

# AFTT Glossary

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# A

## **AAT - AUSTRALIAN ADMINISTRATIVE APPEALS TRIBUNAL**

The Administrative Appeals Tribunal is an Australian tribunal that conducts independent merits review of administrative decisions made under Commonwealth laws of the Australian Government.

## **ACADEMIC COMPONENT OF A UNIT**

It is a part of the unit that generally deals with aspects related to theories (i.e., concepts, methodology, approaches), history, principles, law, and regulations which explain phenomenon of interests and verifiable. It is usually assessed by a written element.

## **ACADEMIC BOARD**

An independent body, responsible to the AFTT Governing Council for the quality control of AFTT's educational programs.

## **ACADEMIC FREEDOM**

AFTT endorses the Global Colloquium of University Presidents 2005 definition of academic freedom as "the freedom to conduct research, teach, speak, and publish, subject to the norms and standards of scholarly inquiry, without interference or penalty, wherever the search for truth and understanding may lead."

## **ACADEMIC HONESTY**

Academic honesty is:

- Taking credit only for your own academic work
- Crediting any other person's work that is referred to in discussion or produced work
- Providing correct citations and reference lists, as required by each assessment task
- Truthfully reporting on research
- Taking responsibility for your own academic work
- Promoting the values of truthfulness, fairness, and respect in regard to all academic work.

Student and staff responsibilities for practicing the principles of academic honesty are underpinned by student and staff rights to academic freedom and free intellectual inquiry, as defined in AFTT's Academic Freedom and Free Intellectual Inquiry Policies.

## **ACADEMIC INTEGRITY**

Bretag (2016, p. 4) acknowledges 'academic integrity is a multifaceted and multi-stakeholder issue, premised on actions underpinned by values. As Fishman (2016, p. 8) suggests, it is best addressed in terms of cultural expectations and systemic management.

Academic integrity is a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behaviour that enable academic communities to translate ideals to action.<sup>1</sup>

For the purposes of the Higher Education Standards Framework (Threshold Standards) 2015 (HES Framework), academic integrity is: 'the moral code of academia. It involves using, generating, and communicating information in an ethical, honest and responsible manner' (Monash University, 2013). The term 'ethical scholarship' has a similar meaning. These definitions apply to the behaviour of teachers, researchers, students or others who are engaged in any form of scholarly activity.<sup>2</sup>

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<sup>1</sup> <https://www.academicintegrity.org/fundamental-values/#:~:text=The%20International%20Center%20for%20Academic, respect%2C%20responsibility%2C%20and%20courage.&text=%E2%80%8BThe%20original%20Fundamental%20Values, booklet%20was%20published%20in%201999.>

<sup>2</sup> <https://www.teqsa.gov.au/latest-news/publications/guidance-note-academic-integrity>

## ACADEMIC LEADERSHIP

Academic leadership is defined as the system of interdependent elements that together allow AFTT to achieve, support and monitor its intended academic outcomes. Academic leadership is thus a subset of the overall institutional or corporate leadership of AFTT, differentiated by its focus on 'academic matters', which include teaching, learning, research, scholarship and related matters.

Academic leadership resides in AFTT's governance framework, and particularly in the work of the Academic Board and its sub-committees and AFTT's academic staff. Good academic leadership results in good learning and teaching, sound scholarship and research. AFTT's cohesive governance framework has the following characteristics that have been identified as essential to promoting and encouraging academic leadership.<sup>3</sup> ... [the characteristics are as listed and described in Schedule A: Academic Quality Assurance Framework].

## ACADEMIC LEADERSHIP POSITION

Senior Academic Position, at AFTT, is defined as a position where a person assumes academic leadership responsibilities in addition to their teaching obligations.

## ACADEMIC LEADERSHIP RESPONSIBILITIES

- Effective management and delivery of allocated AFTT courses in alignment with AQF and TEQSA guidelines to ensure maximum quality, scholarship, and student satisfaction across the department.
- Participation in development and improvement, and implementation of AFTT's Strategic Plan, Institutional Quality Assurance Framework, particularly Schedule A: Academic Quality Assurance Framework, and the Learning and Teaching Committee's Learning and Teaching Plan.

## ACADEMIC PERFORMANCE

Academic performance is the measurement of a student's successful completion of their academic units. AFTT also measures student completion, attrition, and retention rates to ascertain the academic performance of course disciplines, student cohorts, and campus locations.

## ACADEMIC PROGRESS

Academic progress is the way AFTT monitors and helps its students to successfully complete their qualifications within the prescribed time limits, and provides academic support and pastoral care to those who are experiencing difficulties in their studies.

## ACADEMIC PROGRESS CATEGORIES

### Satisfactory Academic Progress

- Student who passes every unit in any given study period.

### Conditional Academic Progress (CAP)

- Student, who fails less than 50% of study load (EFTSL) in any study period and **none of the failed units** have been attempted and failed previously.

### Encumbered Academic Progress (EAP)

- student, who fails 50% or more of a study load (EFTSL) in any study period for the first time or
- Student, who fails the same unit for the second time.

### Unsatisfactory Academic Progress (UAP)

- student who fails 50% or more of a study load (EFTSL) in two consecutive study periods or
- Student, who fails the same unit for the third time.

## ACADEMIC WORK

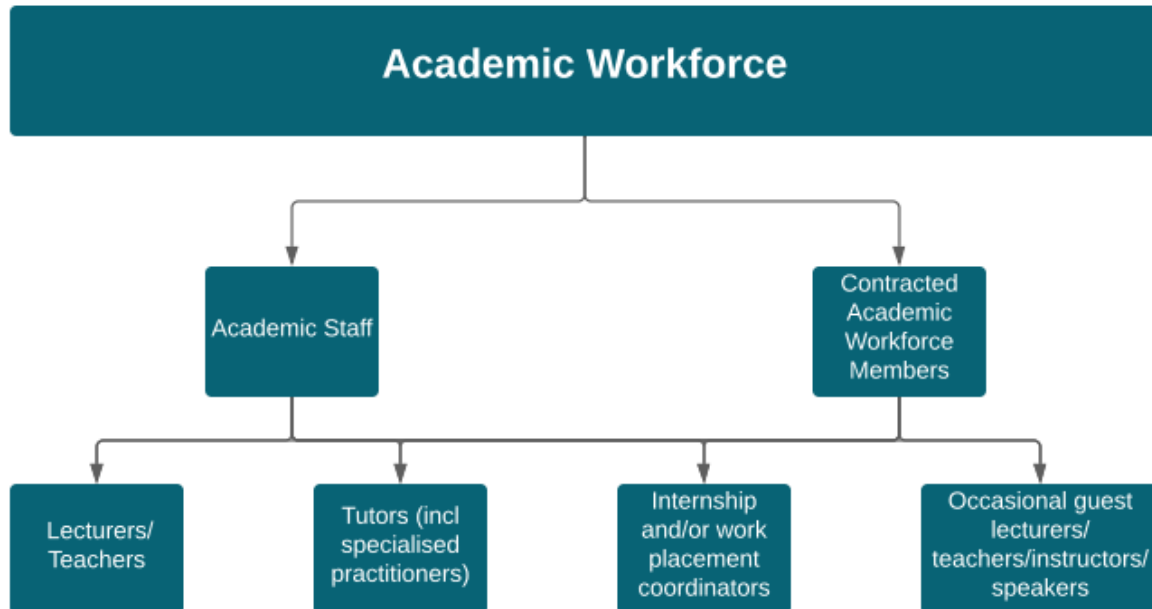
Academic work involves both the pursuit of knowledge and its dissemination and application through activities including but not limited to research and scholarly activities, learning and associated activities including assessments, teaching, public lectures, conference communications, publications, professional practice, the building of library and archival collections, the provision of mediated access

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<sup>3</sup> Adapted from op cit, with reference to Bain, A & Zundans-Fraser, L 2017, *The Self-organizing University. Designing the Higher Education Organization for Quality Learning and Teaching*, Springer: Singapore, and Marshall, S 2016, *A Handbook for Leaders in Higher Education, Transforming teaching and learning*, Routledge: London and New York, and AFTT's own research and benchmarking in academic leadership at the level of 'Head of Department'.

to information, and creative production and performance.<sup>4</sup> The basic premise of academic work—so that it remains meaningful and of value to individuals and society — is that is conducted rigorously and honestly.

