

Course Delivery Procedure



Institute of Health and
Nursing Australia

Legal entity: Health Careers
International Pty Ltd
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1. Purpose

- 1.1 This procedure is to ensure that Institute of Health and Nursing Australia (IHNA) maintains consistency in course delivery across all the approved locations.

2. Scope

- 2.1 This procedure applies to all forms of approved delivery modes—both face to face and blended delivery.

3. Responsibility

- 3.1 The Learning and Teaching Committee has the accountability to oversee the procedure.
- 3.2 Academic Director, National Training Managers, Course Coordinators and Manager of Course Administration are responsible for implementing this procedure.

4. Definitions

- **ASQA** – The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector.
- **AQF** – The Australian Qualifications Framework specifies the standards for educational qualifications in Australia.
- **TGA** – <https://training.gov.au/> website
- **IHNA** – Institute of Health and Nursing, Australia
- **ANMAC** – Australian Nursing and Midwifery Accreditation Council (ANMAC) is appointed by the Nursing and Midwifery Board of Australia (NMBA) as the independent accrediting authority for nursing and midwifery education under Australia's National Registration and Accreditation Scheme
- **NMBA** – The Nursing and Midwifery Board of Australia has established state and territory boards to support the work of the National Board in the National Scheme. The National Board sets policy and professional standards and the state and territory boards have been delegated to make decisions about nurses, midwives, and students on matters of:
 - Registration, endorsement, and notation, and
 - Compliance (audit of registration standards, conditions.
- **Lecture** – is an oral or audio-visual delivery of the course content by a teaching staff. Lectures could be anywhere from 1 – 2 hours in duration and could be attended by a large group of students from any location. Most lectures would be recorded and be available for future viewing by students.



- **Tutorials** – are discussions usually led by trainers and conducted with a small group of students. Attendance is mandatory for tutorials and usually involves further activities such as simulation-based training, group discussions, written assignments, presentations, etc. to name a few.
- **Structured Self-Directed Learning** – are unsupervised but structured learning to be undertaken by the student as part of completing their course.
- **National Delivery** – The delivery of course content such as lectures and/or tutorials by a single teaching staff for one or more groups of students at the same time.
- **Administrative Staff** – Staff in charge of administrative services like registrars, student admins, etc.
- **Academic Staff** – Academic staff in charge of teaching and assessing such as course coordinators, trainers, assessors, clinical placement coordinators, tutors etc.
- **Tutors** – are academic staff to provide teaching assistance to students during tutorials and workshops as well as provide academic support.
- **International students** – Students studying on student visa
- **LTI tool** – An application which implements the LMS Learning Tools Interoperability (LTI) standard
- **Knowledge Hub** – IHNA's Student Management System and information repository
- **Canvas** – IHNA's Learning Management System
- **Student Hub** – Student Portal for submitting assessments, uploading documents such as police checks etc.
- **Resource Hub** – IHNA's repository of content (including PowerPoints, Handouts, Reference Materials, Interactive Content, etc.) which is accessible to staff from Knowledge Hub
- **Teams** – Microsoft Teams, a communication and collaborative tool from Microsoft provided as part of the Office 365 Education license
- **Collaborate** – or Blackboard Collaborate Ultra is a real-time video conferencing tool added as a LTI tool in Canvas, used for delivering training
- **Zoom** – is another real-time video conferencing tool which is used in the absence of Teams or Collaborate
- **Atomic Assessment** – a quiz platform developed for Canvas by *Learnocity* and added as an LTI tool in Canvas
- **Proctorio** – An online proctoring LTI tool added in Canvas to help with proctoring of exams
- **HCI Library** – Integrated Library System for searching articles, journals, etc. and managing loans of books, eBooks etc.

- **eBooks** – eBooks subscribed from various sources like Cengage, VitalSource and EBSCO, accessible from Canvas

5. Procedure

- 5.1 IHNA offers courses leading to awards of the RTO listed in TGA website <https://training.gov.au/Organisation/Details/21985> and offers courses, units or modules that do not lead to an award. IHNA ensures that the courses it offers maintain appropriate academic standards, are consistent with IHNA's policies and procedures that are consistent with external legislation, including the Standards for Registered Training Organisations (RTOs) 2015.
- 5.2 All the courses are developed with reference to the *Design and Development Procedure* that ensures graduate outcomes and the principles that guide assessment, learning experiences and course enhancement.
- 5.3 IHNA maintains procedures that govern:
 - a) The design and delivery of courses;
 - b) The approval and review of courses; and
 - c) Assessment in courses.

