



## GLOSSARY OF TERMS

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<b>Approved by:</b>	ACER Academic Board
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<b>Responsible Division/ Department</b>	Professional Resources Division/ACER Institute

This glossary defines key terms used, and unless the context requires otherwise:

- The singular includes the plural and vice versa;
- A reference to gender includes all genders.

<b>WORD/TERM</b>	<b>DEFINITION</b>
<b>ACER Academic Appeals Committee</b>	A subcommittee of ACER Academic Board to determine appeals from Students on matters defined within the Grounds for Appeal of PP3118 Academic Appeals Policy .
<b>ACER</b>	Australian Council for Educational Research Ltd (A.C.N.19 004 398 145).
<b>ACER Academic Board</b>	A committee reporting to the ACER Board of Directors which has the responsibility for the oversight of ACER Higher Education Courses.
<b>ACER Accreditation Subcommittee</b>	A subcommittee of ACER CDQC whose members approve professional learning courses for internal ACER accreditation.
<b>ACER Accreditation</b>	The term used to describe a professional learning short course that has undergone an internal quality assurance process which has resulted in the recommendation that ACER certification can be offered on successful completion.
<b>ACER Assessment Committee</b>	A sub-committee of ACER Academic Board which oversees assessment processes and procedures.
<b>ACER Course Development and Quality Committee (CDQC)</b>	A subcommittee of ACER Academic Board whose members serve in a consultative and advisory capacity and have no decision-making powers or corporate governance responsibility or authority.

<b>AHEGS</b>	Australian Higher Education Graduate Statement. The Commonwealth of Australia as represented by the Department of Education (A.B.N. 12 862 898 150) <a href="https://education.gov.au/australian-higher-education-graduation-statement">https://education.gov.au/australian-higher-education-graduation-statement</a> .
<b>Approved or Approval</b>	Approval by ACER through its Board of Directors or under authority delegated by ACER.
<b>Articulation</b>	An arrangement which enables Students to progress from a completed qualification to another, with admission and/or credit in a defined qualification pathway.
<b>AQF</b>	Australian Qualification Framework (2 <sup>nd</sup> Edn. January 2013). <a href="http://www.aqf.edu.au">http://www.aqf.edu.au</a> .
<b>Assessment Criteria</b>	Statements that describe how Student performance will be recognised in relation to a set of Learning Outcomes.
<b>Assessment Task</b>	A task which a Student is required to complete to provide a basis for an official record of achievement in a Unit; for example, examination, assignment, essay, report, presentation, tutorial participation, case study, online activity.
<b>Assumed knowledge</b>	The minimum level of knowledge for Students (and Staff ) enrolling into a Higher Education Unit.
<b>Auditing</b>	Access and participation in a Unit or professional learning short-course for general interest; this may include Units that are normally taken as part of an Award Course.
<b>Award</b>	The term used to identify the name and level of study - Certificate, Diploma, Bachelor degree, Graduate Certificate, Graduate Diploma or Masters' degree. An Award is conferred upon successful completion of the requirements for a specified TEQSA-accredited Course.
<b>Bullying</b>	Repeated, unreasonable behaviour directed towards a person or group of people that creates a risk to health and safety, including psychological, emotional, and physical health.
<b>Capstone</b>	A substantial, compulsory project that consolidates learning and demonstrates the acquisition of the necessary skills and knowledge. It is completed during the final year of a Course.
<b>Census Date</b>	The Census Date is the date at which an enrolment is considered to be final. The Census Date is the last date you can withdraw from a Unit or Course without being financially liable i.e., having to pay for the