## ACADEMIC WORKFORCE



### Academic Staff

A AFTT member of academic staff is a person who is appointed wholly or principally to undertake a teaching-assessing and/or research function, and is either:

- A person employed by AFTT on a full-time, fractional full-time or casual basis, or
- An employee of another higher education provider who is working at AFTT as either:
  - 'visiting' staff,
  - 'exchange' staff,
  - 'seconded', or
- A person who works for AFTT on a regular basis but who receives no remuneration (e.g. members of religious denominations, unpaid visiting fellows).

Includes persons of the above types who are occupying temporary positions or who are conjoint appointees or clinical appointees or adjunct appointees.

Includes persons who are employees of AFTT and who are working in locations outside Australia.

Excludes persons whose services are being provided to AFTT on a contract basis as an employee of another higher education provider, or organisation, or as a self-employed person.

### Contracted Academic Workforce Members

Contracted Academic Workforce Member is a person whose services, to undertake a teaching-assessing and/or research function, are being provided to AFTT on a contract basis as a self-employed person, an employee of another higher education provider, or organisation.

### Internship and/or work placement coordinators

Internship and/or work placement coordinator is a person supporting student allocations to industry but are not responsible for unit coordination or content delivery. Internship and/or work placement coordinator provides those services to AFTT as employee or on a contract basis as a self-employed person, as an employee of another higher education provider, or organisation.

<sup>4</sup> Adapted from CAUT (2016) Policy Statement: Nature of Academic Work, Viewed on January 10, 2019 at <https://www.caut.ca/about-us/caut-policy/lists/caut-policy-statements/policy-statement-on-the-nature-of-academic-work>.

### **Lecturers**

Member of the Academic Workforce who is a person whose services, to undertake a teaching-assessing and/or research function in Higher Education programmes, are being provided to AFTT as an employee or on a contract basis as a self-employed person, as an employee of another higher education provider, or organisation.

### **Occasional guest lecturers/teachers/instructors/speakers**

Occasional guest lecturer/teacher/instructor/speaker is a person invited to a gathering to give a speech or provide feedback, bringing a level of knowledge and expertise which would add value to the teaching of the relevant discipline area/s. They provide those services to AFTT on a contract basis as a self-employed person, or as an employee of another higher education provider, or organisation, AND are not engaged in more than one-third of a unit in any study period AND are not responsible for unit coordination or content delivery.

### **Teachers**

Member of the Academic Workforce who is a person whose services, to undertake a teaching-assessing function in Vocational programmes, are being provided to AFTT as an employee or on a contract basis as a self-employed person, as an employee of another higher education provider, or organisation.

### **Tutors**

Tutor (including specialised practitioner) is a person whose services, to undertake instructing and guiding students and/or delivering specialised components of a course of study, are being provided to AFTT as an employee or on a contract basis as a self-employed person, as an employee of another higher education provider, or organisation.

Tutors who do not meet requirement of AQF+1 (or equivalent) are supervised by the Head of Department or an appropriately qualified member of the academic workforce.

## **ADMISSIONS - MASTER OF CREATIVE INDUSTRIES BY COURSEWORK POLICY**

### **Industry experience**

Refers to skills and knowledge acquired through working, either as an employee or self-employed, and that these are acquired in a cognate industry.

### **Experiential learning**

Refers to uncertified learning acquired through experience.

### **Cognate**

Refers to a subject area related to the Applicant's proposed production area.

### **Duration of employment**

1 year of employment is approx. 1,800 hours per year (38 hours per week for 47.5 weeks).

### **Non-standard entry**

Refers to applications where the applicant does not have a cognate degree (Bachelor or Masters).

### **Practice-based Research**

Is an original investigation undertaken in order to gain new knowledge partly by means of practice and the outcomes of that practice.<sup>5</sup>

### **Practice-led Research**

Is concerned with the nature of practice and is directed towards generating new knowledge that has operational significance for that practice.<sup>6</sup>

## **AEGROTAT ASSESSMENT**

An Aegrotat Assessment is the determination and recording of a final grade for a unit(s), calculated by averaging the final result of all other units a student has undertaken while enrolled at AFTT.

## **AGREED STARTING DATE**

Means the date on which the course was scheduled to start, or a later date agreed between AFTT and the student to be the Agreed Starting Date following a period of deferral or temporary suspension.

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<sup>5</sup> Source: <http://www.creativityandcognition.com/research/practice-based-research/practice-related-research/>

<sup>6</sup> Source: as above

### **APPLICATION FEE**

Means the fee required to be paid by the student when they lodge a Student Application Form with AFTT.

### **AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)**

AQF is the policy for regulated qualifications in the Australian education and training system. It underpins the national system of qualifications in Australia, encompassing higher education, vocational education and training (VET), and schools. The AQF is the agreed policy of Commonwealth, State and Territory ministers.<sup>7</sup>

### **APPEAL**

An appeal is an application for a review and reversal of a decision or an outcome, previously made by AFTT, by virtue of an error or breach of procedural fairness in the initial decision.

### **APPELLANT**

Means the student(s) submitting an appeal under the AFTT Student Complaints and Appeals Policy and Procedure.

### **APPLICANT**

Applicant – a person seeking to undertake courses or units at AFTT who has not yet been admitted (also [potential student](#)).

### **APPLICANT (NON-YEAR 12)**

An applicant who is not studying for a Senior School Certificate or Higher School Certificate, or who did not receive a Higher School Certificate in the year prior to the year in which the course they are enrolling starts.

### **APPLICANT (YEAR 12)**

An applicant who is studying for a Senior School Certificate or Higher School Certificate and will receive a Higher School Certificate in the year prior to the year in which the course they are enrolling starts.

### **ARTICULATION AGREEMENT**

Articulation agreement is an agreement between AFTT and another institution to document and publicise a specifically approved pathway for progress between a program at the other institution and a AFTT award program, involving specific credit arrangements.

### **APPLICATION FOR REFUND FORM**

AFTT's prescribed refund request form available at Student Services.

### **ASSESSMENT**

Assessment – is the process of forming a judgment on the quality and extent of student achievement or performance, and therefore by inference a judgment about the learning itself.

### **ASSESSMENT PRINCIPLES**

The following Assessment Principles must be adhered to in the assessment process:

- **Validity**  
Validity ensures that assessment tasks and associated criteria effectively measure student attainment of the intended learning outcomes at the appropriate level.  
An assessment is considered as valid when it assesses what it claims to assess. It is achieved when the assessment used is:
  - Related to the learning outcomes,
  - Demonstrates that the performance criteria has been met,
  - Is sufficient to cover the requirements of the competency.
- **Reliability**

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<sup>7</sup> <https://www.aqf.edu.au/what-is-the-aqf>

Evidence presented for assessment is consistently interpreted, assessed, marked and graded, and assessment results are comparable irrespective of the lecturer conducting the assessment.

- **Flexibility**  
An assessment is seen as flexible when:
  - Reflects the student's needs,
  - Assesses student's work regardless of how or where it has been performed, and
  - Draws from a range of assessment types.
- **Fairness**  
An assessment is fair when:
  - The individual student's needs are considered in the assessment process, and
  - It is designed to be unbiased and discriminatory free.

### ASSESSMENT (RULES OF EVIDENCE)

- **Validity**  
The lecturer/tutor is assured that the evidence is relevant and student has the skills, knowledge and attributes as described in the unit outline and associated assessment requirements.
- **Sufficiency**  
The lecturer/tutor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made whether learning outcomes have been achieved.
- **Authenticity**  
The lecturer/tutor is assured that the evidence presented for assessment is the student's own work.
- **Currency**  
The lecturer/tutor is assured that the assessment evidence is current. This requires the assessment evidence to be from the present or the very recent past.

