

Health Education and Training Institute Higher Education Academic Policy Framework

Document Reference Number	HEP18/4
Superseded Version	HETI Higher Education Academic Policy Framework v1.2
NSWIOP Document Number	IOP15/3721[v2]
TRIM Document Classification	Governance
Framework Part	Part 4 – Course Impact (Encompassing Academic Learning Standards)
Approval date	03 February 2020
Publication date	14 February 2020
Summary	To provide the framework for the development, approval and publication of Health Education and Training Institute Higher Education academic policies, procedures, guidelines, processes and forms.
Keywords	Framework, academic policies, academic procedures, academic guidelines, academic forms, process
Authoring Portfolio	Mental Health
Contact	Director Education and Training
Consultation	as per Document History
Distribution	Higher Education
Applies to	Higher Education
Related documents	Health Education and Training Institute Higher Education Academic Governance Policy Health Education and Training Institute Higher Education Academic Policies Framework
Review date	03 February 2023
Risk Assessment	As per Attachment 1 to this document.

Issued under the authority of the Health Education and Training Institute Higher Education Academic Board

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 <https://heti.edu.au/policies-procedures-and-forms>

Health Education and Training Institute Higher Education Academic Policy Framework

Policy Statement

As a higher education provider registered under Commonwealth government legislation, HETI Higher Education has the authority and obligation to make policies concerning its governance and academic operations and to operationalise its policies with procedures, guidelines and forms.

Aims and Objectives

1. This document provides the framework for the development, description, approval and publication of Health Education and Training Institute (HETI) Higher Education academic policies, procedures, guidelines, processes and forms. The purpose of the framework is to establish standards and formats that make the overall suite of policies and related documents easy to access and understand, consistent with each other and also to ensure that they are kept up to date.
2. All individuals involved in the development, approval and implementation of HETI Higher Education wide academic policies and related documents are required to comply with the requirements of this Policy Framework.

Overview

3. HETI Higher Education policies, procedures, guidelines and forms provide the framework by which HETI Higher Education requires its academic governance operations to be conducted. They are the basis on which members of the HETI Higher Education community are expected to manage the academic affairs of HETI Higher Education. They also reflect, as appropriate, relevant NSW Health policy directives and Commonwealth government higher education regulatory requirements.
4. HETI Higher Education has adopted a standard procedure for the development, description, approval, publication and review of these documents.

Definitions

6. For this policy:
 - a. Academic Policy: a statement approved by the HETI Institute Higher Education Academic Board that must be complied with and implemented that sets out HETI Higher Education's official position in relation to a particular academic governance issue including any mandatory requirements.

- b. Procedure: a statement that sets out HETI Higher Education's standard and required practice for implementation of a NSW Health policy or HETI Higher Education academic policy.
- c. Guideline: a statement that establishes best practice on how HETI Higher Education academic policies and procedures might best be implemented or applied. Sound reasons must exist for departing from a guideline.
- d. Forms: documents that provide information to HETI Higher Education enabling its policies, procedures and guidelines to be operationalised.
- e. Process: a statement that sets out HETI Higher Education's standard and required practice for implementation of specific aspects of HETI Higher Education academic procedures.

Hierarchy of Academic Governance Documents

7. The hierarchy of academic governance documents is as follows:

- i. Policies
- ii. Procedures
- iii. Guidelines
- iv. Forms

8. In cases where there appears to be inconsistency or contradiction between these documents, the document higher in the hierarchy takes precedence.

Policy Framework

9. The HETI Higher Education Higher Education Academic Policies Framework establishes a framework of academic governance based on four domains:

- i. Governance: the bodies that oversee HETI Higher Education's academic decisions and quality assurance.
- ii. Academic: policies dealing with courses, including course development, course structure, curriculum, teaching and assessment
- iii. Students: policies dealing directly with the student experience at HETI Higher Education
- iv. Administration: policies dealing with the organisational processes underpinning HETI Higher Education academic operations.

10. The Policies that fall under each domain are represented in the Table below:

Governance	Academic	Students	Administration
<ul style="list-style-type: none"> • Academic Governance Policy • Academic Policy Development Framework • Academic Quality Assurance Policy & Framework • External Advisory Committees Policy • New Course Approval Policy 	<ul style="list-style-type: none"> • Academic Staff Misconduct Policy • Assessment Policy – Criteria and Standards-Based Assessment • Course Monitoring and Review Policy • Course Specialisation Policy • External Referencing & Benchmarking Policy • Graduate Attributes Policy • Graduation Policy • Postgraduate Course Design Policy • Postgraduate Coursework Award Course and Units Policy • Review of Grade Policy • Student Feedback Policy 	<ul style="list-style-type: none"> • Admissions Policy • Advanced Standing Policy • Enrolment Policy • Graduation Policy • Progression and Unsatisfactory Academic Progress Policy • Referencing Styles Policy • Special Consideration Policy • Student Academic Misconduct Policy • Student Grievance Procedure • Student Support (Rights and Responsibilities) • Unit Learning Guides Policy 	<ul style="list-style-type: none"> • Recognition of Equivalence of Professional Experience to Academic Qualifications • Tuition Assurance Policy • Articulation Pathways Policy • Privacy and Personal Information Policy • Student Fees Policy

New Policy Development

11. Where a new academic policy is proposed, consultation must first occur with the Executive Director HETI Higher Education and must include the following:
 - a. The rationale for the new policy
 - b. External Referencing and Benchmarking reports

- c. Implications for stakeholders
- d. Whether further consultations with other stakeholders are necessary
- e. Anticipated timeframe for development
- f. Any significant implementation and/or monitoring implications.

