

Information for Students Policy

Policy Category			
Document Owner			
Responsible Officer			
Review Date			
Related Documents	Information for Students Procedure Legislative and Regulatory Compliance National Code Compliance Quality Assurance Framework Student Support Framework		
Version	Authorised by	Approved	Effective Date
1.1			

1. Context

This Policy supports Waratah Institute's (the 'Institute') commitment to providing information on its operations, programs and units to support informed decision-making by prospective students and to facilitate enrolled students' understanding of program and unit requirements and academic progression.

2. Definitions

Admission: the procedures and processes involved in the offer of a place in a program offered by Waratah Institute and the approval to enrol.

Affiliate: any person appointed or engaged by Waratah Institute to perform duties or functions for the institution other than students and staff, and including members of advisory committees and governing bodies, contractors, consultants, and agency staff.

Assessment: a process to determine a student's achievement of identified learning outcomes and may include a range of written and oral methods and practice or demonstration.

Learning outcomes: the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

Overseas student: a student who is not a domestic student and who may hold a student visa and is protected by the *Education Services for Overseas Students Act 2000* legislative framework.

Prerequisite: a unit of study which must be completed satisfactorily before enrolling in another unit.

Program: a course of study, comprising units of study, the successful completion of which results in the awarding of a qualification, such as a bachelor's degree.

Recognition of prior learning: an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual's application for credit.

Unit: a separate subject of study which, in combination with other units, make up a program.

3. Scope

This Policy applies to Waratah Institute staff and affiliates.

4. Policy Principles

The key principles informing this Policy are:

- accurate, relevant and timely information for prospective and enrolled students on Waratah Institute's operations, program offerings and units of study; and
- publicly available and accessible information in plain English for informed decision-making by prospective and enrolled students.

5. Policy Details

5.1. Information available to prospective students

Publicly available information is provided to prospective students to ensure informed decision-making regarding provider and program selection by facilitating understanding of Waratah Institute's operations, program and unit of study details, including:

- Waratah Institute's operations: organisation chart, campus location, facilities and resources, recognition of prior learning, application process, education agents, fees, academic calendar;
- programs: program description, graduate employment opportunities, admission criteria, program learning outcomes, duration, delivery mode, study load, assessments, program structure and rules, facilities and equipment requirements; and
- units: unit title and code, unit and assessment description, unit study load, unit tuition fee.

Information will be made publicly available via the Waratah Institute's website at least eight weeks prior to the scheduled commencement date of a trimester.

This information will be published in the Waratah Institute Prospectus, which will be updated as required with the release of a revised edition.

5.2. Information available to enrolled students

As well as information available to prospective students, further information will be made available to enrolled students to facilitate program and unit progression and completion, including:

- weekly schedule (table indicating week number, topics, activities and assessments, readings and resources);
- unit outlines, which consist of:
 - o unit description;
 - o associated awards, duration, level;
 - o core or elective;
 - o unit weighting;
 - o student workload;

- o delivery mode;
- o prerequisites and co-requisites;
- o specialist facilities and/or resources;
- o unit learning outcomes;
- o program learning outcomes;
- o indicative topics;
- o assessment tasks (description, due, weighting, cross referenced to unit learning outcomes);
- o rationale for how assessments test the achievement of different learning outcomes;
- o prescribed texts;
- o suggested readings;
- o assessment briefs, including marking rubric;
- o additional equipment requirement; and
- o Lecturer contact details and consultation hours.

Information on each unit offered by Waratah Institute will be made available to enrolled students at the commencement of each trimester.

This information will be published on Waratah Institute's Learning Portal.

6. Monitoring and Records

The Registrar is responsible for monitoring and ascertaining the accuracy of information provided regarding Waratah Institute's operations prior to publication.

Where Waratah Institute provides information both in electronic form and in hardcopy and any discrepancy exists between the two copies, the electronic published version takes precedence.

Program Coordinators are responsible for monitoring and ascertaining the accuracy of program and unit information provided prior to publication in accordance with the *Quality Assurance Framework*.

The Head of Marketing and Recruitment is responsible for ensuring that published information is aligned with that provided by the Registrar and Program Coordinators and suitable for overseas students. For more information, refer to Waratah Institute's *National Code Compliance*.

A record of any published information regarding Waratah Institute's operations, program and unit information will be created and stored in the appropriate corporate information system.

1. Breaches

If a staff member is found to be in breach of this Policy, she or he may be subject to penalties and/or disciplinary action in accordance with the *Staff Code of Conduct* and *Misconduct Procedure*.

2. Appeals

Appeals or disputes concerning any decision taken in relation to this Policy should be made under the *Staff Complaints and Appeals Procedure*.

7. References

Higher Education Standards Framework (Threshold Standards) 2015 – Part A, Standards 7

Education Services for Overseas Students Act 2000 (Cth)

National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 1

8. Acknowledgements

In developing this Policy, Waratah Institute acknowledges:

- *Macquarie University, Unit Guide Requirements*

Document History:

Version	Date	Author	Reason	Sections
0.1	1/6/2017		Edit following AB	Sections 4 and 5
0.2		Julien Marechal	Amended as per Academic Board's comment at 23/07/18 meeting	All
1.0	30/08/2018	Julien Marechal	Amended as per Academic Board's comment at 29/08/18 meeting	5.1, 5.2, 6
1.1	30/12/2019	Philippa Ryan	Amended to reflect new trading name 'Waratah Institute'.	All