### ASSESSMENT TASKS

Assessment tasks are the activities students will undertake to confirm whether or not 'the outcome has in fact been achieved' (Biggs & Tang, 2007, p. 169) during and at the end of the learning process.<sup>8</sup> Assessment tasks tell us how well students can use the acquired knowledge in academically and professionally appropriate ways, such as solving problems, designing experiments, or communicating with clients.<sup>9</sup>

### ASSESSMENT TYPE

Assessment method types include but are not limited to: can be defined to include but not be limited to such methods as

- Essay
- Report
- Journal
- Assignment
- Problem scenario
- Group work
- Demonstration
- Role play
- Performance
- Production (film, video game, 2D/3D animation, musical score, play etc)
- Equipment set up
- Diagnosis and rectification of technical problems or equipment faults
- Work-based problem
- Oral presentation
- Written examination (time based)
- Test

The assessment types are detailed and specified in the every Unit Outline. Assessment types are developed and approved as part of the accreditation/re-accreditation process. The assessment types

<sup>8</sup> <https://teachingcommons.yorku.ca/resources/elearning/elearning/identifying-learning-outcomes-and-selecting-assessment-tasks/#:~:text=Assessment%20tasks%20are%20the%20activities,end%20of%20the%20learning%20process.>

<sup>9</sup> <https://drjj.uitm.edu.my/DRJJ/MQAGGPAS-Apr2011/What-is-CA-biggs-tang.pdf>

are mapped to one or more of the unit learning outcomes and to the appropriate AQF level and similarly approved as part of the accreditation/reaccreditation process.

### **ASSESSMENT SYSTEM**

Assessment system – is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Fairness and comprehensiveness.

### **ASSESSORS**

Assessors – are persons who assess a learner's performance in accordance with the AQF and consistent with the requirements specified in the Unit profiles. Assessors have one AQF qualification level above the level of the Unit that they are assessing.

### **AT RISK OF EXCEEDING TIME LIMITS**

This is a student who will not complete their course studying either full or part time. Generally speaking, a student's request to continue in a course can be considered only:

- if they have one study period (that is a maximum of four units) left to complete to achieve their qualification, and these need to be undertaken beyond the maximum time allowed for their enrolment
- if any leaves of absence taken were approved by AFTT.

### **'AT RISK' STUDENTS**

Are defined as:

1. Students who at enrolment are considered to be potentially at risk of non-completion without an academic support program,
2. Students in their first study period who have been identified to be at risk of non-completion of a unit through the failure or non-submission of an assessment item,
3. Students who during the course of their studies fall in Conditional/Encumbered/Unsatisfactory [Academic Progress category](#)
4. Students who have experienced 'educational disadvantage' (because of illness, disability, disrupted education, family problems or misadventure),
5. Any students who have been referred directly by an Academic Staff member.

### **ATAR**

Australian Tertiary Admissions Rank (ATAR) is a numerical measure of a student's overall academic achievement in the Higher School Certificate (HSC) in relation to that of other students. This measure allows the comparison of students who have completed different combinations of HSC courses. ATAR is calculated solely for use by institutions, either on its own or in conjunction with other selection criteria, to rank and select school leavers for admission.

### **AUTHOR**

Author – the Author is an individual who:

- Has made a significant intellectual or scholarly contribution to research and its output; and
- Agrees to be listed as an author.

### **AWARD**

Award is a qualification issued to students by AFTT who successfully completed the requirements of their enrolled program that leads to a higher education qualification. AFTT only issues awards accredited by TEQSA within the Australian Qualifications Framework.

### **AWARD (EXIT)**

An award that is available to students who find themselves unable or unwilling to fulfill the requirements of the program in which they are originally enrolled but who have completed the requirements of a lower level qualification (when applicable).

Exit award is not available to students who have been withdrawn from their enrolment on disciplinary grounds. AFTT grants (when and if approved) exit awards as a matter of course. AFTT only issues exit awards accredited by TEQSA within the Australian Qualifications Framework.

# B

## **BENCHMARKING**

Benchmarking is a structured, collaborative, learning process for comparing practices, processes or performance outcomes. Its purpose is to identify comparative strengths and weaknesses, as a basis for developing improvements in academic quality. Benchmarking is also a quality process used to evaluate performance by comparing institutional practices to sector good practice.<sup>10</sup>

## **BRIBERY**

Please refer to [academic misconduct](#)

## **BULLYING**

Bullying is when people repeatedly and intentionally use words or actions against someone or a group of people to cause distress and risk to their wellbeing. These actions are usually done by people who have more influence or power over someone else, or who want to make someone else feel less powerful or helpless. Bullying can take a number of forms, including online and other electronic means. It is not bullying when there is only one incident of unreasonable behaviour or includes reasonable action in the course of management of the organisation. However, single, or one-off incidences of misconduct cannot be ignored as they may also be a risk to personal health and safety.

## **BUSINESS CONTINUITY MANAGEMENT (BCM)**

A holistic management approach (including policies, standards and procedures) for ensuring critical business functions can be maintained or recovered promptly in the event of a disruption. It includes both strategic and operational decision-making using information about the disruption to structure and manage the response.

## **BUSINESS CONTINUITY PLAN (BCP)**

An output of BCM. This process leads to a clearly defined and documented plan which sets out the processes, resources, systems and information necessary to continue or restore the activities of an organisation should unpredicted business disruption occur.

## **BUSINESS DAY**

Means a day on which banks are open for business, other than Saturday, Sunday or a National/State declared public holiday.

## **BYSTANDER**

A Bystander is a person who observes someone sexually harassing or sexually assaulting another person. Any member of the AFTT community may be a Bystander.

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<sup>10</sup> Adapted from TEQSA Guidance Note Benchmarking, sourced from [https://www.teqsa.gov.au/sites/default/files/benchmarkingggnfinal\\_0.pdf?v=1507592618](https://www.teqsa.gov.au/sites/default/files/benchmarkingggnfinal_0.pdf?v=1507592618)



# C

## CANCELLATION OF ENROLMENT

Cancellation of an enrolment is permanent cessation of student's enrolment that may occur upon student's request (**withdrawal**) or may be initiated by AFTT (**termination**).

A student whose enrolment has been cancelled is no longer a AFTT student and therefore cannot attend classes, submit assessment tasks or attend AFTT events as a AFTT student. A student who has had their enrolment cancelled will receive a transcript of all units studied up to the date of cancellation, including results attained.

## CIRT

Critical Incident Response Team.

## CHEATING

Please refer to [academic misconduct](#).

## COGNATE

Cognate refers to an area related to the fields of study in postgraduate programs.

## COLLUSION

Please refer to [academic misconduct](#).

## COMMENCEMENT DATE

Means the date on which the course was scheduled to start, or a later date agreed between AFTT and the student to be the course start date and does not refer to any Agreed Starting Date following a deferment period. In the case of the Student being enrolled in a **Package of courses** the Commencement Date means the date on which the first course was scheduled to start, or a later date agreed between AFTT and the student and does not refer to any Agreed Starting Date following a deferment period.

## COMPASSIONATE OR COMPELLING CIRCUMSTANCES

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- An unexpected and serious illness or disability, a recurrence of a chronic or acute illness or injury such that the student is unable to be actively engaged in their studies, This does not include minor illnesses such as colds, mild sprains or other low-level injuries or sickness,
- A permanent or temporary disability or illness for which a variation has already been made will not be accepted unless the disability has been compounded by an unexpected change, or an additional condition,
- Significant bereavement or hardship such as the death or serious illness of a close family member,
- Severe disruption to domestic arrangements,
- Relationship breakdown,
- Domestic violence,
- Trauma – such as being a victim of crime, an accident, major political upheaval, or a severe Act of God,
- Where AFTT was unable to offer a pre-requisite unit,
- Delay in receiving student visa (international students).

## CONFLICT OF INTEREST

A Conflict of Interest occurs when an individual's personal interests could, or be seen to, improperly influence the performance of their official duties or responsibilities at AFTT. Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in and can be both financial and non-financial.

Conflicts of Interest may be:

- an **actual conflict** involves a direct conflict between a person's current duties and responsibilities and a competing interest or obligation, whether personal or involving a third-party
- a **perceived conflict** exists where it could reasonably be perceived, or appears, that a competing interest could improperly influence the performance of a person's duties and responsibilities
- a **potential conflict** arises where a person has an interest or obligation, whether personal or involving a third-party, that could conflict with the person's duties and responsibilities in the future

### COMPLAINT

A complaint is as a student's expression of an unsatisfactory or unacceptable experience within the control or responsibility of AFTT. This includes operations, services, facilities, decisions or the conduct of AFTT staff and/or students.

### COMPLAINANT

Means the student(s) submitting a complaint under the AFTT Student Complaints and Appeals Policy and Procedure.

### COMPULSORY STUDY PERIOD

A compulsory study period is one in which students are required to enrol as part of a normal course load. For example, if AFTT requires students to study in trimester/semester one and two but allows students the option to take units over 'summer', trimester/semesters one and two would be considered compulsory and 'summer' would be considered non-compulsory.

