

## Health Education and Training Institute Higher Education Course Specialisation Policy

<b>Document Reference Number</b>	HEP19/14
<b>Superseded Version</b>	Course Specialisation Policy v1.1
<b>NSWIOP Document Number</b>	N/A
<b>TRIM Document Classification</b>	Governance
<b>Framework Part</b>	HESF 2015: Domain 3 Section 5.1 Course Design; Domain 5 Section 5.1 Course Approval and Accreditation.
<b>Approval date</b>	02 June 2020
<b>Publication date</b>	02 July 2020
<b>Summary</b>	Outlines HETI Higher Education's approach to the development, approval, monitoring, review and withdrawal of specialisations in its higher education courses.
<b>Keywords</b>	Specialisation; course design; course review; course withdrawal.
<b>Authoring Portfolio</b>	Mental Health
<b>Contact</b>	Director
<b>Consultation</b>	
<b>Applies to</b>	Higher Education
<b>Distribution</b>	Higher Education
<b>Related documents</b>	Health Education and Training Institute Higher Education Postgraduate Course Design Policy Health Education and Training Institute Higher Education New Course Approval Policy Health Education and Training Institute Higher Education Course Withdrawal and Teach out Policy
<b>Review date</b>	July 2023
<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 Higher Education Course Specialisation Policy

## Policy Statement

1. In accordance with HETI Higher Education's Vision 'to provide contemporary, evidence based higher education responsive to NSW Health's current and emerging needs', HETI Higher Education award courses cater primarily for the needs of health care professionals working in a range of contexts and are generally made up of a core, elective and specialisation structure allowing for students to focus on the application of discipline content to their workplace experiences.
2. Accordingly, HETI Higher Education has developed specialisations within its courses that reflect the various workplace contexts of the discipline of mental health and the workforce needs of NSW Health and mental health practitioners. Specialisations allow students to develop skills and knowledge associated with their chosen area of specialisation or interest.

## Aims and Objectives

3. This policy outlines HETI Higher Education's approach to the development, approval, monitoring, review and withdrawal of specialisations in its higher education courses.
4. This policy applies to all HETI Higher Education courses

## Overview

5. Development, approval, monitoring, review and withdrawal of specialisations occurs through the relevant academic governance and management structures of NSW Health and HETI Higher Education and is in accordance with the Higher Education Standards Framework (2015) and the requirements of the Tertiary Education Quality and Standards Agency (TEQSA).

## Definitions

6. For this policy:
  - a. Award Course: a program 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. Specialisation: a specific context of the discipline area within an award course on which a student may choose to focus. Specialisations generally reflect workplace contexts within an occupation or profession.

## Development of a Specialisation

7. The policy and principles required in the development of HETI Higher Education award courses are outlined in its Postgraduate Course Design Policy.
8. The choice of specialisations in the development of a HETI Higher Education postgraduate award course reflects the current and emerging needs of the NSW Health

workforce, the needs of the health sector more broadly and the strategic priorities of NSW Health and HETI Higher Education.

9. A specialisation may take the form of a linked set of units explicitly dealing with the area of specialisation or studied as a context or perspective within the units of an award course.

## Approval of a Specialisation

10. The policy and principles required in the approval of HETI Higher Education award courses are outlined in its New Course Approval Policy and apply to the specialisations contained with courses.

## Monitoring and Review of Specialisations

11. The policy and principles required in the monitoring and review of HETI Higher Education award courses are outlined in its Course Monitoring and Review Policy and apply to the specialisations contained with courses.

## Withdrawal and Termination of a Specialisation

12. Withdrawal of a Specialisation constitutes a Material Change to the status of a course and requires notification to TEQSA.
13. Withdrawal of a specialisation occurs where there will be no further intake of students and it will no longer be available for admission.
14. A specialisation will be terminated when there are no students enrolled in the discontinued course or specialisation and in accordance with conditions stipulated by TEQSA as a result of the notification of a Material Change to the relevant course.

## Related Documents

- Health Education and Training Institute Higher Education Postgraduate Course Design Policy
- Health Education and Training Institute Higher Education New Course Approval Policy
- Health Education and Training Institute Higher Education Course Withdrawal and Teach out Policy

## DOCUMENT HISTORY

Version	Issued	Status	Author	Reason for Change
v0.1	30 May 2019	Draft	David Baxter	Initial Draft
V0.1	30 September 2019	Draft	Susan Grimes	Endorsed by the Teaching and Learning Committee.
V0.1	24 October 2019	Draft	Susan Grimes	Endorsed by the Academic Board
V0.1	04 December 2019	Draft	Susan Grimes	Approved by the Governing Council

V1.0	13 January 2019	Final	-	Published Version
v1.1	03 February 2020	Noted	Susan Grimes	Organisational changes; new position title, and responsibilities. Noted by the T&L Committee.
v1.1	14 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 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	<b>Identification of risks – what might happen &amp; how?</b>	
	1.	
	2.	
4.2	<b>Analysis of risks – combined estimate of the consequence &amp; likelihood of the risk, using NSW Health Risk Matrix (attached)</b>	
	<ul style="list-style-type: none"> <li>Consequence:</li> <li>Likelihood:</li> <li>Risk rating:</li> </ul>	
4.3	<b>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.</b> Risk level assessed after implementing treatment: <ul style="list-style-type: none"> <li>Consequence:</li> <li>Likelihood:</li> <li>Risk rating:</li> </ul> <b>Evaluation –</b>	

### Risk Assessment Approval

Name & position of approving T2 Officer:	
Date:	