# GUIDELINES FOR DESCRIBING EXTERNAL ACCREDITATION AND INDUSTRY LINKS (TAFE AND HE)

## CONTENTS

These guidelines form part of the guidelines for writing a TAFE or HE program guide. They are intended to assist school and college staff writing, reviewing or approving the program guide field containing descriptions of the external accreditation and industry links relevant to the program.

It provides suggested wording for describing different types of external recognition. It also outlines aspects of industry links that may be of interest to students undertaking the program. Examples are provided to further illustrate these entries.

RMIT has a legal responsibility to ensure that the information it provides current and future students is correct.

The program guide will be accessible from marketing information provided to prospective students. Trade Practices legislation provides for heavy penalties where an organisation is shown to have engaged in conduct, regardless of intent, that could or does lead a consumer into error.

### For external recognition refer to Table A

**Step 1**  Identify the recognition held by the program (Australian, international, not recognised, etc)

**Step 2**  Identify the benefits that flow to graduates and students (there may be more than one)

**Step 3**  Incorporate the suggested wording into the overall description of recognition. When complete you may wish to edit the entry to ensure its suitability for the audience (TAFE, undergraduate, research)

### For industry links refer to Table B

**Step 1**  Identify the types of industry link that are relevant to the program

**Step 2**  For each of these check its relevance for the program

**Step 3**  Prepare the description in accordance with the suggested approach

# TABLE A GUIDELINES FOR EXTERNAL RECOGNITION

| STEP 1<br>Program Recognition Type | STEP 2<br>Additional Criteria | STEP 3<br>Suggested Wording | Notes |
|---|---|---|---|
| A program offered by a school or college where the school or college is formally recognised by one or more recognising bodies | | The [school/college] is [recognised] by [recognising body]<br><br>[Status of recognising body]<br><br>[recognising body website] | [recognised] – Recognised means the RMIT program has been assessed as meeting the standards of the recognising body. Use terminology adopted by the recognising body. Examples include recognised, accredited.<br><br>[recognising body] – Examples of accrediting bodies include bodies that recognise organizations or parts of organizations. Examples include EQUIS<br><br>[Status of recognising body] – Use terminology adopted by the recognising body. For example EQUIS describes itself as "the leading international business school accreditation system".<br><br>[recognising body website] – For example: www.efmd.org |
| A program or stream of studies within a program is formally recognised by one or more Australian professional recognising bodies | Membership class is not dependent on further study or professional experience post degree | The [degree] is [recognised] by [professional body]<br><br>On successful completion of the [program] graduates are entitled to membership of the [professional body]<br><br>[association website] | NB it is essential to use precisely the structure of this first sentence and be accurate with the three terms. It will be reproduced on the Australian Higher Education Graduate Statement (AHEGS) when students graduate.<br><br>[degree] – Full title of qualification.<br><br>[recognised] – Recognised means the RMIT program has been assessed as meeting the standards of the recognising body. Use terminology adopted by the recognising body. Examples include recognised, accredited.<br><br>[professional body] – Full name of the professional body<br><br>[association website] – For example www.engineersaustralia.org.au |
| | Membership class is dependent on further study and/or professional experience in addition to the degree | The [degree] is [recognised] by [professional body]<br><br>On successful completion of the [program] graduates are entitled to [graduate membership] of the [professional association]<br><br>By completing [postgraduate requirements] graduates may be eligible for [advanced membership class]<br><br>[professional body website] | NB it is essential to use precisely the structure of this first sentence and be accurate with the three terms. It will be reproduced on the Australian Higher Education Graduate Statement (AHEGS) when students graduate.<br><br>[degree] – Full title of qualification.<br><br>[recognised] – Recognised means the RMIT program has been assessed as meeting the standards of the recognising body. Use terminology adopted by the recognising body. Examples include recognised, accredited.<br><br>[professional body] – Full name of the professional body<br><br>[graduate membership] – Membership class available to graduates who have not yet completed postgraduate study and/or experience requirements<br><br>[professional membership] – Membership class available to graduates who have completed the additional study and/or experiences requirements of the professional body<br><br>[postgraduate requirements] – Describe the post graduation requirements that must be fulfilled before a graduate is eligible to apply for [professional membership]<br><br>Example – Complete the [professional body] qualifications and three years' work experience |