### CONFERRAL

Conferral of the award is an act of bestowing an award upon a student during the formal event known as graduation ceremony. During conferral academic qualification is formally granted to its recipient.

### CONTACT DETAILS

Include a student's Australian postal address, telephone number and email address.

### CONTRACT CHEATING

Please refer to [academic misconduct](#).

### CONSENT

Consent is an agreement freely and voluntarily given by someone with the cognitive capacity to do so. A person is not regarded as having freely agreed to or consented to a sexual act just because they did not protest, physically resist or sustain an injury.

Consent is not freely and voluntarily given if a person is:

- Intimidated, coerced or threatened,
- Forced,
- Asleep or unconscious,
- Significantly intoxicated or affected by drugs,
- Unlawfully detained or held against their will,
- There is abuse of power or a position of trust,
- In fear of bodily harm,
- Under a mistaken belief that the offender was their sexual partner.

### COURSE

A program of study that leads to the award of a qualification accredited within the Australian Qualifications Framework by TEQSA.

### COURSE DELIVERY

At AFTT course delivery is face to face on campus.

### **COURSE DEVELOPMENT COMMITTEE**

A non-standing committee convened by the Academic Board to advise and assist in the development of new curricula and preparation of documentation for accreditation with the relevant bodies

### **CRICOS**

Commonwealth Register of Institutions and Courses for Overseas Students.

### **COURSE WITHDRAWAL FORM**

AFTT's prescribed course withdrawal form available at Student Services.

### **COURSE REVIEWS**

#### **Mid-Accreditation course Review**

Mid-Accreditation course Review is an internal and external consultation, benchmarking, reviewing, and analysing data process conducted by AFTT to ensure courses currently delivered are of the highest quality, and in accordance with the HESA Act 2003, the Threshold Standards 2015 and relevant TEQSA Guidance Notes, and industry standards. The development process and timeframes for reviewing higher education qualifications are dictated by the length of the current accreditation. It usually takes place in the middle of current course accreditation period.

#### **Re-Accreditation Course Review**

Re-accreditation Course Review is an internal and external consultation, benchmarking, reviewing, and analysing data process conducted by AFTT to obtain formal approval from TEQSA confirming that the courses offered are of the highest quality, and in accordance with the HESA Act 2003, the Threshold Standards 2015 and relevant TEQSA Guidance Notes, and industry standards. The development process and timeframes for renewing accredited higher education qualifications are dictated by the length of the current accreditation. It usually takes place at the end of current course accreditation period.

#### **Study Period Review**

Study Period Review is a process conducted by AFTT every study period to review student performance and student satisfaction data for the study period just passed in order to make amendments and enhancements to the course content and its delivery.

### **DEFAULT DATE**

means:

- the day on which AFTT did not commence delivery of a scheduled course
- the day on which AFTT ceased to provide a course, or
- the day on which AFTT refused to provide, or continue to provide, the course to a student, or
- the day on which a student withdraws from the course, or
- the day on which a student failed to commence/recommence a course of study
- the day on which AFTT receives evidence from a student of his or her Student visa application refusal

### **CREDIT POINT**

A numerical value assigned to each unit that forms a part of qualification to measure course study load and keep track of student academic progress. A total of credit points achieved indicates level of progression and completion. Total Credit Points are course specific.

### **CREDIT**

The value assigned to equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit granted provides the student with advanced standing in their course (i.e. reduces the amount of learning required to achieve a qualification). Credit Point is a numerical value assigned to each unit that forms a part of qualification to measure course study load. A total of credit points achieved indicates level of progression and completion.

#### **Specific Credit**

Form of credit granted on the basis of formal learning. It is a recognition of one unique unit of study being equivalent to one AFTT unit of study.

### **Block Credit**

Form of credit granted to exempt a student from multiple units within a course. It is a recognition that a range of unique units or learning experiences are equivalent to one or more AFTT units of study.

### **Unspecified Credit**

Form of credit granted on the basis of formal learning towards elective requirements of the qualification, at a particular level of a degree program.

### **Recognition of prior learning (RPL)**

*See definitions under Recognition of prior learning (RPL)*

Form of credit that results from an assessment of an individual's relevant prior informal, informal learning, and work experience against unit learning outcomes.

## **CRIMINAL PROCEEDINGS**

Criminal Proceedings are series of actions to bring criminal prosecution against a person with the goal to decree conviction and punishment of that person.

## **CRITICAL INCIDENT**

A critical incident is defined as 'a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury. It includes but not limited to incidents that may cause physical or psychological harm. The scenarios:

- Are of such significance that day-to-day management arrangements cannot effectively respond,
- Are likely to impact on more than one area of AFTT and therefore require a coordinated response,
- Likely to involve a response from organisations external to AFTT.

Critical incidents are not limited to, but could include:

- Fire, flooding, and other acts of nature that threaten, damage, or destroy AFTT's workplaces and infrastructure,
- Criminal/terrorist acts such as a bomb threat, extortion and hostage taking,
- Utilities and ICT/computer network failure, large scale data corruption,
- Disease epidemics/pandemics that reduce the effectiveness of the organisation's workforce,
- Activity involving actual or possible injury or death causing campus wide trauma to students and staff.
- Medical emergencies involving a student or staff,
- Critical illness of a student,
- Missing students,
- Severe oral, written, or psychological aggression,
- Campus disturbance/riot,
- Traumatic events that affect students such as
  - Sexual Assault
  - Domestic violence
  - Mental Health Crisis
  - Drug/Alcohol Overdose

Non-life threatening events can be classed as critical incidents.

## **CURRICULUM**

A AFTT program of study that has been accredited by the Department of Education. The curriculum includes all learning materials and resources, incorporating learning outcomes, topics, assessment tasks and rubrics.

## **CURRICULUM AND DELIVERY COMMITTEE**

AFTT Curriculum and Delivery Committee is a standing committee of the Academic Board.

# D

## **DEFERRAL OF ENROLMENT**

Deferral (also Deferment) of an enrolment means temporary postponement in the commencement of a course. Deferral may be initiated by a student or by AFTT.

## **DEPARTMENT OF EDUCATION, SKILLS AND EMPLOYMENT (DESE)**

The Department of Education, Skills and Employment is responsible for national education and training policies and programs, including those that affect international students. DESE also manages PRISMs. DESE is also referred to as Department of Education.

## **DISADVANTAGED AND UNDER-REPRESENTED GROUPS**

Refers to historically disadvantaged or underrepresented student populations in Higher Education, other groups protected in Equal Opportunity and anti-discrimination legislation and those covered by the Higher Education Participation and Partnerships Program.

Disadvantaged and Under-Represented Groups include but are not limited to:

- Aboriginal and Torres Strait Islander peoples,
- People from lower socio-economic backgrounds,
- People with disability,
- People from remote, rural, or isolated areas,
- People who are the first in their family to attend a university or other higher educational institution,
- People from non-English speaking backgrounds, and
- People in areas of study where they have been under-represented.

## **DISCRIMINATION AND HARASSMENT**

Discrimination and harassment occur when a person is discriminated against or harassed in certain areas of public life because of a real or perceived difference, as defined under the Racial Discrimination Act 1975 (Cth), the Sex Discrimination Act 1984 (Cth), and/or as defined under the Disability Discrimination Act 1992 (Cth). It is any type of behaviour, explicit or implicit, verbal, or non-verbal that is unwelcome, offensive, abusive, belittling or threatening.

## **DISRUPTION-RELATED RISK**

Disruption-related risk – is an outage which has a time and business impact dimension that could affect the achievement of AFTT's critical objectives.

## **DIVERSITY**

Understanding, accepting and respecting one's uniqueness and individual differences.

## **DoHA**

Department of Home Affairs.

## **DURATION OF EMPLOYMENT**

Duration of employment: 1 year of employment is approx. 1,800 hours per year (38 hours per week for 47.5 weeks).

# E

## **EDUCATIONAL OUTCOMES (INTERNSHIP)**

Unit learning outcomes associated with a relevant WIL (internship) unit in an accredited course.

## **EDUCATIONAL DISADVANTAGE**

An applicant, with academic potential, may claim disadvantage, if their education has been disadvantaged over a long time by circumstances beyond their control. These disadvantages could be:

- Disability
- Serious illness
- Disrupted education
- Serious family problems.

