

# PROFESSIONAL DEVELOPMENT EDUCATION PROCEDURE

## SCOPE

This procedure applies to:

- all faculties, schools, departments, centres, institutes, central areas and campuses;
- all locations; and
- educational programs other than higher education awards, courses or units of Monash University accredited by Academic Board.

This procedure does not apply to:

- commercial services of a non-educational nature provided by the University to external parties;
- Monash University staff members teaching at another institution under external contractual arrangements; or
- the former Monash South Africa campus.

## PROCEDURE STATEMENT

This procedure supports the strategy, quality and consistency of professional development education at Monash University (the University).

*Unless stated otherwise, where 'faculty' is used in this procedure it includes non-faculty centres/institutes, central areas and campuses/locations outside Australia, and where 'dean' is used, it includes directors of non-faculty centres/institutes, academic leaders of campuses/locations outside Australia and heads of central areas.*

### 1. PDE programs

1.1 Professional development education (PDE) programs can be assessed or non-assessed and can take various forms, including but not limited to:

- micro-credentials;
- short courses;
- professional development;
- executive education;
- boot camps;
- seminars; and
- tailored programs.

1.2 Where there is doubt about whether a program is PDE and within the scope of this procedure, the Deputy Vice-Chancellor (Education) will make the decision. Where the doubt relates to professional development activities offered as part of the Monash Doctoral Program, the Chair of the Graduate Research Committee will make the decision.

1.3 Programs may be delivered as assessed and/or non-assessed versions. An assessed program provides participants with the opportunity to formally demonstrate they have achieved the learning outcomes of the program. Participants may transfer between a non-assessed and assessed version (see section 6.2.1).

1.4 Specific PDE programs may have minimum eligibility requirements (e.g. academic qualifications, English language proficiency), subject to the approval of the Deputy Vice-Chancellor (Education), but there are no eligibility requirements that apply to all PDE programs.

1.5 PDE programs are delivered in English, except for:

- programs with the purpose of developing proficiency in another language; and
- programs at overseas locations, which may include learning and teaching activities in a language other than English.

## 2. Governance and management

- 2.1 The Deputy Vice-Chancellor (Education), as the delegate of the Vice-Chancellor, is responsible for :
- providing strategic leadership and planning for PDE across the University;
  - annual monitoring and reporting to the Vice-Chancellor on quality and financial performance of PDE programs and to Academic Board on the quality of PDE programs;
  - approving the establishment of micro-credentials following the dean's (or delegate's) endorsement of the strategic and business cases and approval of the academic case;
  - supporting faculties in continuous improvement of PDE; and
  - maintaining a central register of all PDE programs.
- 2.1.1 The Deputy Vice-Chancellor (Education) appoints the Head of the Monash Centre for Professional Development and Online Education (PD&MOE) to support them in fulfilling these responsibilities.
- 2.2 A proposal for a micro-credential must be developed in consultation with the Centre for PD&MOE, which will offer support during the development stage. For a micro-credential, the dean (or delegate) is responsible for approving the academic case, endorsing the strategic and business cases and obtaining the degree faculty's pre-approval of credit or pathway into the specified award courses (see section 4.3). The Head of the Centre for PD&MOE is then responsible for recommending to the Deputy Vice-Chancellor (Education) the approval of the micro-credential. For all other PDE programs, the dean (or delegate) is responsible for approving the program.
- 2.3 Programs that are offered in collaboration between two or more faculties require the endorsement/approval of all collaborating areas. Approved PDE programs must be registered with the Centre for PD&MOE.
- 2.4 The dean will nominate staff members to be PDE directors who will have academic and strategic oversight of the faculty's PDE portfolio, either as part of their broader role or as their exclusive role. This responsibility may sit with an academic staff member or be shared between an academic and a professional staff member.
- 2.5 For every PDE program, the faculty will appoint a Monash academic staff member to be the program leader. For assessed programs, the program leader will have a qualification in the discipline of the PDE program that is one level above the notional AQF level equivalence of the program, or equivalent industry experience.
- 2.6 A program co-leader from each collaborating area may be appointed for PDE programs that are cross-disciplinary or offered collaboratively between areas.
- 2.7 A proposal for a PDE program must address the following aspects, and the faculty may require other aspects to be addressed in addition to these:
- strategic rationale for the program;
  - target audience;
  - industry links, where relevant;
  - financial viability;
  - fee structure;
  - educational design (for details see section 4.1 below);
  - terms and conditions; and
  - qualifications of teachers.
- 2.8 Before endorsing/approving a PDE program, the dean (or delegate) and the Head of the Centre for PD&MOE (for micro-credentials) must satisfy themselves that the program will be viable or of strategic value and able to be delivered at a high standard in relation to the aspects outlined in section 4.1.
- 2.9 PDE programs can be approved for a period of up to three years. When a PDE program is amended during this approval period, the amended program must be reported to the Head of the Centre for PD&MOE.
- 2.10 PDE programs may be offered with the involvement of a third party under the following conditions:
- the party must have demonstrated credibility suitable to the type of arrangement;
  - the party must have a strong commitment to the intended partnership arrangement; and
  - the arrangement is likely to attract an agreed minimum number of students within an agreed period of time.
- 2.11 Third-party arrangements must be established under a formal agreement with input from the Centre for PD&MOE, the Office of the General Counsel and, for international arrangements, Global Engagement.