6. Course delivery

- 6.1 Course delivery can be a mix of synchronous and asynchronous delivery. In synchronous learning, academic staff deliver the training in real time. In asynchronous delivery, students access the recorded or prepopulated content for their learning.
- 6.2 Courses and units may be delivered at physical campuses or other physical sites (Education Hub, except for Diploma of Nursing) or online. IHNA predominantly uses two modes of delivery to teach the approved courses: face to face and blended mode of delivery. All the students have an opportunity to choose the mode of delivery as per the Admission and Enrolment Policy except the students who are on student visa.
- 6.3 Face to face delivery requires all the students, enrolled in a cohort, must attend a minimum of 4 hours of 4 sessions including lecturing, tutorial, and workshops per week physically at the approved campus locations.¹ Attendance is mandatory for such cohort of students.
- 6.4 For the purposes of compliance with the requirements of the National Code under the Education Services for Overseas Students (ESOS) Act 2000, students studying in Australia on student visas must be able to undertake at least two thirds of the units in their course onsite and the remaining online. However, for such students IHNA offers only face to face mode of delivery to meet their visa requirement.
- 6.5 The blended mode of delivery balances study with existing work and personal commitments for students. The dedicated IHNA team will support the students actively.

¹ except for a pandemic situation or similar statement

7. How the courses are delivered

Steps	Face to face delivery	Blended mode of delivery	Responsibility
1.	Each unit in the course is added as individual courses in Canvas		Academic Staff
2.	All the resources required for the delivery of a unit are added to the respective course for the unit in Canvas		Academic Staff
3.	<p>Resources can be created as follows, but not limited to:</p> <ul style="list-style-type: none"> a) Cover Page for the course b) Introduction Module for the unit containing <ul style="list-style-type: none"> a. An introduction to the unit (preferably as a video by the educator) b. Learning outcomes for the unit (based on the details provided in TGA for the unit) c. Assessment requirements (based on the details provided in TGA for the unit) d. Required and/or Recommended Readings for the unit <p>Each topic in the unit should be created as a Module in the course. Each Module should contain at the very least</p> <ul style="list-style-type: none"> c) video for each topic <ul style="list-style-type: none"> a. Learning content for each topic added as one or more pages using a mix of one or more <ul style="list-style-type: none"> • Text • Image • Video • Interactive Content • Mini quizzes using Atomic Assessment • Required and/or Recommended Readings for the topic <p>The unit should end with a single formative quiz for the unit using Canvas quiz</p>		Academic Staff
4.	<p>Resources can be developed by referring to, but not limited to:</p> <ul style="list-style-type: none"> a) Resources in Resource Hub b) eBooks c) Articles and journals, books from HCI Library d) Web content e) Blogs f) Videos g) Webinars h) White papers 		Academic Staff

	i) Publications		
5.	Unit content in Canvas will be streamlined such that student goes through the course content sequentially		Academic Staff
6.	Educator resources should be kept unpublished to prevent access by students		Academic Staff
7.	Students are commenced in Knowledge Hub		Administrative Staff
8.	Students are contacted to ensure they have access to Office 365 Education and Canvas		Administrative Staff
9.	Students are enrolled to orientation course in Canvas at the start of the course		Administrative Staff
10.	Orientation takes place in the classroom	Orientation takes place online through Teams/Zoom/classroom	Administrative Staff & Academic Staff
11.	On completion of the orientation course, students are added to the unit in Canvas as per the timetable		Administrative Staff
12.	Lectures for the unit are delivered through Teams/ Collaborate Ultra as per the session plan through National Delivery and supported by trainers/tutors at campuses	Lectures for the unit are delivered online through Teams/ Collaborate Ultra as per the session plan through National Delivery	Academic Staff
13.	80% Attendance is mandatory for international students.	80% Attendance is required through attending sessions either on campus or online.	Student
14.	Lectures are recorded and made available for future reference and further study in Canvas		Academic or Administrative Staff
15.	Tutorials for the unit are delivered through Teams/ Collaborate or in classroom or lab as per the session plan	Tutorials for the unit are delivered online through Teams/ Collaborate or in classroom or lab as per the session plan	Academic Staff
16.	Tutorials can involve the following: a) Introduction to the activity by a trainer lasting not more than 30 minutes.		Academic Staff