## **ELIGIBLE STUDENTS (INTERNSHIP)**

Only students with at least a credit grade average are eligible to apply to undertake an internship unit of study.

## **EFTSL**

Equivalent of Full Time Study Load. (Equivalent Full Time Student Load) is a measurement used to determine a student's study-load. One EFTSL is equivalent to 48 credit points. For example, 6 credit points unit equals to 0.125 EFTSL (6/48) and 12 credit points unit equals to 0.25 EFTSL (12/48). EFTSL is course specific.

## **EMERGENCY**

A sudden, unexpected event that endangers or threatens the AFTT's community or resources and requires an immediate response from internal or external agencies and emergency services.

## **ENABLING ACADEMIC MISCONDUCT**

Please refer to [academic misconduct](#).

## **ENTRY REQUIREMENTS**

All selection criteria for admission to AFTT accredited programs set and approved by the AFTT Academic Board.

## **ENTRY REQUIREMENTS (DIRECT)**

Fundamental/Standard selection criteria for admission to AFTT accredited programs set and approved by the AFTT Academic Board.

## **ENTRY REQUIREMENTS (ALTERNATIVE)**

Alternate entry requirements to fundamental/standard selection criteria for admission to AFTT accredited programs set and approved by the AFTT Academic Board. Alternate entry to AFTT programs is available to applicants who have not fully met direct entry requirements.

## **ESOS ACT**

Means the *Education Services for Overseas Students Act 2000* (Cth).

## **ESOS NATIONAL CODE**

The ESOS National Code refers to the National Code of Practice for Providers of Education and Training to Overseas Students 2018 established under the Education Services for Overseas Students Act 2000.

## **EQUAL OPPORTUNITY**

The right to be treated without discrimination and not being disadvantaged by prejudices or bias.

### **EXAMINATION**

Type of assessment task where students have opportunity to demonstrate their knowledge and understanding of the content and skill proficiency.

### **EXPERIENTIAL LEARNING**

Experiential learning refers to uncertified learning acquired through experience.

# F

## **FAILING A UNIT MEANS:**

- total of marks for all weighted assessment tasks for a unit is less than 50%, or
- student has not been awarded a Conceded Pass, or
- student has withdrawn/suspended their course after week 8 of any study period and achieved the result of academic fail, or
- student has not submitted required assessment tasks before or on submission due date, has not applied for assessment extension and has not initiated a withdrawal or temporary course suspension process, or
- student has been penalised for academic misconduct, and when applied, the penalty means total marks for all their weighted assessment tasks for a unit is less than 50%.

## **FABRICATION**

Please refer to [academic misconduct](#).

## **FAILING A PRE-REQUISITE UNIT:**

- if a student fails a unit that is a pre-requisite for another unit, student cannot enrol in any of those other units until they have passed the pre-requisite unit.
- on those occasions where the final grade for a pre-requisite unit has not been finalised, the Head of Department will meet with the student to determine the best course of action.

## **FALSIFICATION**

Please refer to [academic misconduct](#).

## **FIRST RESPONDER**

A First Responder is a person who is confided in by another person who has experienced or is currently experiencing an incident of sexual harassment or sexual assault. Any member of the AFTT community may be a First Responder.

## **FOUNDATION STUDIES**

Foundation Studies are recognised courses/programs designed to equip students with the skills, knowledge, and confidence to undertake tertiary education at undergraduate level.

## **FREE INTELLECTUAL INQUIRY**

Free intellectual inquiry refers to the freedom for students, staff and teaching faculty to explore their own ideas and to challenge in a thoughtful manner the assumptions and evidence which underpin the academic content of the programs of study. Free intellectual inquiry also covers the right and responsibility to pursue knowledge and inquiry, whether the pursuit might lead, in accordance with the highest scholarly standards. It includes the responsible transmission and/or communication of the knowledge so gained, openly within AFTT and into the community at large, in conformity with the law and policies and obligations of AFTT.



# G

## GOVERNING COUNCIL

This body is responsible for ensuring that AFTT fulfils its responsibilities as detailed in its Mission Statement, in addition to ensuring AFTT continues to meet its legal and financial responsibilities.

## GPA

**Grade Point Average (GPA)** – is a numerical calculation, a number, that measures a student's overall academic performance in each study period (e.g. a trimester) or over an entire course. The calculation of GPA is the mean of unit grades received by a student weighted by credit points of individual units.

## GRADE INTEGRITY

Grade integrity is the correspondence between the actual level of academic achievement and the agreed criteria and performance standards the assigned grade represents.

## GRADE (FINAL)

**A Final Grade** is the result achieved by a student upon completing a unit of study indicating the quality of their academic performance and understanding across all the unit's specified learning outcomes.

## GRADE

A Grade is the result achieved by a student upon completing a single assessment task. Assessments grades are determined on the basis of academic achievement in relation to the agreed criteria and performance standards set in [rubrics](#).

## GRADE POINT

**Grade point** is a numerical value benchmarked against other Australian Higher Education providers and approved internally to calculate GPA.

## GRADUAND

Students who has completed requirements of the award but whose eligibility to graduate has been officially approved by the Academic Board and The Governing Council. Prior to the graduation ceremony where the award is conferred, students are referred to as graduands

## GRADUAND (POTENTIAL)

Students who has completed requirements of the award but whose eligibility to graduate has not been officially approved by the Academic Board and The Governing Council

## GRADUATE

Graduates are students whose award has been conferred upon them at the graduation ceremony by the Chair of the Governing Council, or their delegate.

## GRADUATION CEREMONY

The graduation ceremony is a formal event, aa celebration of students' academic achievement, at which bachelor's degree and postgraduate awards are conferred. During the ceremony students are no longer graduands and are referred to as graduates.

At graduation ceremony students are presented with their testamurs and academic transcripts.

# H

## **HARASSMENT**

[See Discrimination and Harassment](#)

## **HEALTH**

"State of complete physical, mental, and social wellbeing, and not merely the absence of disease or infirmity."<sup>11</sup>

## **HEALTH (MENTAL)**

"Mental health is defined as a state of well-being in which every individual realizes his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community."<sup>12</sup>

## **HES FRAMEWORK**

Higher Education Standards Framework (Threshold Standards) 2015.

## **HOST EMPLOYER (INTERNSHIP)**

A company (with an ACN) or sole trader/business (with an ABN) that has agreed to 'host' a student for their internship.

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<sup>11</sup>Source: <https://www.who.int/about/mission/en/>

<sup>12</sup> Source:

[https://www.who.int/mental\\_health/who\\_urges\\_investment/en/#:~:text=Mental%20health%20is%20defined%20as,to%20her%20or%20his%20community.](https://www.who.int/mental_health/who_urges_investment/en/#:~:text=Mental%20health%20is%20defined%20as,to%20her%20or%20his%20community.)

## ICT RECOVERY STRATEGIES

A comprehensive Information and Communications Technology (ICT) strategy with a set of recovery plans to restore technological infrastructure to acceptable levels within a pre-determined period following an Incident.

## INCLUSIVITY

Policies, processes, and practices of including individuals who otherwise might be marginalised, prevented or even ostracised due to some attributes.

## INCIDENTS

- Critical

An incident that could be classed as an emergency, including but not limited to serious illness or injury, fatal accidents, sudden deaths, suicide, hate crimes, assaults (including sexual assault) or other violent occurrences, political or civil unrest, and natural or environmental disasters, or any other event on the basis of which an individual's or group's participation in an off-campus activity could terminate or be terminated.

- Non-Critical

An event occurring or a circumstance arising during an off-campus activity that damages or has the potential to damage the health, safety or property of one or more of the activity participants, but that is judged not sufficiently serious that it jeopardizes continued participation in the off-campus activity or requires immediate reporting to the Head of Department.

## INDUSTRY

Business, government, and community sectors.

## INDUSTRY EXPERIENCE

Industry experience refers to skills and knowledge acquired through working, either on a paid or unpaid basis, in a cognate industry.

## INFORMATION (PERSONAL)

Personal Information is defined in the Privacy Act 1988 (Cth) as information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- Whether the information or opinion is true or not, and
- Whether the information or opinion is recorded in a material form or not.