	Unit or Course. It is your responsibility to ensure that your enrolment and payment details are correct by the Census Date.
<b>CEO</b>	Chief Executive Officer.
<b>Collusion</b>	A form of cheating through unauthorised collaboration.
<b>Core Unit</b>	A compulsory Unit of study required to complete a Higher Education Course.
<b>Co-requisite Unit</b>	A Unit that must be taken in conjunction with another Unit.
<b>Complainant</b>	A person who has lodged, or is considering lodging a Grievance or complaint.
<b>Course</b>	A Program of study consisting of a set of Units as specified in the Course Structure and leading to an AQF Award.
<b>Course Coordinator</b>	The Staff Member responsible for the implementation and operation of Higher Education Courses.
<b>Course Evaluation</b>	The formal process of gaining, interpreting and reporting on Student feedback regarding their perceptions of the quality of teaching and the content of Units in their Course of study.
<b>Course Structure</b>	The specific Program/sequence of Units which a Student undertakes to meet the requirements of a Course.
<b>Credit</b>	The recognition of credit for a Student's prior study in a university or TAFE college (or equivalent) to support an application showing alignment between previous study and those of the Unit for which Credit is sought. (See also RPL). Credit reduces the amount of learning required to achieve a qualification, and may be gained through credit transfer, articulation, Recognition of Prior Learning, or advanced standing. See PP3112 Academic Credit and RPL Policy, and PP3126 Credit Point Policy.
<b>Deferral (or Deferment)</b>	An adjournment of the starting date for study which allows a Students' place in a Course to be held for a nominated length of time.
<b>Deferral (or Deferment) of payment</b>	Where a Commonwealth supported student may defer payment of tuition fees through the Government's Fee-HELP assistance scheme.
<b>Discipline</b>	Discipline refers to a defined branch of study or learning.
<b>Discrimination</b>	Less favourable treatment of a person because of an attribute they possess that is covered by legislation.

<b>e-learning</b>	The delivery of education and training that utilises electronic resources.
<b>Eligibility to Graduate</b>	By completing and passing the stipulated requirements in a Higher Education Course.
<b>Examination</b>	A formal Examination including a supplementary Examination.
<b>Examination Invigilator</b>	A person appointed to supervise Students in an Examination.
<b>Examination Room</b>	A designated physical or online location where an Examination takes place.
<b>Exemption</b>	Where a Student is not required to take a certain Higher Education Unit on the basis of previous formal and/or informal learning.
<b>Excluded Student</b>	A Student who has been excluded as a result of Misconduct, gross failure or other act that breached the Code of Conduct.
<b>Formal learning</b>	Learning completed as part of a TEQSA-accredited Course.
<b>Full-time Student</b>	A Student enrolled in at least 75% of the Standard Load for a period of study.
<b>Grade Point Average (GPA)</b>	A numerical index that summarises academic performance, and ranges from a minimum of zero to a maximum of seven.
<b>GCertEd</b>  <b>Short version: GCE(ASL)</b>	The approved abbreviation for a Graduate Certificate of, or in, Education.  Graduate Certificate in Education (Assessment of Student Learning).
<b>Graduand</b>	A Student who is eligible to receive an Award which is yet to be conferred.
<b>Graduate</b>	A Graduate is a person who has been awarded a qualification by an authorised issuing organisation.
<b>Grievance</b>	Grounds for complaint against an unjust act. Refer: PP3111 Student Grievance Resolution Policy.
<b>Grievance – Less Serious</b>	Matters considered less serious which are not unlawful but should be addressed and resolved to avoid escalation.
<b>Grievance - Serious</b>	Matters considered serious or unlawful, may include sexual harassment, all matters covered by the grounds of anti-discrimination laws and assault.

