This cover sheet must be completed and attached to all categories of policies as defined below.

SECTION 1 – TO BE COMPLETED BY THE POLICY PROPOSER

Complete ALL of this section:

<table>
<thead>
<tr>
<th>Proposed University Policy On:</th>
<th>Advanced diplomas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trim File Reference:</td>
<td>F42680</td>
</tr>
</tbody>
</table>

Tick the relevant below:

- A new policy (complete Part A)
- Replacing an existing rule (complete Part C)
- Revision to an existing policy (complete Part B)
- A reformatted approved policy (complete Part D)

Should the drafting of the policy involve consultation? If yes, provide details of proposed consultation.

Identify the Committees that this Policy needs to be presented for consideration, endorsement or approval

Proposed time-line for approval process via the Committee system.

---

All University Policies must be submitted on the University Policies template and instructions are available on the web at:

http://www.universitypolicies.uwa.edu.au/policy_writers/policy_template

Complete ONE of the parts below:

**PART A – for a new policy ONLY**

Provide a brief background to the creation of this policy including reference to the particular committee resolution, if relevant, that provides the mandate for its creation

The introduction of the new Courses 2012 and the new postgraduate course structure could potentially disadvantage Aboriginal and Torres Strait Islander people. There is a need to provide Aboriginal and Torres Strait Islander people with a dedicated pathway into the postgraduate courses relating in particular to health and law.

List and/or provide links of relevant papers, or sections therein that provide detailed context for the creation of the new policy

N/A

Provide a list of issues that the drafter should consider when developing a first draft of the new policy

N/A

Provide names of at least three senior University staff (reference group) who can answer questions and offer guidance in the development of the new policy

Ms Sue Smurthwaite, Associate Director, Academic Policy Services
Dr Kabilan Krishnasamy, Education Policy Officer
Ms Sylvia Lang, Academic Secretary

Date first draft required

May 2012

**PART B – for a revision of an existing policy ONLY**

State title of the existing policy and provide the appropriate web-link and policy number (as allocated on the University’s Policies website)

Provide a brief background and the particular committee resolution, where relevant, that provides the mandate for its revision.

List and/or provide links of relevant papers, or sections therein that provide detailed context for the revision.

Provide a list of issues that the drafter should consider when developing a first draft of the new policy.

Provide names of at least three senior University staff (reference group) who can answer questions and offer guidance in the development of the new policy.

Date first draft required

---

**PART C – for a policy that is replacing an existing rule ONLY**

State rule number(s)

Date first draft required

---

**PART D – for an approved policy that has been reformatted into the required University Policies template ONLY**

Note 1: The approved policy must be formally approved and be available on the University Policies website.

Note 2: The reformattting includes changes only to title, layout, introductory purpose statement, BUT NO CHANGE TO CONTENT
OF POLICY.

Note 3: Once reformatted, the policy will need to be reloaded onto the University Policies website (http://www.universitypolicies.uwa.edu.au/page/117111) with the existing policy number.

Note 4: Please complete the table below and forward the following documents electronically to Ms Lidia Cuoco, Administrative Officer, Academic Policy Services – Email: lidia.cuoco@uwa.edu.au:
- Completed University Policy cover sheet
- Copy of the reformatted University Policy on the University Policies template

Academic Policy Services will, as part of the New Courses 2012 Policies Project, upload reformatted academic policies as an interim measure. With effect from 2012, reformatted policies will, as is normally the case, need to be uploaded by the administrative division responsible for the policy.

State
- title of existing policy / guidelines;
- University Policy Number; and
- web-link

Date reformatting finalised and sent to Academic Policy Services

SECTION 2 – TO BE COMPLETED BY THE POLICY DRAFTER AND SUBSEQUENT OFFICERS IN THE FORMAL APPROVAL PROCESS:

DOCUMENT MODIFICATION HISTORY

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Primary Author(s) (name and position)</th>
<th>Description of Version</th>
<th>Date Completed</th>
<th>Provided To</th>
</tr>
</thead>
<tbody>
<tr>
<td>V1</td>
<td>Neville Jones, Project Officer, Policy and Legislation</td>
<td>First draft for comment and feedback</td>
<td>2 May 2012</td>
<td>Dr Kabilan Krishnasamy, Education Policy Officer</td>
</tr>
<tr>
<td>V2</td>
<td>Neville Jones, Project Officer, Policy and Legislation</td>
<td>Second draft incorporating feedback</td>
<td>9 May 2012</td>
<td>Dr Kabilan Krishnasamy, Education Policy Officer</td>
</tr>
<tr>
<td>V3</td>
<td>Neville Jones and Dr Kabilan Krishnasamy</td>
<td>Edits based discussions between Neville Jones and Dr Kabilan Krishnasamy, and feedback from Dr Claire McIlroy</td>
<td>15 May 2012</td>
<td>Mr Peter Curtis, Registrar Winthrop Professor, Ian Reid, Senior Academic Reviewer Winthrop Professor David Plowman, UWA Business School Mr Jon Stubbs, Director Student Services</td>
</tr>
<tr>
<td>V4</td>
<td>Neville Jones and Dr Kabilan Krishnasamy</td>
<td>Draft edited to incorporate feedback.</td>
<td>21 May 2012</td>
<td>Dr Claire McIlroy, Senior Legislative Officer Ms Sue Smurthwaite, Associate Director, Academic Policy Services</td>
</tr>
<tr>
<td>V5</td>
<td>Neville Jones and Dr Kabilan Krishnasamy</td>
<td>Draft edited to incorporate feedback.</td>
<td>29 May 2012</td>
<td>Mr Peter Curtis, Registrar Winthrop Professor, Ian Reid, Senior Academic Reviewer Winthrop Professor David Plowman, UWA Business School Mr Jon Stubbs, Director Student Services</td>
</tr>
<tr>
<td>V6</td>
<td>Ms Sue Smurthwaite, Associate Director, Academic Policy Services</td>
<td>Draft edited to incorporate feedback.</td>
<td>31 May 2012</td>
<td>Academic Council</td>
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<tr>
<td>V7</td>
<td>Ms Sylvia Lang, Academic Secretary</td>
<td>Draft edit to incorporate changes agreed at Academic Council</td>
<td>13 June 2012</td>
<td>Senate</td>
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DOCUMENT APPROVAL