Personal Information means any personal details, contact details, course enrolment details, changes to personal information and the information relating to personal circumstances of any suspected breach by the student of a visa condition. Personal information is data that identifies an individual or makes a person identifiable. It includes data that could be used to identify, locate, track, or contact the person. Examples include but are not limited to person's:

- Name,
- Signature,
- Postal and/or Email address,
- Telephone number,
- Date of birth,
- Medical records,
- Bank account and other billing details,
- Course enrolment details,
- Employment details,
- Details and commentary or opinion about a person.

Personal information may also be referred to as personal data.

**INTERN (INTERNSHIP)**

An enrolled AFTT student undertaking an internship as part of their course.

**INTERNATIONAL STUDENT**

A student studying an award course at AFTT and holding an Australian student visa.

**INTERNSHIP**

A structured period of work experience in the industry that contributes to educational outcomes.

**INTERNSHIP SITE**

Where the internship takes place

**INTERNSHIP SUPERVISOR**

The person responsible at AFTT for supervising a AFTT student while undertaking their internship. This person may also be the Internship Unit Coordinator.

**INTERNSHIP UNIT COORDINATOR**

The person responsible at AFTT for coordinating the internship unit. They may also be responsible for supervising a AFTT student while undertaking their internship.

# J

## **AFTT REPRESENTATIVE**

For the purposes of this Student Complaints and Appeals Policy and Procedure, it is the AFTT staff member responding to an Application to Lodge a Formal Complaint Form, normally the Campus Manager or in instances where there may be a conflict of interest, the Director of Finance and Operations.

**K**

# L

## **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.

## **LEAVE OF ABSENCE**

[Suspension](#) of enrolment initiated by a student

## **LEGAL GUARDIAN**

Legal Guardian acts as primary caretaker of the minor, has the rights and duty to protect a child, and has all the powers of a parent

## **LEGAL OBLIGATIONS (Discrimination)**

Under the Racial Discrimination Act 1975, the Sex Discrimination Act 1984 and the Disability Discrimination Act 1992 vicarious liability is also attached to AFTT Pty Limited as the employer. This means AFTT Pty Limited can be penalised for not taking all reasonable practical steps to prevent a staff member from doing an unlawful act, as described by the legislation, and therefore breaching their duty of care.

## **LEARNING SUPPORT PLAN**

A series of services, aids, and reasonable adjustments to assist students with disability or medical condition achieve their academic goals and reduce the impact of the condition on their learning experience.

# M

## **MAJOR COURSE CHANGES (FOR PROVIDERS WITHOUT SELF-ACCREDITING AUTHORITY)<sup>13</sup>**

Major changes to courses, including material change to the requirements for completing a course, and may include:

- changes to the titles of courses
- changes to course learning outcomes
- discontinuation of courses
- notable reduction in course duration
- change of mode
- introduction of new majors or specialisations, and
- replacement or redesign of more than 50% of units within a course.

NOTE: If more than 50% of units are replaced or redesigned within an accreditation period, this may constitute a new course – this must be discussed with AFTT's TEQSA Case manager.

## **MEMORANDUM OF UNDERSTANDING (MOU) - INTERNSHIP**

A written agreement between AFTT, the internship host and a student as to the outcomes of the internship, the relationship between AFTT and the host, the relationship between the host and the student, and the relationship between AFTT and the student whilst on the internship.

## **MARK**

Assessment marks are awarded for individual weighted assessment tasks. Marks indicate a level of achievement against specified criteria for an assessment item. Marks are calculated out of 100%.

## **MISCONDUCT (Academic)**

Breaches of the principles of academic integrity are classified as academic misconduct. Academic misconduct usually takes one or more of the following forms:

### **Bribery**

This involves either offering or accepting bribes (money or other favours) in return for a grade or another form of advantage.

### **Cheating**

Cheating is the attempt to deliberately circumvent examination or assessment rules or regulations.

### **Contract cheating**

This is the practice of making and/or paying someone else to do an assignment and then submitting that assignment as your own work.

### **Collusion**

This is working closely with someone on an assignment, when the assignment is meant to be wholly an individual student's work. While discussing ideas with others is beneficial, when it is written down, recorded, drawn and so on, it must be entirely the student's own work. In a group assignment collusion occurs when the group, or any member of the group, discusses the assignment with a person outside their group and contributes that outside person's ideas to the group assignment.

### **Enabling academic misconduct**

Enabling academic misconduct means working with a student and deliberately promoting or overlooking acts of plagiarism, cheating, falsification and/or fabrication.

Enabling falsification and fabrication means deliberately assisting a student to falsify and/or fabricate information, so that it can be presented as real and factual.

### **Falsification**

Falsification is the deliberate misrepresentation or forgery of existing information or documentation and representing that to be real.

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<sup>13</sup> Source: <https://www.teqsa.gov.au/latest-news/publications/material-change-notification-policy>, viewed 1 Dec 2017.



### **Fabrication**

Fabrication is the deliberate creation of purported or non-existent information or documentation, and the representation of that as actual data.

### **Plagiarism**

Plagiarism is the action or practice of taking and submitting or presenting the thoughts, writings or other work of another person as though it is your own work.

### **Self-Plagiarism**

Self-plagiarism is when student use their work (either in its entirety or in parts) for more than one assessment task. It is considered academic misconduct because recycling one's own work does not demonstrate student's ability to consider context or application of their knowledge.

Permitted re-submissions and work done for assessment tasks that are cumulative are not considered self-plagiarism.

### **Minor or serious academic misconduct<sup>14</sup>**

*Minor academic misconduct*

This is any academic misconduct that falls short of serious academic misconduct.

*Serious academic misconduct*

Serious academic misconduct includes academic misconduct which

- a) is, or appears from the evidence to be, accompanied by a clear or demonstrable intention to flout or contravene AFTT's policies and procedures relating to academic integrity
- b) is, or appears to be cheating in relation to a formal examination or assessment and includes a failure to comply with any reasonable direction or instruction of an officer, employee or agent of AFTT relating to the conduct of the formal examination or assessment
- c) is, or appears from the available evidence to be, carefully and deliberately planned, repetitive, organised or systematic in nature; or
- d) is, or appears from the available evidence to be, significant in scale or scope.

### **MISCONDUCT (Non-Academic)**

AFTT considers non-academic misconduct any action, behaviour or conduct that is inconsistent with expectations, principles and standards of:

- AFTT, as set out in its policies and procedures, codes of conduct and guidelines,
- federal, state, and local government laws, and
- community values.

### **Minor Non-Academic Misconduct**

Instances of non-Academic misconduct are deemed MINOR where the misconduct may reasonably be judged to result from careless practices and/or neglect of the specific guidelines relating to conduct by students.

### **Serious Non-Academic Misconduct**

Instances of non-academic misconduct are deemed SERIOUS where the misconduct may reasonably be judged to result from an intentional breach of any of the rules of behaviour expected within the AFTT's community and as defined herein.

Serious misconduct includes all threats or physical acts against another individual or a group, the deliberate damage of property, harassment, discrimination, or abuse, repeated minor misconduct.

### **MODERATION**

#### **Assessment moderation**

Assessment Moderation is the quality review of the assessment content and process. Moderation involves checking that the assessment task/s produce/s valid, reliable, sufficient, current evidence to enable reasonable judgements to be made as to whether the learning outcomes of the course and

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<sup>14</sup> Adapted with permission from LaTrobe University (2015) Academic Integrity – Schedule of responses and penalties for academic misconduct. Viewed on January 10, 2021 at <https://www.latrobe.edu.au/students/admin/academic-integrity/penalties-for-academic-misconduct>

the Unit are met. It includes reviewing the assessments and making recommendations for future improvements to the assessment tasks, process and/or outcomes.

### **Assessment moderators**

Suitably qualified and experience academic staff appointed to conduct moderation activities. These can be internal or external academic staff.

- Internal moderators are AFTT academics (full time or sessional) with appropriate subject matter expertise
- External moderators are academics from other Higher Education Providers with appropriate subject matter expertise, who are able to provide independent views during moderation exercises.

### **MODIFICATION OF STUDY PATHWAY**

Modification of Study Pathway is a process during which student changes the usual set of units in a given study period. This process includes:

- Dropping units (withdrawal from a unit of study),
- Dropping additional units,
- Changing the units

# N

## **NEW COURSE DEVELOPMENT**

The process whereby a new course is developed for submission to the relevant bodies for accreditation under relevant standards.

