

## Health Education and Training Institute Higher Education Advanced Standing Policy

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<b>Summary</b>	This policy provides for the granting of credit for previous studies and recognition of prior learning.
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<b>Review date</b>	July 2023
<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 Advanced Standing Policy

## Policy Statement

Health Education and Training Institute (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. Accordingly, applicants for HETI Higher Education courses may request that their previous learning be assessed for Advanced Standing towards a postgraduate coursework award.

## Aims and Objectives

1. This policy outlines the principles and procedures that underpin HETI Higher Education's approach to granting student's credit for prior study and the recognition of prior learning.

## Overview

2. This 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 academic credit expressed as hours of study, towards an award course, granted on the basis of previous, successfully completed studies or prior learning that is equivalent to the content of units in a HETI Higher Education course. Advanced Standing does not apply to those units completed as part of the HETI Higher Education nested degree for which a student is making an application for Advanced Standing or to those units successfully completed as part of any undergraduate award.
  - 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. **Equivalent unit:** units that are considered substantially the same in content and learning outcomes between units in courses of HETI Higher Education.
- f. **Stand-alone units:** non-award units of study offered by HETI Higher Education that students enrol in independently rather than enrolling in one of HETI's award courses but that require successful completion of assessment tasks and may be used to accrue academic credit and apply for Advanced Standing on subsequent enrolment in a HETI Higher Education postgraduate course.
- g. **Professional Development (PD) units:** units of study that students enrol in independently of one of the Institute's award courses where there is no requirement for students to complete the assessment tasks of the unit(s) involved, but where students are eligible for recognition of satisfactory participation. PD units may be used in an application for Advanced Standing in individual cases under certain conditions determined at the discretion of HETI Higher Education.
- h. **Postgraduate Course in Psychiatric Medicine (PCP) units:** units offered as part of the Formal Education Course requirements of the Royal Australian and New Zealand College of Psychiatrists (RANZCP). PCP units may be used in an application for Advanced Standing in individual cases under certain conditions determined at the discretion of HETI Higher Education.
- i. **Conditional Advanced Standing:** Advanced Standing granted on the basis of academic requirements that need to be completed prior to the making of a formal offer of Advanced Standing.
- j. **Provisional Advanced Standing:** Advanced Standing provisionally granted to applicants who are yet to enrol in a HETI Higher Education course.
- k. **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.

- i. **Unspecified Advanced Standing:** Advanced Standing granted in the form of credit hours 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 course.
- m. **Nested course sequence:** an articulated sequence of courses such as Graduate Certificate, Graduate Diploma and Masters Course.

## Principles

4. 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 such learning and ensures that they are not required to repeat successful learning activities in any HETI Higher Education course.
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 courses and units of study offered by HETI Higher Education.

## Procedures

6. HETI Higher Education may grant Advanced Standing on the basis of:
  - a. Completed postgraduate 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).
7. 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.

8. Advanced Standing does not apply to units previously studied in a HETI Higher Education nested course. On admission to a higher course within a nested arrangement, all previous HETI Higher Education units undertaken by the student under the lower award will be transferred to the higher course with full credit, provided the units remain relevant to the course.
9. Advanced Standing does not apply to students transferring from a NSW Institute of Psychiatry course to a HETI Higher Education course. On transfer to a HETI Higher Education course, units undertaken by the student under the NSW Institute of Psychiatry, award will be transferred to the HETI Higher Education with full credit provided the units remain relevant to the course.
10. Advanced Standing may be granted to applicants based on their completion of a related postgraduate qualification at another higher education institution in accordance with conditions laid down at Clauses 17 and 18 of this policy.
11. A Register of Advanced Standing decisions is maintained by HETI Higher Education to ensure that decisions remain consistent.
12. To protect the integrity of its awards, HETI Higher Education will only grant Advanced Standing for, and as, whole units.
13. Eligibility for Advanced Standing does not guarantee admission to HETI Higher Education.
14. Advanced Standing may be granted either as Specified Advanced Standing or Unspecified Advanced Standing, or as a combination of both.
15. 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 9 and 10 of this policy.

### **Limits on Advanced Standing - Postgraduate Courses**

16. 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 courses, who may be granted Advanced

Standing if a case is approved by the Teaching and Learning Committee of the HETI Higher Education Academic Board.

17. Normally, the maximum Advanced Standing that can be granted towards a postgraduate course is 50% of the total academic credit for the course, except as provided for in Clause 18.
18. Where a student has covered more content of the postgraduate award than the maximum allowable Advanced Standing of 50% of the total credit hours for the course, the Higher Education Academic Board, on the recommendation of the Teaching and Learning Committee, may grant an exemption for units at its discretion.

### **Applying for Advanced Standing - Lodgement of Applications**

19. 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.
20. 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.
21. 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**

22. 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:
  - a. a certified copy of the academic transcript; and
  - b. 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.

23. 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 Learning Pathways Manager 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 Learning Pathways Manager.

### **Timelines for Applications and Notifications of Advanced Standing**

24. Applications for Advanced Standing must be submitted by the published application closing date, prior to the student commencing the first period of study in the award at HETI Higher Education.
25. 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.
26. 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.
27. Applicants will be notified of the results of their application in writing. This will normally occur within four weeks of the receipt of the application for formal or credentialed learning but may take longer for Advanced Standing based on informal learning.

### **Roles and Responsibilities**

28. Recommendations on applications for Advanced Standing are made by Unit Facilitator(s) and the relevant Learning Pathways Manager to the Director of Education and Training who is responsible for approval of Advanced Standing decisions.
29. The Director Education and Training has the option to consult with the Director of Psychiatry and Mental Health Programs or the Teaching and Learning Committee in relation to complex Advanced Standing applications.