# TABLE A GUIDELINES FOR EXTERNAL RECOGNITION

| STEP 1 Program Recognition Type | STEP 2 Additional Criteria | STEP 3 Suggested Wording | Notes |
|---|---|---|---|
| A program or stream of studies within a program is formally recognised by one or more Australian professional recognising bodies | There is a statutory requirement for registration of practitioners | The [degree] is [recognised] by [statutory registration body]<br><br>On successful completion of the [program] graduates are entitled to apply to [statutory registration body] [rights to practice] as a [professional] in [jurisdiction]<br><br>To obtain full membership graduates must [complete requirements]<br><br>[statutory body website] | *NB it is essential to use precisely the structure of this first sentence and be accurate with the three terms. It will be reproduced on the Australian Higher Education Graduate Statement (AHEGS) when students graduate.*<br><br>*[degree] – Full title of qualification.*<br><br>*[recognised] – Recognised means the RMIT program has been assessed as meeting the standards of the recognising body. Use terminology adopted by the recognising body. Examples include recognised, accredited.*<br><br>*[statutory registration body] – Full name of the registration body, for example the Australian Health Practitioner Regulation Agency.*<br><br>*[rights to practice] – Describe the right conferred*<br><br>*[professional] – For example primary school teacher, nurse, psychologist, social worker*<br><br>*[jurisdiction] – The territory in which authority of the statutory registration body applies*<br><br>*[statutory body website] – For example: www.ahpra.gov.au* |
| | Students must select specific subjects to be eligible for membership of the professional body | By selecting appropriate studies graduates of the [degree] may be eligible for [class of membership] of [professional body]<br><br>[professional body website] | *Generally relevant where the professional body is not directly relevant to the field of study. For example students undertaking the accounting elective stream are eligible for associate membership of CPA Australia after completion of additional courses.*<br><br>*[class of membership] – Use terminology of the professional association* |
| | Students studying the RMIT program are eligible for student membership of the professional body | Students of [program] are eligible for [class of membership] of [professional body]<br><br>[professional body website] | *[class of membership] – Use the terminology adopted by the professional body. Examples – student membership, associate membership* |
| | A program that is directly recognised by an overseas professional association | The [degree] is also [recognised] by [overseas professional body]<br><br>The [overseas professional body] is the [status of professional body]<br><br>[Benefits for the graduate]<br><br>[association website] | *[recognised] – Use terminology of the professional body. Examples – recognised, accredited*<br><br>*[status of professional body] – Example: The Institution of Chemical Engineers, based in London is the primary international professional society for the chemical engineer*<br><br>*[Benefits for the graduate] – Describe the benefits for the graduate. For example – Successful completion of program enables graduates to apply for membership of [overseas professional body]*<br><br>*[association website] – For example www.icheme.org* |