<b>Grievance Advisor</b>	A member of ACER's HR Department who has the appropriate mediation and conciliation skills to provide advice and assistance to Staff Members and Students.
<b>Grounds for Appeal</b>	Situations where a Student may lodge an appeal against an academic decision as defined in PP3118 Academic Appeals Policy.
<b>Group Work</b>	An assessment which involves a group of Students contributing to an Assessment Task.
<b>Harassment</b>	Unwelcome and unwanted conduct that causes a person to be offended, humiliated or intimidated.
<b>Hearing</b>	A meeting to gather evidence relating to an appeal.
<b>Higher Education Course</b>	A Program of study accredited by TEQSA and offered by ACER that leads to the Award of a recognised AQF qualification.
<b>Higher Education Standards Framework (Threshold Standards) 2015</b>	Legislation that represents the minimum acceptable requirements for the provision of higher education in or from Australia by higher education providers registered under the <i>TEQSA Act 2011</i> .
<b>Honorary Award</b>	An Honorary Award in not an AQF qualification. It is usually awarded to recognise a person's public service or service to the organisation, or in recognition of distinguished contribution by the person in a field of academic endeavour.
<b>HR Department</b>	ACER, Human Resources Department.
<b>IHEA</b>	Independent Higher Education Australia: <a href="https://iheau.edu.au">https://iheau.edu.au</a> .
<b>Informal learning</b>	Learning that is not part of a structured program but is acquired through work or life experience, for example skills acquired through work or volunteering.
<b>Intellectual Property (IP)</b>	In addition to copyright, IP includes patents, trademarks, designs, circuit layout rights, confidential information, and trade secrets: <a href="http://www.ipaustralia.gov.au">www.ipaustralia.gov.au</a> .
<b>Lapsed Student</b>	A Student whose enrolment in a Course has lapsed due to the Student failing to re-enrol and not obtaining an approved Leave of Absence.
<b>Learning Outcomes</b>	Learning Outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

<b>Leave of Absence</b>	A period of approved leave granted to a Student.
<b>Mediation</b>	A process that facilitates dispute resolution in which someone, an independent third party, who has professional mediation skills (usually called a mediator) helps the aggrieved parties reach a joint agreement that suits everyone concerned. He/she is neutral, does not influence the outcome, and helps parties to consider all possible solutions.
<b>Misconduct</b>	Refers to actions that damage or have the potential to damage the ACER workplace, organisation or reputation that is beyond issues arising from unsatisfactory performance or conduct that is in breach of the Rules, Codes, Policies and Procedures. Refer PP3102 Code of Conduct.
<b>Moderation</b>	Refers to establishing comparability of standards between assessors to ensure the validity, reliability and practicality of assessment and consistency of grading.
<b>MOOC – Massive Open Online Course</b>	An online Course aimed at unlimited participation and open access.
<b>Moodle</b>	The Learning Management System (LMS) used by the ACER Institute to create a personalised online learning environment.
<b>Non-award Courses</b>	A Course that is not accredited by TEQSA and is not recognised as an AQF qualification. Non-award courses include ACER’s internally accredited professional learning short-courses.
<b>Non-award</b>	One or more Higher Education Units can be offered as stand-alone study. Enrolments in these single Units of study may be referred to as Non-award enrolments. For example, studying one Unit of the GCE(ASL) for professional learning when not enrolled in the GCE(ASL).
<b>Non-formal learning</b>	Learning through a structured program that is not part of an accredited qualification, for example, professional development courses offered by an employer.
<b>Online Facilitator</b>	An employee of ACER or a person engaged or commissioned by ACER to assist in the delivery of academic content, learning activities and Assessment Tasks of ACER Higher Education Courses, and ACER’s online professional learning short-courses
<b>Online Learning</b>	Learning from, and engaging with, Course and Unit content, and interacting with Staff and peers through online discussion boards, audio, video, chat, and new and emerging technologies.

<b>Orientation</b>	Orientation refers to the academic and administrative induction policies and processes that are designed to assist Students who are starting a Course or Unit of study.
<b>Part-time student</b>	A Student who is not a full-time Student.
<b>Pass Conceded</b>	A grade of Pass Conceded may be awarded for an Assessment Task by the Assessment Committee [on the recommendation of Staff] to a Student who has a good academic record, with the exception of an Assessment Task for which the grade of Pass Conceded is being considered.
<b>Plagiarism</b>	Using another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement. This includes self-Plagiarism.
<b>Postgraduate Courses</b>	TEQSA-accredited Courses taken after the completion of an undergraduate degree: Graduate Certificates, Graduate Diplomas, Masters by Coursework or Research, and Doctoral Degrees.
<b>Postgraduate Student</b>	An enrolled student who has completed an undergraduate degree (or a Bachelor Honours degree) and is engaged in formal, approved study at a more advanced level.
<b>Post-nominal</b>	The abbreviation displayed after a person's name to denote the qualifications that person has achieved.
<b>Pre-requisite Unit</b>	A Unit which must be completed satisfactorily before the Unit for which it is prescribed may be taken.
<b>Program</b>	A set of coherently scoped, sequenced and structured studies undertaken by the Student in order to meet the requirements for the Award of a qualification.
<b>Qualification title</b>	The nomenclature used for an AQF qualification that denotes the type, level and field of study/discipline of the qualification.
<b>Record of Results</b>	The Record of Results documents all Courses and Units studied at ACER, and is a formal transcript of a Students' full academic history.
<b>Respondent</b>	A person whose action or behaviour is filed in a Grievance or complaint.
<b>RPL (Recognition of Prior Learning)</b>	The formal Recognition of Prior Learning. RPL is a process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit (Also see Credit).

