

Health Education and Training Institute Higher Education Unit Learning Guides Policy

Document Reference Number	HEP18/30
Superseded Version	Unit Learning Guide Policy v1.2
NSWIOP Document Number	IOP16/6841[v2]
TRIM Document Classification	Governance
Framework Part	Part 3 – Course Delivery Standards
Approval date	30 September 2020
Publication date	14 October 2020
Summary	This policy aims to describe the basic framework of student-focussed documentation related to learning and assessment in units.
Keywords	Assessment, activities, academic credit, due date, learning outcomes, referencing, study load, submission
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 Assessment Policy - Criteria and Standards-Based Assessment Health Education and Training Institute Higher Education Student Academic Misconduct Policy Health Education and Training Institute Higher Education Award Courses and Units Approval Policy Applied Mental Health Studies (AMHS) Unit Learning Guide Template Psychiatric Medicine Unit Learning Guide Template
Review date	October 2023
Risk Assessment	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 Unit Learning Guides Policy

Policy Statement

Health Education and Training Institute (HETI) is committed to providing students with clear and concise information about the unit of study through a basic framework of student-focused documentation related to learning and assessment in units.

Aims and Objectives

1. The Unit Learning Guide describes the learning and assessment requirements for each unit in one of two Frameworks:
 - a. Applied Mental Health Studies;
 - b. Psychiatric Medicine.
2. This policy describes the requirements for the preparation, approval and dissemination of this key resource.

Overview

3. This policy describes the requirements for the preparation of the Unit Learning Guide and ensures the learning and assessment requirements for the unit are presented in a manner consistent with the policy and according to the Framework of study.
4. The Unit Learning Guide provides detailed information to students in support of their learning and achievement of the unit learning outcomes by:
 - a. Providing details about teaching and learning activities;
 - b. Making explicit links between assessment activities and the unit learning outcomes;
 - c. Providing information about assessment tasks, including due dates, instruction for submission and details about the assessment criteria and standards; and
 - d. Giving a clear description of what is expected of students in order to achieve the range of grades in the unit.

Definitions

5. For the purposes of this policy:
 - a. Learning Management System – refers to myHETI;
 - b. Records Management System – refers to TRIM.

Procedures

6. This policy should be read and understood in conjunction with relevant policies, including but not limited to:
 - a. Assessment Policy – Criteria and Standards-Based Assessment;
 - b. Student Academic Misconduct Policy;
 - c. Award Courses and Units Approval Policy.
7. The Unit Learning Guide must be created using the Unit Learning Guide Template approved by the Teaching and Learning Committee.
8. The material included in the Unit Learning Guide must conform to the mandatory content as set out in the Guidelines below.
9. Unit Learning Guides are prepared for each individual unit offered and contain information that has been approved in accordance with the Award Courses and Units Approval Policy. The Unit Learning Guide is updated accordingly following approved changes to a unit endorsed by the Teaching and Learning committee
10. Where appropriate, assessment due dates should be set for a weekday and time for maximising the availability of academic and IT support for students submitting work.
11. Unit Learning Guides will be version controlled and stored in the Records Management System by the Learning Pathways Unit.
12. Unit Learning Guides produced in accordance with this policy will be made available to enrolled students through the Learning Management System prior to the unit delivery start date.
13. The published electronic version of the Unit Learning Guide will be the authorised version.

Guidelines

14. All Unit Learning Guides will have content as described below with additional content available within the Learning Management System to cover Learning Resources and Expectations as this detail does not alter across all units and courses.

Sections	Topics
Section 1 – Introduction to Unit	<ul style="list-style-type: none"> • Unit Details <ul style="list-style-type: none"> ○ Unit Name ○ Unit Code ○ Award Level/Course ○ AQF Level ○ Academic credit (expressed as hours of study) ○ Prerequisites ○ Teaching Session and Year • Unit Description • Staff (Key Contacts) <ul style="list-style-type: none"> ○ Learning Pathways Manager ○ Unit Facilitator ○ Professional Lead (Psychiatric Medicine) ○ Specialisation Lead (AMHS) ○ Cohort Convenor • Special requirements e.g. Contact Protocols • Engaging with the Unit • Study Pattern (Psychiatric medicine) • Changes to the Unit (resulting from student feedback)
Section 2 – Submission Requirements	<ul style="list-style-type: none"> • Submission Requirements • Format • Submission Template and instructions (Psychiatric Medicine) • Late Submission • Resubmission • Special Consideration
Section 3 – Teaching and Learning Activities	<ul style="list-style-type: none"> • Teaching and Learning Activities Weekly Schedule
Section 4 – Assessment Information	<ul style="list-style-type: none"> • Course Learning Outcomes and Unit Learning Outcomes • Assessment Summary • Requirements to Pass • Threshold Tasks (Psychiatric Medicine)

