

# Educational Pathways - Informal Articulation Procedure

<b>Version:</b>	7.0	<b>Effective Date:</b>	14 February 2018
<b>Procedure Code:</b>	PR-023	<b>Related Policy Code:</b>	ACA-001
<b>Related Policy Name:</b>	Educational Pathways Policy – Higher Education		

## Purpose:

These procedures outline the process of developing an informal Articulation Pathway that identifies a qualification from a Registered Training Organisation (RTO) that is comparable to, or acceptable in lieu of, specific subjects within a College higher education qualification.

**Definition of “College”** – *In the higher education sector, Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour); ACPE Limited trades as The Australian College of Physical Education (ACPE); Study Group Australia Pty Limited trades as Martin College and Martin Higher Education (Martin HE). For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective entities or trading names.*

## Scope:

- All campuses and online
- All courses, and programs
- All students, VET and Higher Education
- All Student Services and Academic staff, Contract Academics and clinic supervisors
- All relevant Registered Training Organisations

**Definition:**      **Advanced Standing** – Advanced standing is a form of credit for

any previous learning. See also articulation, credit transfer, recognition of prior learning.

**Articulation** – is a process that enables students to progress from one completed qualification to another with credit in a defined pathway.

**Articulation Pathway** – a documented study pathway for a student to undertake after assessment of credit. The document outlines the specific study requirements for completion of a qualification. The pathway provides for maximum advanced standing and is predetermined.

**Course** – a structural program of learning built around a range of specific learning outcomes or units of competency, usually delivered in or by an educational training institution through an approved curriculum.

**Mapping** – an operation that associates each element of a given set of information with one or more elements of a second set of information.

**Module** – is a self-contained block of learning which can be completed on its own or as part of a course and which may also result in the attainment of one or more units of competency.

**Pathway** – a way of reaching or achieving something that is; allows students to move between two cognate courses, and throughout qualification levels with full or partial recognition of the qualifications and/or learning outcomes and/or units of competency they have achieved.

**Qualification** – formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies.

## Responsibility

The National Educational Pathways department is responsible for the implementation of

this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

## Requirements

Any department providing information to prospective students must include Informal Articulation information in all marketing materials, for example; websites, brochures, student admission information.

## Criteria for acceptance

The College will only consider the qualification and the relevant course material of another Registered Training Organisation (RTO) when relevant requirements below are met:

- The College anticipates a number of students with qualifications from the same RTO may be applying for advanced standing.
- Evidence of accreditation by the relevant state body and general information about the institution is available.
- Course information including: name, course code, structure, entry requirements and duration has been collated.
- If the RTO is delivering the qualification through competencies aligned to modules/subjects, copies of all such module/subject outlines, learning outcomes and assessment criteria are available.
- If the RTO is delivery the qualification as units of study or independent units of competency the relevant Health Package information is available.

## Process

To determine an Educational Pathway for articulation the College conducts a mapping analysis comparing the VET qualification obtained from an RTO, or units of competency from a VET qualification, to the higher education learning outcomes and course material of the College qualification. The process identifies the criteria of 80% similarity in content, duration and degree of difficulty and conversely identifies 'gaps' in knowledge and skill.

The National Educational Pathways Manager is responsible for the allocation of Assessor/s to be involved in the mapping of course content and the identification of comparable courses from another institution. Guidelines have been put in place to direct the people concerned in the process of course mapping and review, please refer to [Educational Pathways Internal Guidelines](#), [Curriculum Mapping Procedure](#) and [Curriculum Mapping Guidelines](#).

Once comparison has been completed an Educational Articulation Pathway document is generated for students to show which subjects they must undertake to complete the higher education qualification. The Academic Board will review and give authorisation of acceptance of specific pathway documents.

## Benefits of Informal Articulation

Successful completion of an articulated course assures the student and the College that the student has taken the appropriate course, received the necessary instruction and preparation, and that similar outcomes can be assured, enabling progression to the next level of instruction at the College.

## Course Changes

It is important to note that changes in courses at either institution may affect the articulation pathway, all Mapping documents must be reviewed annually to ensure the course structure and content still meets the criteria of 80% similarity in content, duration and degree of difficulty.

## Internal Record Keeping

Educational Pathways department is responsible for all internal record keeping related to student enrolment via Informal Articulation.

All evidence relating to the mapping of course material from an RTO to the College qualification will be the responsibility of the National Educational Pathways Manager.

## Further Information:

**Related Policies:** [Educational Pathways Policy - HE](#)

**Related Procedures:** [Curriculum Mapping Procedure](#)

**Related Documents:** N/A

**Guidelines:** [Curriculum Mapping Guidelines](#)  
[Educational Pathways Internal Guidelines](#)

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<b>Responsibilities for Implementation:</b>	<ul style="list-style-type: none"> <li>• <i>Director of Education</i></li> <li>• <i>National Curriculum Coordinator</i></li> <li>• <i>Student Services</i></li> <li>• <i>Program Leaders/Heads of Department</i></li> </ul>
<b>Key Stakeholders:</b>	<ul style="list-style-type: none"> <li>• <i>Director of Education</i></li> <li>• <i>National Curriculum Coordinator</i></li> <li>• <i>Student Services</i></li> <li>• <i>Program Leaders/Heads of Department</i></li> <li>• <i>Students</i></li> </ul>