

Health Education and Training Institute Higher Education Postgraduate Coursework Policy

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Summary	This policy deals with the structure of postgraduate programs; admission; academic credit; progression, completion and graduation.
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Contact	Director
Consultation	as per Document History
Distribution	Higher Education
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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

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Health Education and Training Institute Higher Education Postgraduate Coursework Policy

Policy Statement

Health Education and Training Institute (HETI) Higher Education's contemporary focus in its higher education offerings is upon the provision of evidence based courses targeting the current and emerging needs of the NSW Health workforce and the needs of the health sector more broadly.

Postgraduate courses are typically structured to have embedded completion points at Graduate Certificate, Graduate Diploma and Master's Degree levels, designed to meet the range and progressive learning needs of students in the health sector.

Aims and Objectives

1. The postgraduate course structure is sequential in nature, aimed at encouraging the student through the opportunity to build upon and further develop the skills and knowledge gained at the previous level. The availability and mix of core and elective units enables the development of core shared skills and knowledge while encouraging students to begin to develop skills and knowledge associated with their chosen area of specialisation or interest.
2. Postgraduate courses and units may be offered in a variety of delivery modes: full-time, intensive, part-time; external: according to demand and available resources. The academic requirements and the standards expected from students is the same, irrespective of the mode of presentation.

Overview

3. The following principles underpin the guidelines for the structure of postgraduate awards:
 - a. flexibility and student choice;
 - b. high quality;
 - c. accommodation of professional requirements;
 - d. coherence and defined areas of concentration;
 - e. consistency, where appropriate, across programs offered.

- This policy should be read in conjunction with the current HETI Higher Education Policies governing the Admission, Enrolment, Progression and Graduation of students.

Structure of Postgraduate Courses

- Typically, the Graduate Certificate articulates with the Graduate Diploma and the Masters Degree with credit given for subjects completed at the previous level. Entry requirements and indicative study loads are:

Graduate Certificate	
Entry requirement Study Load	Undergraduate Degree 600 hours of study over 1-2 years at 150 – 300 hours of study per year.
Graduate Diploma	
Entry requirement Study Load	Graduate Certificate 1200 hours of study over 2-4 years at 150 – 300 hours of study per year.
Masters Degree	
Entry requirement Study Load	Graduate Diploma 1800 hours of study over 3-6 years at 150 – 300 hours of study per year

Admission

- Pre-requisite entry requirements are described above. Evidence of pre-requisite qualifications must accompany the application for admission. Admission requirements for Medical Programs differ from those for other courses and have additional conditions. Deferred admission is not available for any programs. Refer to the Admission Policy for further details.

Advanced Standing

Advanced standing and recognition of prior learning is available in accordance with the Advanced Standing Policy subject to the following limitations:

7. 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 programs, who may be granted advanced standing if a case is approved by the Teaching and Learning Committee of the HETI Higher Education Academic Board.
8. The maximum advanced standing that can be granted towards a postgraduate program is 50% of the total credit points for the course, except when a student is progressing through a nested (sequential) course.
9. Where a student has covered more content of the postgraduate award than the maximum allowable advanced standing of 50% of the total credit points for the course, the HETI Higher Education Academic Board, on the recommendation of the Teaching and Learning Committee may grant an exemption for units where the student can demonstrate that they would otherwise be eligible for advanced standing.
10. Advanced standing is not normally granted for studies completed ten years or more prior to application. Where advanced standing is being sought for studies completed ten 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.
11. Advanced standing for units in professionally accredited courses can only be given for equivalent units that would satisfy the requirements for professional accreditation.
12. Irrespective of any Advanced Standing that may be granted, at least 50% of the credit points required to gain a postgraduate award must be achieved through formal study at HETI Higher Education, and be subject to HETI Higher Education's Advanced Standing Policy.
13. Where applicants are seeking credit based on informal learning, the granting of credit must be recommended by the relevant Learning Pathways Manager to the Teaching and Learning Committee for approval. For more information see Advanced Standing Policy.

14. Each Postgraduate coursework award has specified completion requirements that students must attain (see Structure of Postgraduate Courses above).
15. HETI Higher Education students, upon completion of a lower level nested award, can apply for transfer to the higher level award. If a student chooses to graduate from a lower level award, they will then need to re-apply for the higher level award. The previously completed units within the nested award will be noted on the academic transcript as Advanced Standing (see Admissions Policy - Procedures).
16. Masters students may be eligible for recognition of merit/excellence on graduation in accordance with the Graduation Policy.

Related Documents

- HETI Higher Education Admissions Policy
- HETI Higher Education Advanced Standing Policy
- HETI Higher Education Enrolment Policy
- HETI Higher Education Graduation Policy
- HETI Higher Education Progression and Unsatisfactory Academic Progress Policy

Acknowledgement:

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DOCUMENT HISTORY

Version	Issued	Status	Author	Reason for Change
v0.1	13 November 2015	Draft	Geoff Murphy	Draft document
v0.2	12 January 2016	Draft	Mark Wilbourn	Consolidation of feedback
v0.3	21 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 20 January 2016
v0.4	25 January 2016	Draft	Geoff Murphy	Post review amendment
v0.5	27 January 2016	Draft	Mark Wilbourn	Amendment to Clause 13
v0.6	28 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 28 January 2016
v1.0	24 February 2016	Final	Mark Wilbourn	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	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	Change to degree structure for all frameworks from units to hours of study. Endorsed by Teaching and Learning Committee
v1.2	25 June 2020	Draft	Susan Grimes	Endorsed by the Higher Education Academic Board (HEAB)
v1.2	22 July 2020	Draft	Susan Grimes	Approved by HEGC
v1.2	14 August 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
	Postgraduate Coursework Policy v1.0	
	Document Number	
	Publication date	
	Scheduled review date	December 2018
	Date of this risk assessment	
	Name & position of assessing officer	
2.	Summary of policy purpose (from PD Cover Page)	
	This policy deals with: the structure of postgraduate programs; admission; academic credit; progression, completion and graduation.	
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:	