30. 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.
31. 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.

### **Conditional Advanced Standing**

32. HETI reserves the right to award Conditional Advanced Standing where there is a requirement involving a particular course component of the HETI course that is not met in the degree or units cited as evidence for an application for Advanced Standing but that needs to be demonstrated prior to the formal approval of Advanced Standing by HETI. Such a condition may be attached to applications for Advanced Standing based on courses that provide an alternative philosophy or conceptual framework to that of the HETI course and may require the completion of a short bridging course and/or assessment task.
33. Offers of Conditional Advanced Standing remain valid for a period of three academic periods of study. After this time the offer of Advanced Standing expires.

### **Provisional Advanced Standing**

34. Provisional Advanced Standing may be made on the basis of inquiries from potential applicants as to their eligibility for Advanced Standing prior to their enrolment in a HETI Higher Education award.
35. Offers of Provisional Advanced Standing remain valid for a period of three academic period of study. After this time the offer of Advanced Standing expires.

### **Quality Assurance**

36. 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.
37. 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.



## **Relinquishing Advanced Standing**

38. 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 against Determinations Made in Relation to Advanced Standing**

39. HETI Higher Education provides the right of appeal against decisions on the approval of Advanced Standing. If an applicant is dissatisfied with the outcome of their Advanced Standing application, they may appeal against the decision, in accordance with the appeal policies set out in Clauses 40-43 of this policy and in the documents Procedure – HETI Advanced Standing and Student Grievance Procedures which are available on the HETI website.

## **Grounds for Appeal**

40. 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 does not give appropriate recognition for their previous study.

## **Appeal Procedure**

41. Applicants for Advanced Standing who wish to challenge the decision of the Director Education and Training must first discuss the reasons for the decision with the Director.
42. If, following discussion with the Director Education and Training, 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 8). Any appeal must set out the grounds for the appeal.

43. 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 Director of Education and Training. Late appeals will not be considered, unless the Academic Board is satisfied there are extenuating circumstances.
44. The HETI Higher Education Academic Board, or, in circumstances where the necessity to meet the timelines for notification of a decision requires it, a special subcommittee of the Board, will consider and determine the appeal.
45. No member of the HETI Higher Education Academic Board who has had any previous involvement with the decision may be involved in hearing the appeal. If necessary a substitute member will be appointed for the purpose of the particular appeal under consideration.
46. The appellant will not normally have the right to be present when the Academic Board convenes. A fee of \$40.00 for the lodgement of an appeal will apply. This fee may be revised from time to time and 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).
47. 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.

## **Fees**

48. Students who have been granted recognition of prior learning leading to advanced standing for one or more units of study will not be charged for those units. If a student wishes to receive the course materials for a unit(s) awarded as advanced standing, a fee of 30% of the unit(s) fee will apply. If a student is required to submit an assessment(s) as part of an advanced standing application a fee of 20% of the unit(s) fee will apply. Payment must be made by the student prior to marking of the assessment(s). The student will be invoiced by HETI. For further information please refer to the Student Fees Policy on the HETI Higher Education website <http://www.heti.edu.au/policies-and-procedures>.

## **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

## DOCUMENT HISTORY

Version	Issued	Status	Author	Reason for Change
v1.0	24 February 2016	Final	M Wilbourn	As approved by Health Education and Training Institute Higher Education Governing Council
v2.0	7 December 2016	Final	V Rhodes	As approved by Health Education and Training Institute Higher Education Governing Council
v3.0	15 March 2017	Final	V Rhodes	As approved by Health Education and Training Institute Higher Education Governing Council
v4.0	23 January 2018	Final	V Rhodes	As approved by Health Education and Training Institute Higher Education Governing Council 1 November 2017
v4.1	23 January 2018	Draft	V Rhodes	Review of Clause 2 as per Teaching and Learning 16 January 2018
v4.2	16 April 2018	Draft	D Baxter	External Review of Policy
v4.3	4 May 2018	Draft	D Baxter	Review by Higher Education Management Team
v4.4	14 May 2018	Draft	D Baxter	As presented to Teaching and Learning Committee 21 May 2018
v4.5	14 June 2018	Draft	V Rhodes	Amendments as approved by the Higher Education Academic Board including Academic Board amendments in Clause 19 which is indicated at Clause 18.
v4.6	10 July 2018	Final	V Rhodes	Formatted for publication including new document reference number
v1.0	19 July 2018	Final	S O'Callaghan	Approved for publishing
v1.1	21 August 2018	Draft	V Rhodes	Amendments as approved by the Higher Education Governing Council 25 July 2018.
v1.2	10 October 2018	Draft	R Sarmiento	Amendments as approved by the Higher Education Governing Council Out-of-Session 21 September 2016
v2.0	16 October 2018	Final	S O'Callaghan	Approved for publishing with minor amendments to CPD references.
v2.1	03 February 2020	Noted	Susan Grimes	Organisational changes; new position title, and responsibilities. Noted by the T&L Committee.
v2.1	14 February 2020	Final	-	Published
v2.2	02 June 2020	Draft	Susan Grimes	Used 'academic credit' instead of credit points and added expressed as 'hours of study' as required for clarity.

v2.2	02 July 2020	Final	-	Published Approved by the DET. Noted by T&L Committee and HEAB.
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## 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	<b>Identification of risks – what might happen &amp; how?</b>	
	1.	
	2.	
4.2	<b>Analysis of risks – combined estimate of the consequence &amp; likelihood of the risk, using NSW Health Risk Matrix (attached)</b>	
	<ul style="list-style-type: none"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating:</li> </ul>	
4.3	<b>Evaluation of risks – comparison of the level of risk as determined against a predetermined criterion to determine whether a level of risk is acceptable or needs to be treated.</b> 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:	