Health Education and Training Institute Higher Education New Course Approval Policy

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TRIM Document Classification	Governance
Framework Domain	HESF (2015) Domain 5: Institutional Quality Assurance: 5.1 Course Approval and Accreditation. Domain 6 Governance and Accountability: 6.3 Academic Governance
Approval date	02 June 2020
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Summary	Outlines the approval process for the development and accreditation of new courses.
Keywords	Academic governance; Quality Assurance; course development; course approval; course accreditation.
Authoring Portfolio	Mental Health
Contact	Director, Education and Training
Consultation	as per Document History
Applies to	Higher Education
Distribution	Higher Education
Related documents	HETI Higher Education Course Monitoring and Review Policy HETI Higher Education Academic Quality Assurance Framework HETI Higher Education Course Design Policy HETI Higher Education Graduate Attributes Policy HETI Higher Education Quality Assurance Policy HETI Higher Education Strategic Plan HETI Higher Education Teaching and Learning Plan HETI Higher Education Statement of Tuition Assurance Exemption
Review date	July 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

Health Education and Training Institute Higher Education New Course Approval Policy

Policy Statement

1. The award courses of Health Education and Training Institute (HETI) Higher Education are the primary means by which HETI Higher Education strives to achieve its vision of providing contemporary, evidence based higher education that is responsive to NSW Health's current and emerging strategic imperatives and workforce needs, and builds its reputation for the quality of its graduates. The quality of a course is critical to HETI Higher Education. HETI Higher Education applies a rigorous process of development and approvals from a range of key stakeholders in order to ensure the quality of it courses.

Aims and Objectives

2. The New Course Approval Policy and Procedures describes the approval process for the development and accreditation of new courses at HETI Higher Education.

3. This policy mandates that new course approval occurs through the relevant academic governance and management structures of NSW Health and HETI Higher Education.

4. Once approved by NSW Health and HETI Higher Education, new courses will be submitted for accreditation in accordance with the requirements of the Higher Education Standards Framework (2015), TEQSA and professional associations where courses require graduats to be registered for employment.

Overview

5. The approval of a new course is a significant project requiring alignment with the priorities and strategic goals of NSW Health and relevance to the current and emerging needs of the NSW Health workforce (including accreditation of courses by professional bodies) and the needs of the health sector generally.

6. New HETI Higher Education courses must:
   a. align with the priorities and strategic goals off NSW Health;
   b. align with HETI Higher Education Plan and Teaching and Learning Plan;
   c. support the achievement of HETI Higher Education Graduate Attributes;
   d. incorporate the HESF standards dealing with course approval, design, delivery and student support;
   e. provide opportunities for health sector learning experiences; and
   f. provide quality learning outcomes for students;
   g. meet all other regulatory and compliance requirements.

Definitions

7. For this policy:

   a. Award Course: a course of study consisting of at least 600 hours of study leading to an award of HETI Higher Education (Graduate Certificate, Graduate Diploma, Master's Degree) which when successfully completed is conferred on the graduand by the HETI Higher Education Governing Council.

   b. Graduate Attributes: According to TEQSA, generic learning outcomes that refer to transferable, non-discipline specific skills that a graduate may achieve through learning that have application in study, work and life contexts.

New Courses

The Structure of New Postgraduate Courses

8. The HETI Higher Education Course Design Policy sets out the principles and structures for the design of postgraduate courses.

Procedures

New Course Development and Approval

9. The table below sets out the procedures, responsible officers or bodies and approving bodies for each stage of the course development and approval process.

   HETI Higher Education Courses are developed according to the following procedures:

	Process Stage	Responsible Officer/Body	Approval Body
1	Identification of new course idea through Strategic Planning process or on basis of advice from NSW Health, HETI Chief Executive and Executive Director(s), Governing Council, academic bodies (e.g., Academic Board, T&L Committee), and or all other members of staff.	Proposal originator(s)	Ministry of Health HETI Chief Executive and Executive Director(s)
2	Where the idea originates from a source other than NSW Health, referral of identified course to NSW Health for advice and endorsement.	Chief and Executive Director(s).	Ministry of Health. HETI Chief Executive and Executive Director(s)

3	On endorsement by NSW Health, referral of identified course idea to Academic Board and Governing Council for in-principle advice and approval to develop a Course Proposal. .	Chief and Executive Director(s).	Academic Board Governing Council
4	On in-principle approval of the course idea, a Course Development Group is set up by the Executive Director to develop a Course Proposal using the Course Proposal Template. The Course Development Group is chaired by either the Director Education and Training or the Director Psychiatry and Mental Health Programs or their nominee as approved by the Executive Director. The Course Development Group may draw upon HETI's strategic, financial and marketing and communications expertise and or advice. The Course Development Group may include external members to HETI Higher Education at the discretion of the Chief and Executive Director(s). The Course Development Group may refer to the Teaching and Learning Committee for consultation and advice at any point during the development and approval processes.	Director Education and Training and/or Director Psychiatry and Mental Health Programs.	Executive Director
5	The purpose of the Course Proposal is to allow HETI Higher Education to decide whether to proceed to an application to TEQSA and any other relevant association that has the authority to register graduates. The Course Proposal includes: • Brief rationale for new course • Alignment with HETI Higher Education Strategic Plan, Teaching	Course Development Group	Executive Group Academic Board Governing Council Ministry of Health

