provide opportunities for research collaborations. With appropriate membership, the Committee may provide expert advice about curriculum design standards for current or proposed courses.

Aims and Objectives

1. An External Advisory Committee (or committees) may be established to provide advice over an extended period of time - from inception of a particular course or courses, through to their being offered to students. Alternatively, the Committee might be commissioned for a limited duration, to undertake a particular task - for example, to review a particular course that is due for re-accreditation.

Overview

2. This policy is to be read in conjunction with the Award Courses and Units Approval Policy. As part of the process of developing and considering proposals for new courses, or for substantial variations to existing courses, there is a requirement to establish processes to obtain external input to the proposals. External Advisory Committees are one way to achieve this.
3. HETI Higher Education recognises that an External Advisory Committee is not the only way to obtain evidence, advice, information, external views, and feedback on courses and course proposals.
4. Other sources of information might include:
 - a. reports which include data on student demand, enrolments, retention, progression, completions, graduate outcomes;
 - b. student feedback from course and unit surveys; and

- c. other inputs from the NSW Health system, the wider health sector, partners in the delivery of courses and programs and professional bodies.

Roles and Responsibilities

5. In establishing an External Advisory Committee, or committees, the Director Education and Training will, in consultation with the HETI Higher Education Executive Group:
 - a. determine the Committee's terms of reference
 - b. appoint an external chair; that is, an individual *who is not* employed by HETI;
 - c. propose the appointment of the members of the Committee (including, if considered necessary a deputy chair). A majority of members must be external to HETI Higher Education, for example, graduates, relevant professionals, academic staff at other institutions;
 - d. decide how often the Committee should meet, and whether meetings are face-to-face or electronic, taking into account the wishes of the Committee; and
 - e. arrange the Committee's administrative support.
6. The External Advisory Committee's reports will be referred to the HETI Higher Education Academic Board via the Teaching and Learning Committee.

Related Documents

- HETI Higher Education Award Courses and Units Approval Policy

Acknowledgement:

HETI 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	24 February 2016	Final	Mark Wilbourn	As approved by HETI Higher Education Governing Council
v1.1	18 November 2016	Draft	Mark Wilbourn	Provides greater clarity around roles and responsibilities
v2.0	7 December 2016	Final	Valerie Rhodes	As approved by HETI 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.			
	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	
	External Advisory Committees Policy v1.0		
	Document Number		
	Publication date		
	Scheduled review date		December 2017
	Date of this risk assessment		
	Name & position of assessing officer		
2.	Summary of policy purpose (from PD Cover Page)		
	This policy deals with the establishment and role of External Advisory Committees whose function is to provide advice on the relevance of courses to prospective students, the health industry,		
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:	