12. Once a proposal is endorsed by the Executive Director for development, the following principles apply to the submission of the policy to Teaching and Learning Committee, Academic Board and Governing Council for endorsement and approval:

- a. Documents are presented for endorsement and approval in the appropriate HETI Higher Education policy template.
- b. Documents are written in a plain English style that is concise and easy to understand.
- c. Documents are practical and present requirements clearly and logically in order to facilitate understanding and compliance.
- d. Documents are consistent with each other and comply with relevant regulatory and NSW Health requirements that apply to HETI Higher Education.
- e. Documents are readily available and accessible to all people who may have an interest in or be affected by them.
- f. Documents have a designated authoring portfolio and contact responsible for maintaining the currency of the document, undertaking periodic review, and responding to requests for clarification or interpretation.

Amendments to policies

- 13. Amendments to existing HETI Higher Education policies may arise out of policy review or as a result of legislative and regulatory changes and/or NSW Health requirements and priorities and result in changes to public-facing procedures.
- 14. Proposals for amendments to policies may come from NSW Health, HETI Higher Education Governing Council, Academic Board, Teaching and Learning Committee or Staff members in the performance of their roles in academic governance and the operations of the institution.
- 15. Major amendments to policies that involve substantial changes to the existing policy must be submitted to Teaching and Learning Committee for recommendation to Academic Board for its approval and submission to Governing Council for final approval.
- 16. Minor amendments that involve changes only to a small number of clauses of the existing policy to HETI Higher Education academic policies must be approved by the

Academic Board. Amendments that are considered to be administrative or formatting must be approved by the Chair Teaching and Learning Committee.

Policy Approval

17. All new and amended HETI Higher Education academic policies must be approved by the Governing Council on the recommendation of the Teaching and Learning Committee and the Academic Board.

Policy Implementation

18. The general principles that apply to the application and interpretation of HETI Higher Education's academic policies and related documents are that:

- a. They are to be implemented and enacted in a fair and consistent manner, having regard to stated requirements and their spirit and intent.
- b. Regard must be paid to the overall policy framework of HETI Higher Education, of which the academic policies form part, and the provisions of all relevant NSW Health policy documents and particularly those with universal application such as the NSW Health Code of Conduct.

19. All HETI Higher Education policies must have an implementation process.

Implementation often requires changes to current practices and it is the Director of Education and Training's responsibility to ensure that new policy requirements are effectively communicated to staff and students.

Copyright

20. No policy, or related document is to contain copyright material belonging to a party other than HETI Higher Education without the express written permission of the copyright owner for the use of the material in the document. The permission obtained from the copyright owner must give HETI Higher Education the right to publish the material on the HETI Higher Education website indefinitely or for a specified duration.

21. If copyright material is being used, the document being published must include an acknowledgement of the owner and contain a statement to the effect that the material is being reproduced and communicated with the permission of the copyright owner.

Policy Review

22. All policy and related documents must have a set review date, usually not greater than three years from the date of publication or re-publication. The review must be initiated at that point in time.

23. Periodic Policy Reviews must be undertaken by the Director, Education and Training and approved in accordance with this policy framework.

24. The essential purpose of a review is to examine whether the policy has achieved its objectives and is still relevant and useful to the needs of HETI Higher Education.

Policy Publication

25. HETI Higher Education policies, procedures, guidelines and student forms must be published on the HETI Higher Education website using the approved template format.

26. The Executive Director HETI Higher Education or delegate must approve the publishing on the HETI Higher Education website of all policies, procedures, guidelines and student forms.

Roles and Responsibilities

27. The roles and responsibilities of the Academic Board and the Teaching and Learning Committee are set out in the HETI Higher Education Governance Policy.

28. The Director, Education and Training is responsible for ensuring that all policies are reviewed in accordance with the requirements stipulated in this policy framework.

29. The Higher Education Project Support Officer is responsible for maintaining the records of all policies and ensuring that the current version of each policy is displayed on the HETI Higher Education website.

Related Documents

- HETI Higher Education Governance Policy
- HETI Higher Education Quality Assurance Policy and Framework

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	21 July 2017	Draft	Valerie Rhodes	Review of Approval Delegations
v1.2	27 July 2017	Draft	Mark Wilbourn	Review
v1.3	2 November 2017	Final	Governing Council	Amendments from Governing Council
v2.0	15 February 2018	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
v1.1	5 July 2019	Draft	David Baxter	Review Academic Policy Development Framework and Academic Policy Framework and drafted a combined document <i>Academic Policy Framework</i> .
V1.1	30 September 2019	Draft	Susan Grimes	Endorsed by the Teaching and Learning Committee.
v1.1	24 October 2019	Draft	Susan Grimes	Endorsed by the Academic Board
v1.1	04 December 2019	Draft	Susan Grimes	Approved by the Governing Council
V1.2	14 January 2020	Final	-	Published
v1.3	03 February 2020	Noted	Susan Grimes	Organisational changes; new position title, and responsibilities. Noted by the T&L Committee.
v1.3	14 February 2020	Final	-	Published

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
	Academic Policy Development Framework v1.1	
	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 provide the framework for the development, approval and publication of HETI Higher Education academic policies, procedures, guidelines, processes and forms.	
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:	