



Code and Number	E.1.3c
Title of Document	Student Admission and Progression Procedure – Professional Development

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1 PURPOSE

The purpose of the Student admission and progression procedure is to ensure equity of administrative practice across all courses conducted by ACN and to set out:

- ACN's requirements for determining admission to an ACN course;
- the steps of finalising an enrolment into the course; and
- the process for monitoring student progression throughout the duration of study.

2 347 National Immunisation Program for Healthcare Practitioners

2.1 Student admission

Students can self-enrol any day, at any time online via the ACN website and have 4 months to complete the course from the start date of enrolment. Students must be a registered nurse or midwife, enrolled nurse, paramedic, pharmacist or Aboriginal and Torres Strait Islander Healthcare Worker and hold a current registration with the Nursing and Midwifery Board of Australia (NMBA) to be eligible for the course.

2.2 Recognition of Prior Learning (RPL)

- Students applying for RPL for the 347 National Immunisation Program for Healthcare Practitioners course will be assessed on an individual basis and will be notified of the requirements for completion in order to receive RPL
- Students who have completed a HESA accredited course are not required to apply for RPL
- Students who have completed a Non-HESA accredited course in the last 5 years only, are eligible to apply for RPL.
- The cost to apply for RPL is 20% of the total course cost. If RPL is approved, the student will be required to pay the course fee less RPL fee in order to access the required content in order to gain RPL.
- If RPL is not approved, the student can complete the 347 National Immunisation course for Healthcare Practitioners by paying the difference of the course cost (80%).
- Applicants will be advised of the outcome of their application via email within 4 weeks.

3 Student admission for PEC (RN and EN)

- Students can enroll to the PEC courses online via the ACN website.
- Applicants need to be registered nurses or enrolled nurses and hold a current registration with the Nursing and Midwifery Board of Australia (NMBA).

3.1 RPL for PEC

- RPL is not granted for PEC courses.

4 Withdrawal or deferring from a non-award course

- Students who withdraw from a course after the enrolment date will incur a financial penalty.
- Students may be eligible for a deferral under extenuating circumstances. For further details see [E.1.14 Course Withdrawals and Refunds](#).
- A refund voucher (deferral) may be available for immunisation students within 2 months of their enrolment if the course has not been accessed and extenuating circumstances are present.
- Deferral for PEC courses will be considered under extenuating circumstances.
- Extended timelines can be negotiated for students who are able to show evidence of extenuating circumstances upon review of supporting documents.
- All requests for extended timelines will be referred to the CC for determination.
- If a request is granted the student will be notified of the outcome (in writing) via email correspondence and the new study timeline will be outlined.

5 Assessment items in the immunisation and EN PEC course

- In the Immunisation and EN PEC courses, all assessment items are graded when submitted. All assessments must be passed to progress and complete the course.
- It is the student's responsibility to review any errors and request assistance from their tutor as required before undertaking another attempt.
- For enquiries relating to your course, please contact the course tutor/CC directly.

- These courses are self-directed. Students are responsible for managing their workload and so extensions are generally not granted. However, extensions can be considered if extenuating circumstances are experienced post enrolment and contact is made prior to your course end date.

5.1 Assessment items in the RN PEC course

It is the student's responsibility to keep an electronic copy of all uploaded assessment items.

5.1.1 Assessment extensions

Students are responsible for ensuring compulsory assessments items are submitted by the due date. Requests for extensions may affect your progression in the course, therefore any request for an extension will be at the discretion of the course co-ordinator and considered on an individual basis.

- Requests must be made to the tutor by email at least two (2) working days before the assessment date.
- Evidence of extenuating circumstances must be provided for extensions greater than two (2) days beyond the assignment due date.
- If a student fails to submit an assignment by the new due date, they will be subject to the normal penalty applied for late submission as set out below.
- Extensions granted beyond the course completion date will be recorded as a result outstanding (RO).

5.1.2 Late submission of assessment item(s)

- Late submissions, without permission, will incur a penalty.
- Five (5) marks (for that assessment item) will be deducted for each day the assessment item is late (including weekend days and public holidays).
- Assessment items submitted more than five (5) days after the due date will be awarded a fail grade unless extenuating circumstances can be proven. This may mean that the student fails the course.

5.1.3 Assessment Grading

- All assessments will be graded within a two (2) week period from assessment due date.
- It is the student's responsibility to review all feedback provided by the marker.

5.1.4 Unsuccessful assessment item(s)

A fail/not yet competent grade will be determined when a student has not:

- Met the assessment criteria
- Has not shown academic integrity
- Submitted an assessment item more than five (5) days late.

5.1.5 Resubmission/reattempt of assessment items

- After an assessment item has received a fail/not yet competent grade, there may be provision for a student to resubmit their work for the purpose of improving the quality of the submission.
- Resubmission of assessments must be submitted within seven (7) days from the date that the assessment is marked, and the student is notified by the CC.
- Resubmission of assessments will:
 - be considered on a case-by-case basis by the CC.
 - be awarded a maximum grade of 50%.

5.1.6 Grade review and re-mark of an assessment item

A student may apply for a review of a grade or a re-mark of an assessment item providing they have completed all the assessment requirements.