Sections	Topics
	<ul style="list-style-type: none"> • Assessment Details
Section 5 – Marking and Criteria Standards (Unit Assessment Guide)	<ul style="list-style-type: none"> • Marking Rubric

LMS-based Information

Learning Resources	<ul style="list-style-type: none"> • Student Support • Library Resources • Literacy and Numeracy Resources • Citing Resources and Referencing
Expectations	<ul style="list-style-type: none"> • What is Expected of Students <ul style="list-style-type: none"> ○ Study Load ○ Attendance ○ Online Learning Requirements • What You Should Expect of your Unit Facilitator • Raising Concerns • Policy Links • Other Useful Resources

Roles and Responsibilities

15. It is critical for academic staff to actively engage with students regarding the content in the Unit Learning Guide on a regular basis throughout the period of study.
16. Unit Learning Guides are developed by the academic staff responsible for the unit.
17. The Professional Development & Mentor versions of the Unit Learning Guides are the responsibility of the Learning Pathways Unit to develop and require approval from the appropriate Director.
18. The Learning Pathways Unit is responsible for publishing all Unit Learning Guides in the Learning Management System and version control and storage in the Records Management System.

19. Unit Learning Guides are approved for publication by the Learning Pathways Manager. Where the Learning Pathways Manager is also the Unit Facilitator, approval is by the appropriate Director.

Related Documents

- HETI Higher Education Assessment Policy - Criteria and Standards-Based Assessment
- HETI Higher Education Student Academic Misconduct Policy
- HETI Higher Education Applied Mental Health Studies (AMHS) Unit Learning Guide Template
- HETI Higher Education Psychiatric Medicine Unit Learning Guide Template

Acknowledgement:

Health Education and Training 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	7 December 2016	Final	Valerie Rhodes	As approved by HETI Higher Education Governing Council
v1.1	29 May 2017	Draft	Valerie Rhodes	Amending reference to Academic Misconduct Policy to include the work Student in line with policy name change.
v2.0	29 June 2017	Final	Mark Wilbourn	Approved as a minor wording change in policy by Chair T&L Committee
v1.0	22 August 2018	Final	Valerie Rhodes	Updated logos, template and new TRIM Reference
v1.1	03 February 2020	Noted	Susan Grimes	Organisational changes; new position title, and responsibilities and formatting edits. Noted by the T&L Committee.
v1.1	18 February 2020	Final	-	Published
v1.2	02 June 2020	Draft	Susan Grimes	Used 'academic credit' instead of 'credit points' and added 'expressed as hours of study' as required for clarity.
v1.2	02 July 2020	Final	-	Published Approved by the DET. Noted by T&L Committee and HEAB.
v1.3	15 September 2020	Draft	Susan Grimes	Changes to the Unit Learning Guide procedures and contents. Endorsed by the Teaching and Learning Committee.
v1.3	22 September 2020	Draft	Susan Grimes	Changes to the Unit Learning Guide procedures and contents Endorsed (<i>Out of Session</i>) by HETI Higher Education Academic Board.
v1.3	30 September 2020	Draft	Susan Grimes	Changes to the Unit Learning Guide procedures and contents Approved by HETI Higher Education Governing Council.
v1.3	14 October 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:		

RISK ASSESSMENT

<Document Title>

1.	Policy/Process being assessed	Notes
	Unit Learning Guides Policy v1.0	
	Document Number	
	Publication date	
	Scheduled review date	September 2018
	Date of this risk assessment	
	Name & position of assessing officer	
2.	Summary of policy purpose (from PD Cover Page)	
	This policy aims to describe the basic framework of student-focussed documentation related to learning and assessment in units.	
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 criterion 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:	Rhonda Loftus Executive Director Mental Health Portfolio
Date:	