

Health Education and Training Institute Higher Education Admissions Policy

Document Reference Number	HEP18/7[v2]
Superseded Version	Admission Policy v2.1
NSWIOP Document Number	IOPD15/3722[v2]
TRIM Document Classification	Governance
Framework Part	Part 2 – Course Support Standards
Approval Date	04 December 2019
Publication date	14 January 2020
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	03 December 2022
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 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.

Health Education and Training Institute (HETI) Higher Education Admission Policy and Procedures are free from discrimination on the basis of ethnicity, gender, sexual preference, age, disability or political and religious affiliation.

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 principles outlined on the equity and diversity page of the HETI Higher Education website available at <https://heti.edu.au/student-information/student-support/equity-and-diversity>, HETI Higher Education Enrolment policy and the HETI Higher Education Student Fees Policy available at <https://heti.edu.au/policies-procedures>.
2. 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 <https://heti.edu.au/policies-procedures>.
3. This policy applies to applicants seeking admission to all HETI Higher Education courses.
4. 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

5. 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.
 - f. Equity Groups: historically disadvantaged or underrepresented student populations, other groups protected in Equal Opportunity and anti-discrimination legislation. There are six nationally recognised Equity Groups in Australia:
 1. Low Socio-Economic Status (SES)
 2. Indigenous
 3. Disability
 4. Regional and Remote
 5. Non-English Speaking Background
 6. Gender – women and LGBTI people.

Principles of Admission

6. 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 admission criteria outlined in Clauses 9-13 of this policy and through the same admission processes.
 - e. HETI welcomes admission applications from appropriately qualified members of all equity groups, including Aboriginal and Torres Strait Islanders, low socio-economic status, women, LGBTI people, and applicants with disabilities, from rural and remote communities, and from non-English speaking backgrounds.
7. 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.
8. 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 <https://heti.edu.au/policies-procedures>.

General Admission Criteria

9. 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.
10. 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

11. 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.

12. In addition to Clause 9, 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

13. Overseas Applicants whose academic qualifications are not English language-based on 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.

Admission Provisions for Applicants from Disadvantaged Backgrounds

14. Educational disadvantage may be experienced as a result of an applicants' identification with one or more equity groups. Applicants from disadvantaged backgrounds who can demonstrate prospects for academic success may be admitted to the Applied Mental Health Studies Framework on the basis of the recommendation of Director, Education and Training to the Executive Director

Additional Admission Criteria for courses in Applied Mental Health Studies

15. 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

16. HETI Higher Education may apply quotas on the number of admissions to any particular course.
17. 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).
18. Applicants may appeal decisions to refuse admission in accordance with the provisions of the Complaints and Incidents Procedure <https://heti.edu.au/policies-procedures>.
19. 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.
20. 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

21. 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>.
22. 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.
23. Applications for admission to HETI Higher Education Courses are assessed by the Frameworks Coordinator who authorises the offers of places in accordance with the rules, resolutions, policies and procedures set down by HETI Higher Education.
24. In cases where applications are made in accordance with Clause 14, the Frameworks Coordinator refers the applications to the Director, Education and Training for assessment and recommendation to the Executive Director.

25. 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 <https://heti.edu.au/policies-procedures> for more detailed information about fees payable.
26. 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

27. Deferred admission is not available.

Re-admission of former students

28. 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.
29. 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.
30. 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. Students who seek to enrol in 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

31. 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

32. 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

33. It is the responsibility of the Frameworks 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
- HETI Higher Education Equity and Diversity Framework

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
V2.1	26 July 2019	Draft	David Baxter Silke O'Callaghan	Amendments made to align with the HETI HE Equity and Diversity Framework.
V2.1	30 September 2019	Draft	Susan Grimes	Endorsed by the Teaching and Learning Committee
v2.1	24 October 2019	Draft	Susan Grimes	Endorsed by the Academic Board
v2.1	04 December 2019	Draft	Susan Grimes	Approved by the Governing Council
v2.2	14 January 2020	Final	-	Published

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.	
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:		