

Postgraduate Coursework Policy

Health Education and Training Institute Higher Education

Document Reference Number	HEP18/16
Superseded Version	Postgraduate Coursework Policy v1.3
NSWIOP Document Number	IOPD15/3727
TRIM Document Classification	Governance
Framework Part	Part 1 – Course Design Standards
Approval date	27 February 2024
Publication date	21 January 2025
Summary	This policy deals with the structure of postgraduate programs; admission; academic credit; progression, completion and graduation.
Keywords	Delivery modes, postgraduate awards, advanced standing
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 Admissions Policy Health Education and Training Institute Higher Education Advanced Standing Policy Health Education and Training Institute Higher Education Enrolment Policy Health Education and Training Institute Higher Education Graduation Policy Health Education and Training Institute Higher Education Progression and Unsatisfactory Academic Progress Policy
Review date	February 2027
Risk Assessment	As per Attachment 1 to this document.

Issued under the authority of the Health Education and Training Institute Higher Education Governing Council

Please note printed copies of this document are uncontrolled, to ensure you are viewing the latest version of this document, please refer to our website <http://www.heti.edu.au/policies-and-procedures>

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.
4. 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

5. Typically, the Graduate Certificate articulates with the Graduate Diploma and the Masters Degree with credit given for subjects completed at the previous level. Study Loads are expressed in units within the Student Management System with each degree level requiring completion of 60 units.
6. Entry requirements and indicative study loads in units and hours are:

Graduate Certificate	
Entry requirement Study Load	Undergraduate Degree 60 units 600 hours of study over 1-2 years at 150 – 300 hours of study per year.
Graduate Diploma	
Entry requirement Study Load	Graduate Certificate 120 units 1200 hours of study over 2-4 years at 150 – 300 hours of study per year.
Masters Degree	
Entry requirement Study Load	Graduate Diploma 180 units 1800 hours of study over 3-6 years at 150 – 300 hours of study per year

Admission

7. 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 and recognition of prior learning is available in accordance with the Advanced Standing Policy subject to the limitations defined in that Policy.

Admission to the Graduate Diploma or Master level degrees may be approved if a student has completed a course of appropriate level and content for the HETI course applied for.

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
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
V1.3	21 June 2024	Edit	Lorenzo Vigentini	Amendments made to organisational titles, branding as approved at HEAB 20240227.

V1.4	2 Dec 2024	Edit	Susan Grimes	Duplicate information available in the Advanced Standing policy has been removed. Size of each degree expressed as units of study aswell as study hours.
V1.4	19 December 2024	Draft	Susan Grimes	Endorsed at HEAB
V1.4	17 January 2025	Draft	Susan Grimes	Approved at HEGC.
V1.4	21 January 2025	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	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"> Consequence: 		
	<ul style="list-style-type: none"> Likelihood: 		
	<ul style="list-style-type: none"> Risk rating : 		
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"> Consequence: Likelihood: Risk rating: 		
	Evaluation –		

Risk Assessment Approval

Name & position of approving T2 Officer:	
Date:	