

**Faculty of Health Sciences**  
**Continuing Education Courses**

University *Policy on Non-Award Studies*

(<http://www.flinders.edu.au/ppmanual/student/SecJ.htm>) defines continuing education courses as those which cater for professional development, educational development or personal interest (refer footnote below). The Policy stipulates that:

- Faculties will publish details of continuing education programs from time to time, and the fees applying to such courses.
- Admission requirements will be determined by the Faculty.
- A student who successfully completes a continuing education program may apply for credit for relevant studies in an award course, in accordance with the University's Credit Transfer Policy.
- A student may not qualify for admission to an award course solely on the basis of the completion of studies within a continuing education program.
- Students completing a continuing education program will be issued with a certificate by the Faculty. The certificate will be of a design approved by the Executive Dean of the Faculty and the Executive Director of Administration.

The procedures approved by the Academic Senate for the establishment of continuing education courses provide:

- the Faculty Board must approve the course in advance of the course being advertised and enrolments accepted. The proposal should include:
  - the nature of the course, projected enrolment, detailed syllabus and, where relevant, the admission criteria, enrolment procedure and assessment arrangements;
  - a detailed budget analysis of costs, both direct and indirect, and projected income leading to a recommendation as to the fee to be charged (NB GST applies to all continuing education courses and must be included in the costing);
  - the name of the co-ordinator, who should be a member of the academic staff of the Faculty;
  - when, where and in what mode the course will be offered;
  - whether credit is to be available in an award program from completing the course and if so, giving details of the topic or topics and amount of credit, defined in units, which will be awarded;

- full details of admissions, enrolments and results must be maintained by the Faculty against the possibility that the student may, at some point in the future, claim credit on the basis of the studies undertaken either at this University or another educational institution;
- full financial details of fees received are to be provided to the Financial Services Division. In the normal course of events, an overheads surcharge of 15% will be applied by the University on fees received to cover the cost of University infrastructure. In the case of courses delivered off-campus, including the Flinders Medical Centre, a case may be made to the Deputy Vice-Chancellor for a reduction in the overhead surcharge to as low as 5% of fee income.

**Footnote:** There is an important distinction to be made between continuing education programs as defined above, and the offering of single topics from award programs as professional development programs. In the latter case, admission and enrolment should be arranged through the normal channels and the fee that is payable is either equivalent to the student contribution amount or the appropriate proportion of the course fee (for topics from fee-paying postgraduate programs). In other words, the offering of topics from award programs on a single “stand alone” basis does not fall within the University’s definition of a continuing education course. This distinction has become particularly important since the introduction of GST. GST does not apply in the case of educational programs leading to a recognised award, and this has been interpreted as extending to individual topics from recognised awards. GST does apply, however, to continuing education and general interest programs and must be factored in to costs when determining the fee to be charged.

The decision to offer award-based topics as “stand alone” professional development programs rests with the School/Department concerned but admissions, enrolments and fee arrangements must be in accord with the University’s policy covering “Single Topic Studies” or “Auditing of Topics”, whichever is appropriate.

*IAW*