## 3. Quality assurance

- 3.1 The Centre for PD&MOE reports to the Deputy Vice-Chancellor (Education) and will advise the Deputy Vice-Chancellor (Education) and Vice-Chancellor on the quality and viability of PDE programs (see section 2.1).

- 3.2 The dean (or delegate) has overall responsibility for the quality of the faculty's PDE programs and for reporting on the quality and viability of PDE programs to the Deputy Vice-Chancellor (Education) through the Head of the Centre for PD&MOE.
- 3.3 The PDE director(s) in each faculty must:
- 3.3.1 ensure there is a process for collecting feedback from participants in each program;
  - 3.3.2 review the quality, viability and strategic value of each program before the end of its approval period, unless the program will cease; and
  - 3.3.3 report the outcomes of the review to the dean (or delegate) and the Deputy Vice-Chancellor (Education) through the Head of the Centre for PD&MOE.
- 3.4 The Deputy Vice-Chancellor (Education) can direct a dean to cease a PDE program if there is demonstrated risk to the University in quality, financial viability or reputation.

## 4. Design and delivery

- 4.1 The design of a PDE program will specify, where relevant:
- eligibility requirements and prerequisites;
  - terms and conditions of participant registration;
  - learning outcomes;
  - volume of learning (in hours), including structured learning activities and self-directed learning;
  - notional AQF level equivalence, if the program leads to credit or a pathway into a Monash award course;
  - details of any credit towards and pathway into a Monash award course;
  - accreditation by professional bodies; and
  - assessment and marking rubrics.
- 4.2 PDE programs can be offered at times and venues (including online) appropriate to the program and are not limited to University teaching periods or facilities.