## **NOTATION**

Notation is interim or final (permanent) annotation recorded against a unit when a final grade is not applicable.

### **NOTATION (INTERIM)**

Interim Notation is a notation placed instead of a grade when all necessary procedures for the final assessment of a unit have not been completed by the student or by the lecturer, or other requirements relating to the release of a final grade have not been met.

### **NOTATION (FINAL)**

Final Notation is a notation placed instead of a grade when a final grade is not applicable as the full assessment of the student's academic performance in that unit is not achievable.



#### **OFF-CAMPUS ACTIVITY**

A AFTT-organised and sanctioned activity, involving one or more members of the student community that takes place beyond the boundaries of AFTT campuses.

#### **OFFER LETTER**

Means the letter specifying the terms of the student's enrolment as outlined by AFTT.

#### **OMBUDSMAN (INTERNATIONAL STUDENTS)**

The Office of the Commonwealth Ombudsman investigates complaints that international students have with private education providers. A private education provider can be a school, college or university in Australia.

#### **OP SCORE**

Overall Positions, or OPs, provide a statewide rank order of students (on a 1 to 25 scale, 1 being the highest) based on students' achievement in Authority subjects studied for the Queensland Senior Certificate. A student's OP shows how well that student has performed in their senior studies when compared with the performances of all other OP-eligible students in Queensland.

OPs are used in the selection of students for tertiary education courses. They are used by tertiary education institutions as one basis for selecting applicants for a course when there are more eligible applicants than quota places for that course.

#### **OVERSEAS STUDENT HEALTH SCHEME COVER**

Means the health insurance cover that a student is required to obtain prior to the student commencing his or her enrolment with AFTT.

# P

## **PACKAGE OF COURSES**

Means a sequence of one or more courses specified in the letter of offer from the Academy for which CoE(s) have been issued.

## **PASSING A UNIT MEANS:**

- total of marks all weighted assessment tasks for a unit is at least 50%, or
- student has been awarded a Conceded Pass, or
- student has been awarded Recognition of Prior Learning (RPL) grade.

## **PARENT(S)**

Also refers to legal guardian.

## **PERFORMANCE APPRAISAL**

### **Appraisal**

The act of appraising employee performance against a job description and related criteria

### **Development**

The act of improving, through a process of appraisal, an employee's work-related performance, including the upgrading of professional qualification

### **Employee**

A person employed by AFTT for wages or salary (not a contractor).

### **Performance**

The function of carrying out work as prescribed by a job description

### **Professional Developments Funds**

This is the amount allocated to professional development by the Governing Council. This amount is calculated as being 2% of the gross salaries paid to higher education staff.

## **PERFORMANCE BANDS**

Performance bands represent student performance in levels of achievement. Each performance bands contains descriptions of student achievement in the course outcomes.

## **PERSONAL DETAILS**

Includes the student's name, gender, and date of birth.

## **PLAGIARISM**

Please refer to [academic misconduct](#).

## **POSTHUMOUS AWARD**

Posthumous award is an undergraduate or postgraduate award granted to a student in the unfortunate event of their untimely death before the completion of a study period while enrolled and who would have successfully completed the course of study had death not occurred.

## **PRINCIPAL COURSE**

Means the student's main course of study for which the student has a confirmation of enrolment (CoE). If the Student is enrolled in a Package Program, his or her principal course is the course within the package that has the highest qualification and for which the student has CoE. In all other cases, principal course means the student's sole course of study.

## **PRISMS**

Provider Registration and International Students Management System (PRISMS). It provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the Education Services for Overseas Students (ESOS) Legislation.

PRISMS is a secure system for registered providers to:

- issue 'Confirmations of Enrolment' to overseas students intending to study in Australia (the Department of Home Affairs requires these to issue a student visa), and
- Report changes in course enrolment for an overseas student.

### **PROFESSIONAL DEVELOPMENT**

Professional Development includes a wide variety of specialised training, formal education, or advanced professional learning intended to help administrators, teachers, and other educators increase the scope of their professional knowledge, capabilities, skill, and competence. The knowledge attained from professional development undertaken can be individual based and/or directly related to a staff members' roles and responsibilities.

Types of Professional Development include, but are not limited to:

- Taught courses
- Self-study courses
- Seminars
- Workshops
- Networks
- Conferences
- Job shadowing
- Mentoring
- Project management
- Publications
- Expert panel

#### **Internal Professional Development**

Internal professional development activities are professional development opportunities made available to permanent and casual professional staff delivered internally at AFTT.

#### **External Professional Development**

External professional development activities are professional development opportunities that are available or delivered by external organisations such as professional bodies.

### **PROVEN POSITIVE TRACK RECORD (INTERNSHIP)**

Student has maintained satisfactory academic progress, and their Head of Department is prepared to support their application to be an intern.



# R

## **RECOGNITION OF PRIOR LEARNING (RPL)**

### **Credit**

Form of credit that results from an assessment of an individual's relevant prior informal, informal learning, and work experience against unit learning outcomes.

### **Assessment**

Recognition of Prior Learning is a form of assessment and as such the rigour applied to determining the outcome of such assessments is consistent with that applied to the determining the outcome of all other assessments including attention to academic misconduct and academic integrity issues.

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.<sup>15</sup>

## **RELEVANT STANDARDS**

AFTT can elect to have the new course accredited by the Tertiary Education and Quality Standards Agency (TEQSA) under the most recent Threshold Standards and/or a relevant professional association.

## **RESEARCH**

The concept of research is broad and includes the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative.

## **RESEARCH OUTPUT**

A research output communicates or makes available the findings of research that may be in hardcopy, electronic or other form. Examples of research outputs include but are not limited to journal articles, book chapters, books, conference papers, reports, datasets, patents and patent applications, performances, videos, and exhibitions.

## **RUBRICS (ASSESSMENT)**

Assessment rubrics are matrices that serve as consistent, equitable and transparent assessments tools that clearly identify achievement criteria across all components of the assessment task. Assessments are marked and graded in accordance with criteria and performance standards defined in rubrics.

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<sup>15</sup> <https://www.teqsa.gov.au/glossary-terms>



# S

## **SAFETY**

"The condition of being protected from or unlikely to cause danger, risk, or injury."<sup>16</sup>

## **SCHOLARSHIP**

'Scholarship' means those activities concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge, and engaging with and keeping up to date with advances in the field. This includes advances in ways of teaching and learning in the field and advances in professional practice, as well as advances in disciplinary knowledge through original research<sup>17</sup>.

## **SELF-PLAGIARISM**

Please refer to [academic misconduct](#).

## **SELECTION OFFICER**

That person, or those persons, in AFTT charged with the responsibility of selecting students.

A person who is enrolled in any unit or units offered by AFTT whether normally enrolled for an award qualification or not.

A student whose enrolment has been accepted by receipt of the appropriate fee or part thereof.

## **SEXUAL ASSAULT**

Sexual assault is ANY unwanted sexual act or behaviour which is threatening, violent, forced, or coercive and to which a person has not given consent or was not able to give consent. Sexual assault can be a violent, unexpected, traumatic, and sometimes life-threatening event or series of events. A person's consent to engage in a sexual activity of any kind cannot be assumed. Consent given under duress is not consent, and consent can be withdrawn at any point if it had previously been given.

## **SEXUAL HARASSMENT**

Sexual harassment is when a person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to another person or engages in any other unwelcome conduct of a sexual nature with another person.

## **SEXUAL MISCONDUCT**

Sexual Misconduct refers to sexual harassment or sexual assault and includes behaviour that could amount to a sexual offence and/or sexual harassment. Students may report sexual misconduct or file a complaint.

## **SPECIAL CIRCUMSTANCES**

Set of unforeseen and unpredictable circumstances (including [compassionate or compelling circumstances](#)) impacting student's ability to complete work within prescribed time frames. Please refer to Special Consideration Policy for special circumstances recognised by AFTT. Students applying for withdrawal from unit of study/course based on special circumstances (domestic students) and compassionate or compelling circumstances (international students) may be eligible for tuition fee refund/re-credit, if granted.

## **SPECIAL CONSIDERATION**

Special consideration is the set of actions undertaken by AFTT in order to provide student with the relief in special circumstances.