		and Learning Plan and HETI Higher Education Graduate Attributes		
		• Business Case that demonstrates the financial viability of the proposed course including evidence of current and projected student demand; risk analysis, cost of delivery; new resource and support requirements, employability of graduates; details of any partners to be involved and proposed related contracts that will require approval by HETI Higher Education Governing Council		
		• Benchmarking against comparable Postgraduate Courses in other Higher Education Providers		
		• Proposed course learning outcomes mapped to AQF levels		
		• Admission requirements		
		• Course structure including core units, pre-requisites and specialisations		
		• Brief descriptions of course units		
6	On approval of the Course proposal, a course accreditation application to TEQSA is completed by the Course Development Group and involves the following steps: • Consultation with TEQSA Case Manager at least 6 months prior to submission to clarify application evidence requirements and the scope of assessment • Development and collection of evidence requirements stipulated by TEQSA • Course and unit design in accordance with TEQSA templates for unit outlines and constructive alignment • Formation of External Advisory Committee and any other external individuals or groups, such as	Course Development Group	Academic Board Governing Council

	professional associations, to review course and units		
	• Responses to advice of EAC and external experts with amendments to course and units, leading to their endorsement of the course		
	• Submission of EAC and external advice to Academic Board for its consideration, advice and required action, with evidence gathered of such consideration		
	• Completion of all required TEQSA documentation		
	• Reports to Academic Board of progress of course development, with evidence gathered of its consideration, advice and required action		
	• Submission of accreditation documents to Academic Board and Governing Council		
	• Evidence of consideration of course-related matters by Academic Board and Governing Council		
	• On approval by Academic Board and Governing Council, upload application to TEQSA portal.		

Roles and Responsibilities in the Development of New Courses

10. The Governing Council is ultimately responsible for the approval of all stages of the course proposal and development processes.

11. The Academic Board has delegated responsibility from the Governing Council for approval and oversight of all stages of the proposal for and the development of a new course, receiving regular reports on the progress of development of the new course, approval of the actions taken by HETI Higher Education in relation to advice from external experts, and approval of the course accreditation application to TEQSA. The Academic Board provides regular reports to the Governing Council on all matters associated with the development of a new course.

12. The Executive Group is responsible for evaluation and advice concerning potential new courses, referral of identified course opportunities to Academic Board for in-

principle advice and approval and oversight and endorsement of the Course Proposal.

13. The Chief Executive and Executive Director is responsible for consulting NSW Health at the outset of the process, determining the appropriate personnel for membership of the Course Development Group, and for oversight and advice concerning the development of the Course Proposal and the course accreditation process.

14. The Directors of Education and Training and Psychiatry and Mental Health Programs or their nominee as approved by the Executive Director are responsible for leadership and management of the Course Development Group, the completion of the Course Proposal, the accreditation documents and reporting the progress of course development to the Academic Board.

15. The Teaching and Learning Committee is responsible for providing advice to the Course Development Group at all stages of its operations.

Related Documents

- HETI Higher Education Course Monitoring and Review Policy and Procedures
- HETI Higher Education Academic Quality Assurance Framework
- HETI Higher Education Course Design Policy
- HETI Higher Education Graduate Attributes Policy
- HETI Higher Education Quality Assurance Policy
- HETI Higher Education Strategic Plan
- HETI Higher Education Teaching and Learning Plan
- HETI Higher Education Statement of Tuition Assurance Exemption.

DOCUMENT HISTORY

Version	Issued	Status	Author	Reason for Change
v0.1	January 2019	Draft	David Baxter	External consultant review by David Baxter, this policy will replace the *Award Courses and Units Approval Policy* currently published on HETI HE website.
v0.1	4 February 2019	Draft	Silke O'Callaghan	Endorsed by the Teaching and Learning Committee
v0.2	9 May 2019	Draft	David Baxter & Silke O'Callaghan	Further alignment with HESF and AQF and HETI HE policies
V0.2	30 September 2019	Draft	Susan Grimes	Endorsed by the Teaching and Learning Committee
v0.2	24 October 2019	Draft	Susan Grimes	Endorsed by the Academic Board
v0.2	04 December 2019	Draft	Susan Grimes	Approved by the Governing Council
v1.0	14 January 2020	Final	-	Published
v1.1	03 February 2020	Noted	Susan Grimes	Organisational changes; new position title, and responsibilities. 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.

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 ASSSESSMENT
<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)**		
	• **Consequence:** • **Likelihood:** • **Risk rating :**		
4.3	**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.** Risk level assessed after implementing treatment: • **Consequence:** • **Likelihood:** • **Risk rating :** **Evaluation –**		

Risk Assessment Approval

Name & position of approving T2 Officer:	
Date:	