<table>
<thead>
<tr>
<th>Approved By (Academic Council/ Senate / Vice-Chancellor)</th>
<th>Resolution Number (if applicable)</th>
<th>Date</th>
</tr>
</thead>
</table>

If you have any queries regarding this cover sheet, or the University’s Policy and use of a template for University Policies, please contact Ms Sylvia Lang, Academic Secretary, Academic Policy Services – Email: sylvia.lang@uwa.edu.au, extension 2457

A University Policy can only be approved by the Senate, Academic Board/Council, Vice-Chancellor or other members of the Executive to whom the Vice-Chancellor has delegated responsibility for a particular portfolio. Following this University approved process, University Policies must be promulgated by way of the Universities Policies website (http://www.universitypolicies.uwa.edu.au/page/117111), which is the University’s definitive source for University-wide policies.
The University of Western Australia

University Policy on: Advanced Diplomas

Purpose of the policy and summary of issues it addresses:

This policy sets out the principles, entry requirements and standards applying to advanced diplomas.

Advanced diplomas seek to:
- increase the number of Aboriginal and Torres Strait Islander people gaining entry to and graduating from the University’s courses; and
- ensure that the University’s model of broad undergraduate studies followed by a postgraduate professional qualification (New Courses 2012) does not disadvantage Aboriginal and Torres Strait Islander people and limit their access to professional qualifications,

in the context of maintaining the University’s reputation as a university of the highest international standing.

Definitions:
For the purposes of this policy and any associated procedures, the University means The University of Western Australia

Cycle 2 courses are postgraduate courses, usually requiring two years of full-time study after a Cycle 1 course and leading to a master's degree.

Policy statement:

1 General principles
1.1 The University may offer advanced diplomas that provide Aboriginal and Torres Strait Islander people with pathways into initial professional postgraduate Cycle 2 courses which contribute to the advancement and wellbeing of Aboriginal and Torres Strait Islander people.

2 Entry requirements
2.1 To be eligible for consideration for entry to an advanced diploma course, an applicant must:

(a) be a mature-aged (defined as aged 20 years old or more as at 1 March for first semester entry or 1 August for second semester entry) Aboriginal or Torres Strait Islander person;
(b) have demonstrated relevant prior learning and work experience; and
(c) be formally assessed by the relevant board as being suitable for that particular course.
2.2 Relevant prior learning and work experience for entry refers to:

(a) an Australian Qualifications Framework (AQF) level 4 qualification or above; or
(b) completion of a minimum of 24 points of an undergraduate degree course or the equivalent; and
(c) a minimum of 24 months of work experience in a relevant field at an appropriate level, or the equivalent.

2.2.1 In exceptional circumstances, the relevant board may accept an applicant’s prior learning and work experience as satisfying the requirements of 2.1(b), where an applicant’s combined prior learning and work experience is deemed to satisfy the criteria provided under 2.2, even though one component (either prior learning or work experience) does not satisfy 2.2.

2.2.2 Where a particular Advanced Diploma course includes a structured and assessed learning experience in the form of a practicum unit or units, the prior work experience requirement may be varied accordingly.

2.3 The relevant board must develop and publish the criteria for assessing an applicant’s suitability for a course.

3 Structure
3.1 An advanced diploma course must consist of level 1, 2 and/or 3 units to a total value of 72 points. [Award: Advanced Diploma in XXXX (AQF level 6)].

3.2 All units in an advanced diploma course must have a distinctive disciplinary rationale which relates to the academic objectives of the diploma course.

3.3 The content and structure of the advanced diploma course and the level of its units must provide the necessary skills and knowledge to prepare a student to meet the admission requirements for and undertake a professional practice master’s degree offered by the University.

4 Credit transfer, advanced standing and recognition of prior learning
4.1 The University Policy on Credit transfer, advanced standing and recognition of prior learning (UP11/34) applies in relation to credit transfer, advanced standing and recognition of prior learning.

5 Progress status
5.1 The University Policy on Academic Progress (other than in courses administered by the Graduate Research School) (UP11/26) applies in relation to academic progress.

6 Grades and marks
6.1 The University Policy on Grades and Marks for Undergraduate Units and Postgraduate Coursework Units (UP11/3) applies in relation to awarding marks and grades.
### Related forms: (Link)

<table>
<thead>
<tr>
<th>Policy No:</th>
<th>Approving body or position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date original policy approved:</td>
<td>Date this version of policy approved:</td>
</tr>
<tr>
<td>Date policy to be reviewed:</td>
<td>Date this version of procedures approved:</td>
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<th>Contact position:</th>
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<tbody>
<tr>
<td>F42680</td>
<td>Academic Secretary</td>
</tr>
</tbody>
</table>

### Related Policies or legislation:
- University Policy on [Credit transfer, advanced standing and recognition of prior learning](UP11/34)
- University Policy on [Academic Progress (other than in courses administered by the Graduate Research School)](UP11/26)
- University Policy on [Grades and Marks for Undergraduate Units and Postgraduate Coursework Units](UP11/3)