

UNIT SELECTION GUIDE

EDUCATION COURSES

SEMESTER 1, 2022



Dear Student,

Congratulations and welcome to the School of Education and Humanities at Christian Heritage College. The purpose of this guide is to assist you with your unit selection for Semester 1, 2022.

As a student who is commencing studies in Education, you will be enrolled in one of the following courses:

EDUCATION COURSES	COURSE CODE
UNDERGRADUATE COURSES	
Bachelor of Education (Primary)	ED21
Bachelor of Education (Secondary)	ED23
Bachelor of Arts/Bachelor of Education (Secondary)	CC23
POSTGRADUATE COURSES	
Graduate Certificate in School Leadership and Management	ED41
Graduate Certificate in Christian Education	ED42
Graduate Certificate in Practice Innovation	ED49
Master of Education	ED51
Master of Teaching (Primary)	ED54
Master of Teaching (Secondary)	ED55

You will need to enrol in the units you wish to undertake this semester. The number of units you select will depend upon the number of units offered in your course and the level of workload you wish to undertake. At CHC, each unit is given a weighting of 10 credit points (10cp), unless otherwise indicated. Each 10-credit point unit has an EFTSL value of 0.125 (see the *EFTSL Values for Units of Study* information sheet on the CHC website for further details regarding EFTSL values) and has a semester workload of 150 hours. This includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). Unit outlines include a breakdown of these aspects as they apply to each unit.

A normal full-time study load is 4 units, or 40 credit points, per semester. Part-time students will choose how many units they enrol in depending on their other commitments.

To be eligible for Centrelink payments in approved courses, students must enrol in at least 75% of a normal full-time study load, or at least 3 units, or 30 credit points, per semester¹.

If you think that you may be eligible for transfer of credit or exemption from any of the units in your course, you should contact your Course Coordinator as soon as possible, as you may not apply for transfer of credit for a unit in which you are currently enrolled.

¹ Contact CHC Student Administration for information regarding the courses that are approved courses for Centrelink payments.

UNIT ENROLMENT

To enrol in units for Semester 1, 2022 log in to the *MyCHC* student portal and follow these instructions:

1. From the *MyCHC* home page, select the **Class Enrolment** icon.
2. Choose your current course name.
3. Choose semester you want to enrol in.
4. Keep the term as "1".
5. Keep the enrolment type as "All".
6. Tick the unit(s) you want to enrol in.
7. When you have selected a unit(s), the class list will appear at the bottom of the screen. Tick the class you want to enrol in (if available, online and on campus options will show along with any tutorial options).
8. Click the **Enrol Now** button located on the right-hand side of the screen.

Students who have received credit transfer for any of the units indicated should contact their Course Coordinator for advice regarding their unit selection.

UNDERGRADUATE COURSES

The undergraduate Education courses are as follows:

UNDERGRADUATE EDUCATION COURSES	COURSE CODE
Undergraduate Certificate in Educational Studies	ED03
Bachelor of Education (Primary)	ED21
Bachelor of Education (Secondary)	ED23
Bachelor of Arts/Bachelor of Education (Secondary)	CC23

The *Education Courses Handbook* contains information regarding the requirements for the undergraduate Education courses, or contact the Faculty Coordinator.

UNDERGRADUATE CERTIFICATE IN EDUCATIONAL STUDIES (ED03)

The following units are available to commencing students in the Undergraduate Certificate in Educational Studies:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
<i>Core units</i>		
CR111 Introduction to Cross-Curricular Literacies	Internal; External/online	10
CS116 Christian Foundations for Work and Vocation I	Internal; External/online	10
<i>Primary or Secondary Specialisation unit (select one)</i>		
ES113 Educational Psychology: Learning and Development (P-6)	Internal; External/online	10
ES116 Educational Psychology: Learning and Development (7-12)	Internal; External/online	10
<i>Elective units (select one)</i>		
HT101 A Map of Time: Introduction to History	Internal; External/online	10
LIT101 Great Books of the Western World I	Internal; External/online	10
SC130 Chemical and Physical Science (7-10)	Internal; External/online	10

If fewer than four units are to be undertaken, *CR111 Introduction to Cross-Curricular Literacies* must be included among the units selected.

The Undergraduate Certificate in Educational Studies is nested in the Bachelor of Education (Primary), Bachelor of Education (Secondary) and Bachelor of Arts/Bachelor of Education (Secondary). Students who complete the Undergraduate Certificate can articulate into one of these courses depending upon their completion of either the Primary or Secondary specialisation.

BACHELOR OF EDUCATION (PRIMARY) (ED21)

The following units are available to commencing students in the Bachelor of Education (Primary):

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CR111 Introduction to Cross-Curricular Literacies	Internal; External/online	10
CR184 Curriculum and Pedagogy: Humanities and Social Sciences (P-3)	Internal; External/online	10
CS116 Christian Foundations for Work and Vocation I	Internal; External/online	10
ES113 Educational Psychology: Learning and Development (P-6)	Internal; External/online	10

If fewer than four units are to be undertaken, *CR111 Introduction to Cross-Curricular Literacies* must be included among the units selected.