### Credit and pathways into award courses

- 4.3 A micro-credential is a PDE program for which the degree faculty has pre-approved credit or pathway into a Monash University award course.
- 4.3.1 Faculties seeking recognition of PDE programs as micro-credentials must nominate the courses into which credit/pathways are sought and submit the PDE program proposal for pre-approval to the dean (or delegate) of the degree faculties for the award courses nominated.
  - 4.3.2 Pre-approved credit will be determined as set out in the [Admission and Credit Policy](#) and [Credit Procedure](#) and the faculty must record the credit in the University's [credit precedent database](#). Where applicable, the degree faculty may specify a time limit for receiving credit for a micro-credential.
  - 4.3.3 A pathway into an award course must be pre-approved through the course approval process as set out in the [Course Accreditation Procedure](#). A pathway means the PDE program fully or partially satisfies the entry requirements for admission to an award course.
  - 4.3.4 Pre-approved credit and pathways can be advertised to prospective participants, with the disclaimer that maximum credit limits and minimum course entry requirements apply. Pre-approved credit for a micro-credential is not a guarantee of credit for an individual student; in the case were a student has already received the maximum credit available in a course, they are not eligible to receive further credit for a PDE program, even if that program has pre-approved credit.
- 4.4 A person who has completed any PDE program and is applying for admission to a Monash University award course can apply for credit as set out in the [Admission and Credit Policy](#) and [Credit Procedure](#).

### Micro-credential minimum academic requirements

- 4.5 A micro-credential must demonstrate the minimum academic design requirements in this section. 'Micro-credential' is an administrative category that may or may not be reflected in the title, promotion or delivery of the PDE program.
- 4.6 The assessment in a micro-credential must align with the program's learning outcomes and the principles of assessment at Monash University as expressed in the [Assessment and Academic Integrity Policy](#). The pass standard must be equivalent to the standard for assessment in coursework units (see [Grading Schema Procedure](#)). The PDE program leader is responsible for approving participants' results.

- 4.7 The academic level of the learning outcomes and assessment must be appropriate for the course(s) in which the credit/pathway is being sought, and be expressed as equivalent to an AQF level as follows:

Course level awarding credit	Academic level	AQF level equivalence
Bachelor's degree	Undergraduate	AQF 7
Bachelor's honours degree	Undergraduate	AQF 8
Graduate certificate	Postgraduate	AQF 8
Graduate diploma	Postgraduate	AQF 8
Master's degree (coursework)	Postgraduate	AQF 9

- 4.8 The volume of learning, which includes both structured learning activities and self-directed learning, is expressed in hours and must be equivalent to the credit point volume of learning for which credit is being sought, as follows:

Micro-credential volume of learning	Monash unit volume of learning (see <a href="#">Unit Accreditation Procedure</a> , section 2.5)
minimum 100 hours	6 credit points (144 hours)
minimum 200 hours	12 credit points (288 hours)
minimum 350 hours	18 credit points (432 hours)

- 4.9 The program must be taught and assessed in English, except for programs with the purpose of developing proficiency in another language.
- 4.10 A micro-credential can comprise a single program or multiple programs. If comprising multiple programs, each program can stand alone and need not demonstrate these minimum requirements. If taken together to achieve a micro-credential, the combination must demonstrate the minimum requirements. Where applicable, the faculty may specify a time limit within which the component programs must be completed in order to achieve the micro-credential.

## 5. Marketing and communication

- 5.1 Marketing for PDE programs will adhere to Monash brand requirements (see [Brand Identity Policy](#)).
- 5.2 The Office of the Chief Marketing Officer will maintain a central website to promote PDE programs that are open to the public for registration. The PDE program owners are responsible for providing accurate and timely content to promote their programs.
- 5.3 All marketing and communication about PDE must:
- 5.3.1 clearly identify the nature of PDE as distinct from higher education;
  - 5.3.2 accurately and clearly set out details and conditions for credit or admission in award courses arising from a PDE program. Conditions can include time limits, assessment performance requirements or prerequisites; and
  - 5.3.3 not give the impression that a program leads to a Monash award or that participants will be students of Monash University.

## 6. Participants' rights and responsibilities

- 6.1 Before accepting participants into a PDE program, the faculty must provide information about:
- the terms and conditions of registration; and
  - fees, cancellation and refund rules.
- 6.2 Participants in PDE programs are expected to:
- participate honestly, respectfully and with academic integrity; and
  - abide by any terms and conditions of registration applicable to the PDE program.