- An application for the review of a grade of an assessment item must be made within five (5) working days of the student receiving the grade via CNnect
- Grounds for granting a review of a grade include:
 - The assessment requirements in the course were unreasonably or prejudicially applied to the student.

- A student is of the view that a clerical error has occurred in the computation of the grade.
- Decisions regarding the approval of a review of grade will be at the discretion of the CC in consultation with the Director Professional Development.
- Students should be advised that:
 - The assessment will be marked by an independent marker who may be internally employed or externally contracted by ACN.
 - The revised grade will be final.
 - This may mean that the student may receive a lesser grade than originally awarded.

6 Academic appeals

- ACN is committed to fair academic decision making. A student who is dissatisfied with an academic decision and believes they meet eligible grounds for contesting a decision may apply for an academic appeal. (See [E.1.13a Academic Appeal policy and procedure](#)).
- Academic appeals must be submitted on the appropriate academic appeal form. See: [Immunisation for Health Practitioners: Request for an Appeal of an Academic Decision – Immunisation](#)
- [Principles of Emergency Care \(PEC\): Request for an Appeal of an Academic Decision – PEC](#)
- For both Immunisation and PEC courses:
 - Level 1 academic appeals will be referred to the CC for review and determination.
 - Level 2 appeals will be referred to the Director Professional Development for review and determination.
 - Level 3 appeals for students will be referred to the Education Management Committee for review and determination.

7 Student support

ACN offers a variety of student support services to help students to succeed and to ensure study is straightforward and enjoyable. For further information please visit the [Health, Wellbeing and Student Support](#) webpage.

- For academic support (for example, help with an assessment) students may contact the tutor or CC directly. Their contact details can be found at the top of the course home page.
- For CNnect technical support, students may contact cnnect.support@acn.edu.au
- Students seeking personal support can email student.wellbeing@acn.edu.au

7.1 Students with special needs

- ACN will ensure where reasonable and practical that students with special needs (such as a disability or illness) are able to access and participate in educational courses and use the services and facilities of ACN.
- Students with special needs may have access to specialised support by way of assistive technology, consideration for assessment, equipment and other reasonable adjustments once approved.
- Students requesting special needs support must apply in writing to the CC prior to the commencement of the course.
- Students may need to supply supporting documentation such as a medical certificate with their application.

7.2 Investigating alleged incidents of academic misconduct

- Alleged incidents of academic misconduct, including allegations of level one and level two plagiarism, will be referred to and investigated by the CC (see: [Student Code of Conduct E.1.3b](#) appendix two).

7.3 Supporting students affected by sexual assault and/or sexual harassment

- ACN will support students affected by any incident of sexual assault and/or sexual harassment, regardless of the location of the incident/s or timing of the incident/s or whether or not the incident/s occurred during ACN activities. Support provided by ACN may include:

- assisting a student to make a complaint or disclosure of sexual assault or sexual harassment to ACN or by making a complaint or disclosure to ACN on behalf of the student;
- referring a student to external support and counselling services listed on the ACN website;
- helping a student to access adjustment to their studies due to extenuating circumstances, to support their safety, wellbeing or academic progress; and ensuring that the application of such adjustments are made without the student having to further disclose the reasons of the extenuating circumstances.

7.4 Administrative and miscellaneous fees waiver due to extenuating circumstances

- ACN will support students experiencing extenuating circumstances if they require assistance with the waiver of administrative fees. Students must provide:
 - Three forms of identification such as their full name (or proof of change of name if applicable), student ID or email or address (used at the time of study with ACN).
 - Supporting documentation to support the claim. Examples of supporting documentation may include:
 - a medical certificate or specialist report
 - a statutory declaration or personal statement
 - an official letter from relevant source/authority.
- Requests will be sent in writing to the Director Professional Development for approval.

8 Course completion

- For those completing the PEC courses a certificate of attainment will be sent via postal within 4-8 weeks following the completion of the course.
- Students who successfully complete the immunisation course may download and print a certificate of attainment within 3 business days of course completion. It is recommended that students also download and the course information booklet.
- Certificates cannot be reissued so it is the student's responsibility to download, print and keep this in a safe place.

REFERENCES

Australian Government, Tertiary Education Quality and Standards Agency (TEQSA). (2019) *Guidance Note: Credit and Recognition of Prior Learning*.

<https://www.teqsa.gov.au/sites/default/files/guidance-note-credit-and-rpl-v1-1-web.pdf?v=1581307880>.

Australian Qualifications Framework Council, AQF (2012). *Recognition of Prior Learning: An Explanation*.

<https://www.aqf.edu.au/help-qualifications/recognition-prior-learning>

RELATED POLICIES AND PROCEDURES

[E.1.3 Student Management](#)

[E.1.12 Student Privacy and Personal Information](#)

[E.1.13 Student Grievance handling - Academic and Non-Academic](#)

[E.1.13a Academic Appeals procedure](#)

[E.1.14 Course Withdrawals and Refunds](#)

[E.1.19 Critical incident - Students](#)

RELATED FORMS

[ED079 Consent to Disclose Personal Information](#)

Responsibility for Review	Director Professional Development
Ratification	Education Management Committee
Date of Issue	November 2020
Date last reviewed	March 2024