<b>Teaching Staff Member</b>	An employee of ACER or a person engaged or commissioned by ACER to assist in the development, design, promotion, delivery, learning activities and Assessment Tasks of ACER's Higher Education Courses and professional learning short courses.
<b>Standard Load</b>	Based on one year of full-time study - generally eight Units.
<b>Statement of Attainment</b>	The Statement of Attainment is an official document that recognises partial achievement of an AQF Award.
<b>Student</b>	A person enrolled for a Unit or Course at the ACER Institute.
<b>Study Period</b>	The length of time specified for Unit/Course completion.
<b>Subject Matter Expert (SME)</b>	For each Unit/Course offered by ACER there will be an identified Subject Matter Expert. The Subject Matter Expert provides the level of academic oversight needed to lead Students in intellectual inquiry suited to the nature and level of expected Learning Outcomes.
<b>Teach Out</b>	'Teach Out' is a situation where no new Students can be enrolled in a Course, and arrangements are in place to ensure that all existing enrolled Students can either complete the Course of study or transition to a mutually agreed Course at no disadvantage to the Student.
<b>Testamur</b>	The legally certified document issued at graduation upon admission to the Award.
<b>TEQSA</b>	Tertiary Education Quality Standards Agency (A.B.N 50 658 250 012): <a href="http://www.teqsa.gov.au">www.teqsa.gov.au</a> .
<b>(The) Director</b>	Director, ACER Institute and/or nominee.
<b>(The) Institute</b>	The ACER Institute. The Institute is responsible for the structure, delivery and assessment of ACER Higher Education Courses including Award and Non-Award Courses, and professional learning.
<b>Transition</b>	Transition refers to the range of issues, challenges and emotions that Students face when moving through a Course of study.
<b>Unit</b>	An approved component of a higher education Course with an allocated credit point value.
<b>Unit Coordinator</b>	An employee of ACER or a person engaged to coordinate multiple Online Facilitators in a Unit or Course.
<b>Unit Guide</b>	The document in hard copy or electronic format setting out content, delivery and assessment for a Unit.



<b>Unit Report</b>	A formal report written by the Staff involved in teaching a Unit . The report documents their reflections on the content and delivery of the Unit and makes recommendations.
<b>Unlawful</b>	An action prohibited by law.
<b>Vexations</b>	An action or the action of a person that is brought forward without sufficient grounds purely to cause annoyance or harm to another person or persons.
<b>Victimisation</b>	Any retaliatory action towards a Complainant, witness or any other person involved in the resolution of a complaint or Grievance.
<b>Vilification</b>	Behaviour that incites or encourages hatred, serious contempt, revulsion or severe ridicule against another person or group of people, because of their race, skin colour, religion, sexuality, gender, disability, or medical status.
<b>Work Integrated Learning</b>	Educational activities that integrate theoretical learning with its application in the workplace, profession, career or future employment.

## Version Control

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Version Control	Date Effective	Amendments by	Amendment
1.	12/11/2015	G. Appleby	New
2.	17/8/2016	P. Taylor-Guy	Added new definitions following review of policies. Amended definitions to better align with the AQF. Update Version Control.
3.	1/8/2018	P. Taylor-Guy	Minor edits. Update version control. Added deferral of payment. Added e-learning.

4.	13/5/2019	P. Taylor-Guy	Added formal learning, informal learning and non-formal learning, and made formatting changes, other updates.  Reviewed the full document, also added details in the context of ACER's internal accreditation, clarified terms award and non-award.
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