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<sup>16</sup> Source: <https://en.oxforddictionaries.com/definition/safety>

<sup>17</sup> <https://www.teqsa.gov.au/latest-news/publications/guidance-note-scholarship>

### STATEMENT OF ATTAINMENT

A Statement of Attainment is an official academic record and is issued when an individual has completed one or more accredited units of competency. Statement of Attainment recognises only partial completion of an AQF qualification. Statement of Attainment is available only to students in VET qualifications.

### STRATEGIC PLAN

The AFTT Strategic Plan is a management tool used to ensure that all AFTT staff is working toward the same goals and to assess and adjust AFTT's direction in response to a changing environment.

### STUDENT

All enrolled students (commencing and continuing), as well as 'potential students'. A AFTT student may be either a domestic or international student.

### STUDENT (POTENTIAL)

A potential student, an [applicant](#), is a person who has not yet enrolled in a course of study at AFTT. They have however had contact with AFTT as part of the application and enrolment process.

### STUDENT CONSULTATION

A time for students to seek face-to-face contact with Academic staff in order to raise any issues that they may have in the unit they are studying. This time is to be used to consult on issues related specifically to the unit the lecturer is teaching.

### STUDENT'S ACCEPTANCE AGREEMENT

Means the prescribed student acceptance agreement attached to the Offer Letter that the Student must submit to the Academy in order to accept an offer of enrolment from the Academy.

### STUDENT'S APPLICATION FORM

Means the Academy's prescribed student application form as published on the Academy's website

### STUDY LOAD

Number of units attempted by student in any given study period.

### STUDY PERIOD

Trimester or semester.

### STUDY PATHWAY

Study pathway is a set of units taken in each study period throughout the entire course that must be undertaken by a student in order to achieve qualification. The usual study pathway is prescribed in course overview and has a [study load](#) of 24 Credit Points per study period. The usual Study Pathway can be [modified](#) upon student request of AFTT' initiative.

### STUDENT WORKLOAD

Student workload associated with undertaking a unit of study comprises a range of activities. The standard student workload at AFTT is set at 120 hours for a 6 credit points unit for the duration of the unit. Activities that comprise workload include a combination of some or all of the following:

- Contact study – Lecturer/Tutor guided activity including lectures, tutorials, studios, seminars, workshops, fieldwork, computer managed learning, undertaking assessment tasks, some projects, or parts of projects,
- Non-contact study - Student learning activity including study, readings, research, assignments, some projects, or parts of the projects, computer managed learning

### SUPPORT AND INTERVENTION STRATEGIES

A range of specialised teaching and learning strategies to facilitate learning for those students considered 'at risk'.

### **SUSPENSION OF ENROLMENT**

Suspension of an enrolment means placing student's enrolment temporarily on hold due to serious academic or non-academic misconduct. Students suspended due to misconduct are responsible for submitting assessment tasks in order to pass any unit of study they are enrolled in. Suspension due to misconduct is initiated by AFTT

Suspension of an enrolment might also be initiated by a student and is most commonly known as a [Leave of Absence](#).

# T

## TEACH OUT

Teach out – is when AFTT has decided to phase out a course that still has students enrolled. The course continues to be accredited but no new students can be enrolled, and arrangements are in place to ensure all existing students can either complete the course of study, or transition to a mutually agreed course at no disadvantage.

## TEQSA

The national higher education regulatory authority, the Tertiary Education Quality Standards Agency. The *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act) established TEQSA as an agency with these objects:

- provide for national consistency in the regulation of higher education,
- regulate higher education using a standards-based quality framework and principles relating to regulatory necessity, risk, and proportionality,
- protect and enhance Australia's reputation for, and international competitiveness in higher education, as well as the excellence, diversity, and innovation in Australian higher education,
- encourage and promote a higher education system that is appropriate to meet Australia's social and economic needs for a highly educated and skilled population,
- protect students undertaking, or proposing to undertake higher education by requiring the provision of quality higher education,
- ensure that students have access to information relating to higher education in Australia.

The following legislative instruments have been made under the TEQSA Act:

- The [Higher Education Standards Framework \(Threshold Standards\) 2015](#) that sets out the requirements for provider entry to, and continued operations within Australia's higher education sector.
- The [Tertiary Education Quality and Standards Agency \(Information\) Guidelines 2017](#) that set out the Commonwealth authorities and the State or Territory authorities we may disclose higher education information to.
- [Determination of Fees](#) that sets out the amount we may charge for things done in the performance of our functions.
- [Register Guidelines](#) that set out the information we must include on the [National Register of Higher Education Providers](#).

Source: <https://www.teqsa.gov.au/teqsa-act>

## TERRITORY

Means the countries or regions set out in the education agent agreement

## TERMS AND CONDITIONS

Means these terms and conditions.

## TERMINATION OF ENROLAMNT

Please refer to [Cancellation of Enrolment](#)

## TESTAMUR

### Higher Education Testamur

Is a certificate signifying the completion of an award and is only issued to students who have met all the requirements of the higher education qualifications and whose eligibility to graduate has been approved by the Governing Council.

**Vocational Testamur**

Is a certificate signifying the completion of an award and is only issued to students who have met all the requirements of the vocational qualifications.

**THE ACADEMY**

Means AFTT Pty. Limited ABN 53 003 572 012 CRICOS 01259J trading as AFTT specified in the Student's Application Form.

**THE INTERNATIONAL PROSPECTUS**

Means the brochure for international students available on the Academy website.

**THIRD PARTY FEE**

Means any fee paid to a third party, including any airport pickup fee, accommodation placement fee, , homestay fee, government examination fee, Overseas Student Health Scheme Cover fees, any costs relating to trade supplies and consumables and any cost of living expense paid to third parties specified in the Offer Letter.

**TPS**

Means the Tuition Protection Service provided by the Australian Government.

**ACADEMIC TRANSCRIPT**

**Full Transcript**

Is a certified record of all unit grades and results which a student has obtained in study of higher education qualifications. Full academic transcript is only issued to student whose eligibility to graduate has been approved by the Governing Council.

**Interim Transcript**

AFTT's current best indication of student's unit grades and results achieved in the study leading to higher education qualifications up to date, subject to correction if necessary.

**TUITION FEE**

Means in respect of a Student, the amount specified by the Academy in that Student's Offer Letter as the tuition fee, excluding any Third Party Fee.

# U

## **UNDERAGE STUDENT**

Any enrolled domestic student who has not yet turned 18 years of age.

## **UNIT OF STUDY**

Unit of study is the smallest stand-alone component of an award course that is recordable on a student's academic transcript. Units of study have an integer credit point value. Standard Credit Point value for a unit is six. Units of study have delineated learning outcomes that must be achieved by student in order to successfully complete a unit.

# V

## **VCE**

Victorian Certificate of Education

## **VILIFICATION**

Vilification is a form of unlawful discrimination which is a public act or expression that incites hatred against, contempt for, revulsion or severe ridicule of an individual or group on the basis of their personal attributes including race, colour, nationality, descent or ancestry, ethnic-religious origin, national origin, sexuality, transgender status and/or HIV/AIDS status.

## **VTAC**

Victorian Tertiary Admissions Centre - The Victorian Tertiary Admissions Centre (VTAC) is the central office that administers the application processes for places in tertiary courses, scholarships and the Special Entry Access Scheme at universities, TAFEs and independent tertiary colleges in Victoria (and a few outside Victoria).

# W

## **WAM**

**Weighted Average Mark (WAM)** – is a numerical calculation, a number, that evaluates a student's overall academic performance in each study period (e.g. a trimester) or over an entire course. The calculation of WAM is the mean of unit marks received by a student weighted by credit points of individual units.

## **WELLBEING**

"It is a complex combination of a person's physical, mental, emotional and social health factors. Wellbeing is strongly linked to happiness and life satisfaction."<sup>18</sup>

## **WITHDRAWAL FROM A UNIT**

Please refer to [Modification of Study Pathway](#)

## **WITHDRAWAL FROM A COURSE**

Please refer to [Cancellation of Enrolment](#).

## **WORK INTEGRATED LEARNING (WIL) - INTERNSHIP**

Experiential education based at a workplace providing work experience/skills development/training for a defined period of time to a AFTT student.

## **WORKPLACE SUPERVISOR (INTERNSHIP)**

The host employer's nominated supervisor of AFTT student as intern.

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<sup>18</sup> Source: <https://www.betterhealth.vic.gov.au/health/healthyliving/wellbeing>





Y