



CHRISTIAN HERITAGE COLLEGE

**POLICY: Units for Audit**

**Policy Group(s)** Group C: Administration – 1. Academic (Ref: C1/1117.1)

**Related Policy:** Code of Conduct  
Discrimination,  
Library Borrowing  
Library Conduct  
Library Equipment Usage  
Privacy

**Commencement Date:** January 2018

**Review Date:** January 2019, January 2024

**POLICY STATEMENT**

**Intent:**

Knowledge, expertise and experience are inherent in Christian Heritage College (CHC) as a community of scholars. The biblical principle of generosity (e.g. Proverbs 11:24-26) demands that CHC share knowledge, expertise and experience not only with students, but also with members of the community who do not wish to enrol in an award course and undertake assessment.

This policy provides for the offering of individual units for audit.

**Scope:**

All staff

*Restrictions:* Nil

*Exclusions:* Nil

**Objectives:**

1. To provide members of the community who do not wish to enrol in an award course of study at CHC to engage in one or more units for audit.
2. To contribute to the achievement of CHC's God-given mission by expanding its community of scholars.
3. To establish processes for the administration of units for audit.

**Policy Provisions:**

**1. General**

- 1.1. CHC shall offer units for audit in each semester.
- 1.2. A unit for audit may be selected from the list of Units on Offer.

- 1.3. Persons engaged in units for audit will comply with all relevant CHC policies including *Code of Conduct, Discrimination, Library Borrowing, Library Conduct, Library Equipment Usage, and Privacy*.

### Supporting Procedures and Guidelines:

#### 1. Administration

- 1.1 Administrative deadlines as per units for credit will apply to units for audit.
- 1.2 Fees for units for audit will be set at the same time as tuition fees.
- 1.3 Units for audit may be offered in internal or external mode (as per Units on Offer).
- 1.4 Pre- and co-requisite requirements do not apply to units for audit
- 1.5 Units for audit do not include assessment.
- 1.6 Units for audit do not include access to the Library or CHC computers.
- 1.7 Library membership is available separately, for the prescribed annual fee, and does not include access to electronic data bases or resources on short term loan.
- 1.8 Where learning resources for an audit unit are available via CHC's learning management system (MOODLE™), 'guest' access will be provided.
- 1.9 A Dean / Executive Director may not approve a unit as a unit for audit for one or more of the following non-exhaustive reasons:
  - 1.9.1 There is a quota on enrolments for credit in the unit.
  - 1.9.2 There are specific copyright provisions that disallow engagement except for students enrolled for credit.
  - 1.9.3 The unit is offered for completion or progression purposes only.
  - 1.9.4 The unit is a research/internship/project/ WIL unit.

### POLICY FURTHER INFORMATION

**Relevant Commonwealth/State Legislation** Nil

### ACCOUNTABILITIES

**Implementation:** Vice President - Academic

**Compliance:** Academic Registrar

**Monitoring and Evaluation:** Director, Quality and Standards

**Development/Review:** Director, Quality and Standards

**Approval Authority:** Vice President - Academic

**Interpretation & Advice:** Vice President - Academic

### WHO SHOULD KNOW THIS POLICY?

All CHC staff.

### EFFECTIVENESS OF THIS POLICY

**Performance Indicators:**                      • Number of unit enrolments

**Other**    • Nil

**Definitions and Acronyms:**              CHC              Christian Heritage College  
Unit for audit - A unit that has been approved as such, is not for credit to a course and does not involve assessment.

**APPROVAL – section maintained by the Director of Quality and Standards**

| Reference No. | Approved | Date            | Committee/Board | Resolution No. / Minute Ref. |
|---------------|----------|-----------------|-----------------|------------------------------|
| C1/1117.1     | Approved | 7 November 2017 | CEO             | NA                           |

**REVISION HISTORY – section maintained by the Director of Quality and Standards**

| Revision Reference No. | Approved/Rescinded | Date | Committee/Board | Resolution No. / Minute Ref. |
|------------------------|--------------------|------|-----------------|------------------------------|
|------------------------|--------------------|------|-----------------|------------------------------|