- 6.2.1 For a PDE program that has both assessed and non-assessed versions, the faculty must advise prospective participants of:
- the date by which participants can transfer to the assessed version (which can be before the start date of the program). Participants who do not register in or transfer to the assessed version by the date specified will be required to repeat the program if they later choose to take the assessed version;
  - any fee difference between the versions; and
  - any eligibility requirements or pre-course assessment tasks that must be completed before registration in the assessed version will be accepted.
- 6.3 In the event of cancellation, refunds are available as follows:
- 6.3.1 For PDE programs offered by Monash alone:
- If a participant does not abide by the conditions of registration, the University reserves the right to cancel the participant's registration in a PDE program at any time and without a full refund of fees.
  - If the faculty cancels a PDE offering, participants are entitled to a full refund of fees.
  - If a participant cancels their registration, the refund due is:
    - full refund if cancelled at least 28 calendar days before the start date of the program;
    - 50 per cent refund if cancelled at least 14 calendar days before the start date of the program;
    - no refund if cancelled later than 14 calendar days before the start date of the program.
  - A participant can credit their registration fee to another PDE program within two years of the original registration.
- 6.3.2 For PDE programs offered in collaboration with a third party, if a participant cancels their registration, they will receive a refund as outlined in the terms and conditions of their PDE program.
- 6.4 Participants will have access to the PDE learning management system, learning materials and venues, as required.
- 6.5 The faculty must have a process to receive and respond to complaints and must notify participants of the complaints process when their registration is accepted. For third-party arrangements, this process may be as specified in the agreement.
- 6.6 A participant is not an enrolled student of Monash University on the basis of their registration in a PDE program. PDE participants are not subject to Monash regulations, policies and procedures that relate to students. They do not have student access to facilities and services, including a Monash ID card, Monash IT account, Library or learning resources that are licensed for enrolled students only (see [Copyright Compliance Policy](#)). Participants may be provided limited access to some services (e.g. Library) as required.
- 6.7 Students enrolled at Monash University must not be excluded from registering in PDE programs on the basis that they are Monash students, unless specified in the terms and conditions of the PDE program. A student's academic record in PDE programs must not be taken into consideration for any aspect of their enrolment as a Monash student except where it relates to awarding credit towards or meeting entry requirements for award courses; likewise, a person will not be excluded from PDE based on their academic record as a Monash student.

## Academic integrity in assessed programs

- 6.8 Participants in assessed programs must verify their identity (e.g. through photographic identification) as specified in the terms and conditions of the program.
- 6.9 Participants in assessed programs will receive instruction about the academic integrity requirements of the program.
- 6.10 Participants must exercise academic integrity to the same standard expected of Monash University students, as expressed in the [Assessment and Academic Integrity Policy](#). The [Monash Academic Integrity Module](#) will be available to participants.
- 6.11 The PDE program leader or nominee will actively check participants' work submitted for assessment for breaches of academic integrity, e.g. by using similarity-detection software.
- 6.12 If a participant is suspected of having breached academic integrity, the PDE program leader will present evidence of the breach to the participant, invite and consider their response and decide whether there has been a breach.
- 6.13 The PDE program leader can impose one of the following penalties for breaching academic integrity:
- a reduction in marks for the assessed work; or
  - failure to satisfactorily complete the PDE program, in which case no certificate will be issued.
- 6.14 The PDE program leader will notify the participant of a decision finding a breach of academic integrity, and any penalty imposed, normally within 7 working days of making the decision.
- 6.15 A participant who has been found to have breached academic integrity can appeal the decision on the grounds that the principles of natural justice were not observed or there is new evidence that could reasonably alter the decision. An appeal must be made in writing to the PDE director within 20 working days of being notified of the decision.
- 6.16 If a participant has been found to have breached academic integrity, the fact and any penalty imposed will be recorded in a register maintained by the Centre for PD&MOE.