# TABLE A GUIDELINES FOR EXTERNAL RECOGNITION

| STEP 1<br>**Program Recognition Type** | STEP 2<br>**Additional Criteria** | STEP 3<br>**Suggested Wording** | **Notes** |
|---|---|---|---|
| A program or stream of studies within a program that is recognised outside the jurisdiction of the Australian professional recognising body or statutory body | The degree is recognised more widely by virtue of an agreement(s) between professional bodies | An [agreement between professional bodies] means [benefits for the graduate]<br><br>[agreement website(s)] | *[agreement between professional bodies] – May refer to a multi-party agreement or an agreement between two professional bodies*<br><br>*For example – The Washington Accord is an agreement amongst engineering professional bodies of Australia, Canada, Chinese Taipei, Hong Kong China, Ireland, Japan, Korea, Malaysia, New Zealand, Singapore, South Africa, UK and US.*<br><br>*[Benefits for the graduate] – For example, the Washington Accord means the qualifications of graduates of RMIT engineering programs recognised by the Institute of Engineers Australia are also recognised by each signatory as being substantially equivalent to accredited or recognised qualifications within its own jurisdiction*<br><br>*[agreement website(s)] – Where an international organisation supports agreements between national bodies the associated website may provide useful information for students, for example www.washingtonaccord.org*<br><br>*Alternatively, list websites of the most relevant associations that are parties to the agreement, for example: www.nzplanning.co.nz, www.cip-icu.ca* |
| | The degree is recognised more widely by virtue of an agreement(s) between statutory registration authorities | [Agreement] between registration authorities means graduates of [program] have [practice rights] in [jurisdictions]<br><br>[Benefits for the graduate] | *[Agreement] – Description of the agreement. For example "an agreement", "cross-recognition agreement", "mutual-recognition agreement", etc*<br><br>*[practice rights] – The right that is conferred on registered practitioners from this jurisdiction by virtue of [agreement]. For example – right to practice, right to apply to practice without further study, etc*<br><br>*[jurisdictions] – The jurisdictions that are signatory to [agreement]. These may be states (in the case of state-based practitioner registration) or countries.* |
| | Students must select specific subjects to be eligible for membership of the professional body | By selecting appropriate studies graduates of the [degree] may be eligible for [class of membership] of [professional body]<br><br>[professional body website] | *[class of membership] – Use terminology of the professional association*<br><br>*Generally relevant where the professional body is not directly relevant to the field of study. For example students undertaking the accounting elective stream are eligible for associate membership of CPA Australia after completion of additional courses.* |

# TABLE A GUIDELINES FOR EXTERNAL RECOGNITION

| STEP 1 Program Recognition Type | STEP 2 Additional Criteria | STEP 3 Suggested Wording | Notes |
|---|---|---|---|
| A program that has no current formal professional recognition | There is no relevant Australian professional recognising body | In Australia there are no professional bodies that recognise or accredit programs in [discipline] | [discipline] – Discipline in which the program is offered |
| | RMIT is applying for recognition from the relevant professional body | RMIT is applying to [professional body] for [recognition] of [program]<br><br>[professional body website] | [recognition] – Use the terminology adopted by the professional body |
| | There are non-recognising bodies relevant to graduates in this field | Graduates of [program] may be eligible to become a member of [association]. Membership provides [member benefits] which are relevant to career development.<br><br>[non-recognising website] | [association] – Non-recognising professional association, industry association, learned society or other body of relevance to graduates working in the field. For example the Logistics Association of Australia is a non-recognising body that may be of interest to Business students.<br>[member benefits] – For example, professional certification program<br>[non-recognising website] – For example: www.laa.asn.au |
| | There is a body of graduates from this program | Graduates of the program have successfully gained employment in [industries] over a period of [years] and are successfully working in [countries] | [industries] – List the major industries employing graduates of the program<br>[years] – Number of years for which students have graduated from the program<br>[countries] – List the countries outside Australia in which the largest numbers of graduates are working<br>Refer Alumni & Development for data on RMIT alumni of the program) |

**Example Descriptions of External Recognition**

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|---|---|
| Australian professional recognition NB This is the AHEGS statement | The Bachelor of Social Work is accredited by the Australian Association of Social Workers (AASW) |
| Student membership | RMIT students are eligible for student membership. |
| Overseas recognition by virtue of a mutual recognition agreement | The Planning Institute of Australia (PIA) has mutual recognition of membership status with the New Zealand Planning Institute (NZPI) and Canadian Institute of Planners/Institut Canadien des Urbanistes (CIP). |
| | This means graduates of the RMIT planning degree who are members of the AIP and wish to work in New Zealand or Canada can also become members of these professional bodies. |
| | www.planning.org.au |
| | www.nzplanning.co.nz |
| | www.cip-icu.ca |