	<ul style="list-style-type: none"> b) Depending on the activity students can be divided into small groups. c) Activities can be supervised (by the trainer) or unsupervised based on the nature of the activity. d) Students perform the activity as instructed within the time duration set by the trainer. e) At the end of the activity time, tutor facilitates the activities performed by the student if it is an unsupervised activity. f) Trainer closes the tutorial with a conclusion meeting lasting no more than 30 minutes. g) Activities for Tutorials can be, but not limited to the following – <ul style="list-style-type: none"> a. Group Discussion b. Role play c. Article/website review including vlogs, podcasts, videos etc. d. Discussion forums e. Individual Presentation f. Group Presentation g. Formative Quizzes h. Case Studies 	
17.	Attendance is mandatory for Tutorials which will be provided upon completion of the activity	Academic Staff
18.	<p>Based on the nature of the activity in the Tutorial, students will perform the activity in:</p> <ul style="list-style-type: none"> a) Classroom b) Canvas c) MS Team d) Collaborate 	Student
19.	In addition to the Lectures and Tutorials, students would be provided with Structured Self-Directed Learning which is to be completed as part of the unit	Student
20.	Student can access eBooks and HCI Library for further learning	Student
21.	On completing their learning in Canvas, students should access and submit their summative assessments from Student Hub	Student
22.	Exams, if any, will be conducted in Canvas using Proctorio under direct supervision	Academic Staff
23.	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">a) Simulation training will be conducted in the IHNA labs.</div> <div style="width: 45%;">a) Virtual simulation training will be done through LMS.</div> </div>	Academic Staff

	b) Virtual simulation training will be done through LMS.	b) Simulations will be conducted in the IHNA labs for practical skills. Those units of competency that require a case study as their simulation assessment will be conducted online.	
24.	Students are encouraged to record videos where possible as evidence of simulation training		Students
25.	Practical placement, if required, will be arranged by IHNA per the availability and requirement of the course		Academic Staff
26.	Students are required to do practical placement, if required, as outlined for the course requirements		Students
27.	Upon completion of the practical placement, students will submit the completed practical placement book at the nearest campus or online		Students
28.	An academic staff will go through the practical placement book and any pending assessments		Academic Staff
29.	Students will be called for a final discussion (Final assessment day) with the Academic staff within 14 days from the date of submission of the practical placement book		Academic Staff
30.	All assessments to be finalised and course coordinator to sign off on the training plan		Course Coordinator
31.	All requirements for the certificate issuance checklist to be confirmed		Administrative Staff
32.	Certificate of completion for the course will be issued to the student within 30 working days from the training plan sign off day		Registrar

8. Student life

- 8.1 Courses delivered in any mode of delivery ensure that, it provides all students with equitable and consistent access to facilities, infrastructure, resources, and support to assist student progress and achievement of learning outcomes.
- 8.2 Staff at IHNA are available to answer any student queries regarding study. Tutors provide students with support in the skills required to successfully progress and complete a course of study within the nominated timeframe and to the expected academic standard. This may include assistance with interpreting

expectations for assessments or tasks, writing skills, foundation skills, information on literacy and accessing appropriate resources, using information technology, mathematical problem-solving or referencing.

- 8.3 Each student will be assigned to a designated educator, student admin, course coordinator and national placement coordinator. The students can contact their designated educator, admin, course coordinator and placement supervisors through Canvas LMS, Student Hub, IHNA website and/or MS Team.

9. Relevant Standards

- 9.1 Standard for RTOs 2015 Clauses 1.1 to 1.4 and 2.2 implementing, monitoring, and evaluating training and assessment strategies and practices

10. Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • Design and Development Procedure • RPL and Credit Transfer Policy • RPL and Credit Transfer Procedure • Admission and Enrolment Policy • Complaints and Appeals Policy • Training Plan • Student Orientation
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • <i>National Vocational Education and Training Regulator Act 2011</i> • Standards for Registered Training Organisations 2015 • <i>Education Services for Overseas Students Act 2000 (ESOS Act)</i> • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) • Australian Core Skills Framework • Equal Opportunity Act 1995 • Disability Standards for Education 2005 • Enrolled Nurse Accreditation Standards 2017 • Relevant State and Territory funding contracts and eligibility documents
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Committee Responsible	Learning and Teaching Committee
PinPoint DocID	AC-CDP-01

11. Change History

Version Control	Version 1.0
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Change Summary	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
	10/03/2021	Developed the procedure in accordance with the National Delivery arrangement and technology-enhanced framework