## 7. Participant records and certification

### Records

- 7.1 Monash will use participant data and protect personal information in line with the [Data Protection and Privacy Procedure](#) and the [Monash Short Study Course Data Protection and Privacy Collection Statement](#).
- 7.2 The faculty is responsible for recording participants' registration and completion of PDE programs, including performance in assessment and academic integrity matters if relevant, in the system provided.

### Certification

- 7.3 The faculty may issue a certificate of attendance or completion on the satisfactory completion of a PDE program. The certificate:
- must state whether the program was non-assessed or assessed;
  - may be in physical and/or digital form;
  - must adhere to the Brand Identity Policy;
  - may be signed by the faculty PDE director or the PDE program leader; and
  - must not include the Monash coat of arms or seal, refer to the Council or the Vice-Chancellor, and must be distinguishable from official academic statements issued by the University.
- 7.4 The Head of the Centre for PD&MOE will determine a PDE program's eligibility for digital credentialing.
- 7.5 The faculty may collect a standard fee for the replacement of a certificate, as set by the Centre.
- 7.6 The faculty may issue a record of results that lists the participant's assessment results in one or multiple PDE programs.
- 7.7 PDE programs are not included on a Monash academic transcript.

## DEFINITIONS

<a href="#">Australian Qualifications Framework (AQF)</a>	The Australian Government's policy for regulated qualifications in the Australian education and training system.
<a href="#">Course</a>	A coherent sequence of units, usually leading to a degree or other award.
<a href="#">Credit</a>	Recognition that a student's previous learning is equivalent in content and learning outcomes in a form that reduces the requirements a student must satisfy to achieve a qualification.
<a href="#">Dean</a>	For the purpose of this procedure, 'dean' includes directors of non-faculty centres/institutes, academic leaders of campuses outside Australia and heads of central areas.
<a href="#">Degree faculty</a>	The faculty specified in the Handbook as being responsible for the degree or other award for the year for which the Handbook is published. Double degree courses may have two degree faculties, listed in the Handbook as managing faculty and partner faculty for the course.
<a href="#">Faculty</a>	For the purpose of this procedure, 'faculty' includes non-faculty centres/institutes, central areas and campuses outside Australia.
<a href="#">Higher education award</a>	A degree, diploma, certificate or other qualification awarded on successful completion of an accredited course of higher education.
<a href="#">Micro-credential</a>	A certification of assessed learning that is additional, alternative, complementary to or a component part of an award course.
<a href="#">Non-faculty centre/institute</a>	A centre or institute established by the Vice-Chancellor under regulation 7 of the <a href="#">Monash University (Vice-Chancellor) Regulations</a> as a separate entity from a faculty.
<a href="#">Pathway</a>	A qualification that fully or partially satisfies the entry requirements for an award course.
<a href="#">PDE participant</a>	A person who is registered in a professional development education program.
<a href="#">PDE program</a>	Any type of professional development education program.
<a href="#">Professional development education (PDE)</a>	Formal learning that provides professional or lifelong development in specific topics and skills but is not a higher education award, course or unit.

Self-directed learning	Learning that participants undertake under their own direction, such as reading, research, revision and preparation of assignments.
Structured learning activity	A learning activity, which may or may not be scheduled, prepared by the teacher that participants undertake in a program of study.
Student	A student of Monash University as defined by the <a href="#">Monash University (Council) Regulations</a> .

## GOVERNANCE

Parent policy	<a href="#">Professional Development Education Policy</a>
Associated procedures	<a href="#">Admission and Credit Policy</a> <a href="#">Grading Schema Procedure</a> <a href="#">Brand Identity Policy</a> <a href="#">Copyright Compliance Policy</a> <a href="#">Courses and Units Policy</a> <a href="#">Course Accreditation Procedure</a> <a href="#">Credit Procedure</a> <a href="#">Data Protection and Privacy Procedure</a> <a href="#">Monash Short Study Course Data Protection and Privacy Collection Statement</a>
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