

## Health Education and Training Institute (HETI) Higher Education Non-award Policy

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<b>Summary</b>	This document outlines the policy and procedures that support the non-award-based courses and stand-alone units within HETI Higher Education. It defines what certification is appropriate based on the course and unit learning outcomes, level of assessment and other requirements.
<b>Keywords</b>	Non-award, Certificate, Accreditation, Award based units, units of study, Professional Development
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<b>Related documents</b>	Health Education and Training Institute Higher Education Admissions Policy Health Education and Training Institute Higher Education Advanced Standing Policy Health Education and Training Institute Higher Education Assessment Policy Health Education and Training Institute Higher Education Graduation Policy
<b>Review date</b>	November 2020
<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 (HETI) Higher Education Non-award Policy

## Policy Statement

HETI Higher Education allows students to enrol in non-award based courses and units for the purpose of meeting training requirements for professional bodies and engaging in professional development. Certification for non-award courses does not involve the granting of any award or the conferring of any qualification of HETI Higher Education (see Graduation Policy)

<http://www.heti.edu.au/policies-and-procedures>. Students enrolled in non-award based courses and units are subject to the policies of HETI Higher Education and have the same access to services as award students.

## Aim & Objectives

1. This document outlines the policy and procedures that support the non-award-based courses and stand-alone units within HETI Higher Education. It defines what certification is appropriate based on the course and unit learning outcomes, level of assessment and other requirements.
2. This policy applies to all admissions and enrolments at HETI Higher Education that do not involve award courses.

## Definitions

3. The following definitions apply for the purpose of this policy.
  - a. Non-award students:
    - Enrol in individual courses or units and are not proceeding towards a Higher Education Award, under the Higher Education Support Act 2003.
    - Enrol on a fee-paying basis.
    - Undertake individual units or courses for reasons including Professional Development (PD), general or specific interest, knowledge and skills update, career development, preparation for further study or meeting requirements of professional organisations.

- Non-Award Unit A standalone unit from an accredited based course from HETI Higher Education. A student enrolls with conditions such that
    - i. The student has not enrolled in a HETI Higher education award based course
    - ii. Academic credit points are accumulated upon the successful completion of assessment requirements
  - While the non-award based course or unit may be comprised of courses or units normally taken as part of an award program, it is a non AQF qualification.
- b. Professional Development Unit
- A unit in which the student enrolls with conditions such that they do not accumulate academic credit points, but is used for reasons including Professional Development (PD), general or specific interest, knowledge and skills update, career development, preparation for further study or meeting requirements of professional organisations.
- c. Professional Development Course
- A series of professional development units that are accredited by a professional organisation as meeting their requirements for a specific purpose.
- d. Certificate of Participation:
- Is awarded based on a participant attending an event, workshop or training or professional development unit or course and meets participation requirements.
  - Possession of a certificate of participation does not formally demonstrate that the participant has accomplished the intended learning outcomes of the course, unit or workshop.
  - Does not accrue credit points to be used against any award based qualification.
- e. Certificate of Attainment:
- Is awarded to students who demonstrate that they have met the intended learning outcomes by meeting the minimum criteria for passing the unit, course or workshop as set out in the associated learning guides.
  - A certificate of attainment may support an application of advanced standing for units in the enrolment of award based qualifications in accordance with the Advanced Standing Policy.

- f. Higher Education Award-based Qualification
  - The academic awards offered by HETI Higher Education are established in accordance with the Australian Qualifications Framework (AQF) and accredited by the Tertiary Education Quality and Standards Authority (TEQSA). The AQF level and qualification type are indicated on the HETI Higher Education website.
  - Students who demonstrate that they meet the award standards are granted a specific qualification based on the chosen area of study.
  - All award based qualifications are addressed within the Graduation policy and the assessment policy.
- g. Australian Qualification Framework (AQF) qualification
  - A completed HETI Higher Education accredited course leads to formal certification that a graduate has achieved the learning outcomes as described in the AQF.
- h. Testamur
  - The official certification document conferred by HETI Higher Education confirming that an AQF qualification has been awarded to an individual.
- i. Transcript
  - A transcript is a record of all learning leading to an AQF qualification or an accredited course in which a student is enrolled and is issued by HETI Higher Education.

## **Procedures**

- 4. HETI Higher Education provides 3 types of education within the institute.
  - a. Award based qualifications
  - b. Non-award units.
  - c. Professional development units, courses and workshops
- 5. Two types of non-award certification may be granted.
  - a. Certificate of participation – See clause 2.e.
  - b. Certificate of attainment – See clause 2.f.

6. Successful completion of non-award units may be used to apply for advanced standing into an award based course in accordance with the requirements and conditions laid down in the HETI Higher Education Advanced Standing Policy.
7. Successful completion of professional development units may be used to apply for advanced standing into an award based course in accordance with the requirements and conditions laid down in the HETI Higher Education Advanced Standing Policy, only if
  - a. all assessment requirements have been successfully completed
  - b. the difference between the fee for the award and professional development unit has been paid (see Advanced Standing Policy & Fees Policy)
8. Non award students in continuing professional development units or courses will need to meet the participation requirements outlined in the Unit Learning Guides of each unit to attain a certificate of participation.
9. Non award students in continuing professional development units or courses will need to submit and achieve a pass grade for all assessment task outlined in the Unit Learning Guides for each unit to attain a certificate of attainment.

### **Non Award certification issue Procedure**

10. Non-award based certificates are not presented at a formal graduation ceremony of HETI Higher Education. Please see Graduation Policy for more information
11. HETI Higher Education may present the certificate:
  - a. In person at a ceremony organised by HETI higher Education; or
  - b. In person at the completion of the course, unit or workshop; or
  - c. By posting the certificate.
  - d. By digital certification including email
12. The issuance of the certificate will be recorded within the appropriate Student Management System that HETI Higher Education is using at the time. It will be stored in accordance with the appropriate student disposal time period as set out in the NSW record keeping act.

13. At a minimum, the certification must include the following:
  - a. Name of activity for which the certification was granted
  - b. Name of Authorising body
  - c. Name of attendee (Not including title)
  - d. Type of certification –participation or attainment
  - e. Signature of Director, Education and Training
  - f. Date(s) of the event including duration

## DOCUMENT HISTORY

Version	Issued	Status	Author	Reason for Change
v0.1	20 June 2018	Draft	Simon Jarvis	Initial draft
v0.2	28 August 2018	Draft	Simon Jarvis	Reviewed draft
v0.3	1 September 2018	Draft	Simon Jarvis	Edited draft with updates on Certificates and definitions. Policy statement written
v1.0	2 October 2018	Draft	Silke O'Callaghan	Edited draft with updates on completion requirements
v1.0	22 October 2018	Draft	Silke O'Callaghan	Endorsed by the Higher Education Academic Board
v1.0	21 November 2018	Draft	Rhonda Loftus	Approved by the Higher Education Governing council
v1.0	28 November 2018	Final	Jana Chadid	Updated logos, Published Version

## 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			
	<b>Notes:</b> 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			
	<b>Notes:</b> Relevant Director conducted and assessed the quiz Jan/Feb 2019		
3. Reflection/evaluation; Training session to assess progress of implementation			
	<b>Notes:</b> Session planned for June/July 2019		
4.			
	<b>Notes:</b>		
5.			
6.			
	<b>Notes:</b>		



## 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	Identification of risks – what might happen & how?	
	1.	
	2.	
4.2	Analysis of risks – 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	Evaluation of risks – 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:	