| | |
|---|---|
| Non-recognising body relevant to graduates (1) | On completing this program, graduates will be eligible for graduate membership of the Chartered Institute of Logistics and Transport Australia (CILTA). |
| Non-recognising body relevant to graduates (2) | CILTA provides strong and active support for the program. CILTA is also part of a worldwide network, and the prestige associated with being a member of CILTA opens many more doors locally, nationally and internationally. |
| Eligibility for membership of a professional body if certain studies are undertaken | Another important industry association supporting the program is the Logistics Association of Australia. Many of the members of these associations provide employment opportunities for students during cooperative education. |
| | If students complete the accounting elective stream, they will be eligible for associate membership of CPA Australia after the completion of additional courses. |
| | www.cilta.com.au |
| | www.laa.asn.au |

# TABLE B GUIDELINES FOR DESCRIBING INDUSTRY LINKS

| STEP 1<br>**School's Links with Industry** | STEP 2<br>**Relevance** | STEP 3<br>**Suggested Approach** |
|---|---|---|
| Industry links of academic staff | All programs | Describe the ways in which academic staff of the discipline are connected with industry.<br><br>This may include having professional experience in industry, contributing to the work of industry organizations, undertaking consultancy or delivering corporate education and training. |
| Program Advisory Board | All programs | Explain the role that industry experts play on the School's Industry Advisory Board and the role of the Board itself. |
| WIL providers | All programs | Describe the ways in which the school develops and maintains links with external providers of WIL places. |
| Adjunct professors | If relevant | Describe the role of adjunct professors in the school. For example through supervision of research students or providing lectures. |
| Visiting lecturers from industry | If an ongoing feature of school activities | Describe the role that industry experts play in the school and the program, for example as guest lecturers. |
| Industry research | If an ongoing feature of school activities | Describe the relevance of the school's industry research activities for the program and the way in which it benefits students. |
| Exhibitions and events | If an ongoing feature of school activities | Describe the role that exhibitions and events play in the school's activities and the relevance of this for students of the program. |
| Corporate education and training | If an ongoing feature of school activities | Describe the corporate education and training program of the school and the way in which this has benefit for the students of this program. |

## Examples Descriptions of industry Links

**B Bus (Marketing)**

The School of Economics, Finance and Marketing has many close links with industry. These take on a variety of different forms.

One close linkage is through students who participate in the WIL program and spend the equivalent of an academic year in a supervised, discipline relevant industry position.

Academics within the School are strongly encouraged to maintain their linkages with industry.

The School runs a School Advisory Board that consists of high profile industry representatives. Part of the Board's brief is to make sure that the School's links with industry standards and practice remain current.

In addition the School makes regular use of outside industry experts as guest lecturers to ensure that students are exposed to current industry developments in marketing. The regular use of sessional teaching staff also provides students with exposure to current industry practitioners.

The School has also built its links with industry through the appointment of adjunct professors who have been appointed based upon their industry achievements.

As evidence of the close links with industry, a number of high level marketing and general managers provided input to the program renewal process through in-depth interviews. These were chosen across a range of industries to provide broad representation and input.

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**B Bus
(Business Information Systems)**

The School of BIT has substantial links with the IT and business industry within both Australia and internationally. Employers and industry professional are members of our Industry Advisory Board and various committees and have contributed to both the initial development and ongoing improvement of this program. Their involvement ensures that the program remains relevant to your needs as a graduate and the needs of graduate employers.

Many the teaching staff within the program are practicing (or have been) industry professionals with extensive industry experience and contact networks. This experience, when integrated into teaching and learning practice, enriches your learning environment.

These networks are further enhanced by the School's Work Integrated Learning courses. These courses provide you with an opportunity to undertake supervised work placements in an ICT related area.

The School is part of the new three way ICT cadetship program between RMIT TAFE, RMIT and the B Bus (BIS) which was launched in 2007.