BACHELOR OF EDUCATION (SECONDARY) (ED23), BACHELOR OF ARTS/BACHELOR OF EDUCATION (SECONDARY) (CC23)

The following units are available to commencing students in the Bachelor of Education (Secondary) and the Bachelor of Arts/Bachelor of Education (Secondary):

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CR111 Introduction to Cross-Curricular Literacies	Internal; External/online	10
CS116 Christian Foundations for Work and Vocation I	Internal; External/online	10
ES116 Educational Psychology: Learning and Development (7-12)	Internal; External/online	10
Teaching Area/Major/Minor	See below	10

If fewer than four units are to be undertaken, *CR111 Introduction to Cross-Curricular Literacies* must be included among the units selected.

Students in the Bachelor of Education (Secondary) undertake two teaching areas of six units each, while those in the Bachelor of Arts/Bachelor of Education (Secondary) undertake a major of eight units and a minor of four units. In the first semester of study, students undertake one unit from one of these areas.

The following introductory units are available in the various teaching areas/majors/minors (select one):

TEACHING AREA/MAJOR/MINOR	UNIT	MODE(S) AVAILABLE	CREDIT POINTS
Biblical Studies	JA101 Biblical Interpretation and Application	Internal; External/online	10
Biblical Studies	JA102 Biblical Studies in the Old Testament	External/online	10
Biblical Studies	JA103 Biblical Studies in the New Testament	Internal; External/online	10
Biblical Studies	JB104 Spiritual Transformation	Internal; External/online	10
Business	BZ100 Introduction to Business Management	Internal; External/online	10
Business	BZ102 Accounting Principles	Internal; External/online	10
Drama	DM120 Introduction to Dramatic Performance	Internal; External/online	10
HPE	HP100 Introduction to Health and Physical Education	Internal; External/online	10
History	HT101 A Map of Time: An Introduction to History	Internal; External/online	10
English	LIT101 Great Books of the Western World I	Internal; External/online	10

POSTGRADUATE COURSES

The postgraduate Education courses are as follows:

UNDERGRADUATE EDUCATION COURSES	COURSE CODE
Graduate Certificate in School Leadership and Management	ED41
Graduate Certificate in Christian Education	ED42
Graduate Certificate in Practice Innovation	ED49
Master of Education	ED51
Master of Teaching (Primary)	ED54
Master of Teaching (Secondary)	ED55

The *Education Courses Handbook* contains information regarding the requirements for the postgraduate Education courses, or contact the Faculty Coordinator.

GRADUATE CERTIFICATE IN SCHOOL LEADERSHIP AND MANAGEMENT (ED41)

The following units are available to commencing students in the Graduate Certificate in School Leadership and Management:

UNIT	MODE AVAILABLE	CREDIT POINTS
<i>Core units</i>		
ED604 Biblical Worldview and Educational Leadership	External/online	10
ED611 Leadership and Change Management	External/online	10
ED615 Cultivating Sustainable Christian School Cultures	External/online	10
<i>Elective units (select one)</i>		
ED617 Human Resource Management	External/online	10
ED618 School Financial Management	External/online	10

If fewer than four units are to be undertaken, *ED604 Biblical Worldview and Educational Leadership* must be included among the units selected.

GRADUATE CERTIFICATE IN CHRISTIAN EDUCATION (ED42)

The Graduate Certificate in Christian Education is available on a part-time basis only (maximum of two units per semester). The following units are available to commencing students in this course:

UNIT	MODE AVAILABLE	CREDIT POINTS
ED604 Biblical Worldview and Educational Leadership	External/online	10
ED615 Cultivating Sustainable Christian School Cultures	External/online	10

If only one unit is to be undertaken, *ED604 Biblical Worldview and Educational Leadership* is to be selected.

GRADUATE CERTIFICATE IN PRACTICE INNOVATION (ED49)

The Graduate Certificate in Practice Innovation is available on a part-time basis only (maximum of two units per semester). The following units are available to commencing students in this course:

UNIT	MODE AVAILABLE	CREDIT POINTS
ED661 Preparing for Education Innovation	External/online	10
ED662 Piloting Education Innovation	External/online	10

If only one unit is to be undertaken, *ED661 Piloting Education Innovation* is to be selected.

MASTER OF EDUCATION (ED51)

The Master of Education is available on a part-time basis only (maximum of two units per semester). The following units are available to commencing students in this course:

UNIT	MODE AVAILABLE	CREDIT POINTS
ED604 Biblical Worldview and Educational Leadership	External/online	10
ED611 Leadership and Change Management	External/online	10
ED615 Cultivating Sustainable Christian School Cultures	External/online	10
ED617 Human Resource Management	External/online	10
ED618 School Financial Management	External/online	10

If only one unit is to be undertaken, *ED604 Biblical Worldview and Educational Leadership* is to be selected.

Independent study units are also available to students who are commencing the Master of Education. Students who have completed previous studies in a postgraduate Education course may be eligible to enrol in an independent study unit. Interested students should contact the Faculty Coordinator.

The Graduate Certificate in School Leadership and Management and Graduate Certificate in Christian Education are nested in the Master of Education. Students who complete either of the Graduate Certificates can articulate into the Master of Education.

MASTER OF TEACHING (PRIMARY) (ED54)

The following units are available to commencing students in the Master of Teaching (Primary):

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CE501 Biblical Worldview and Education	Internal; External/online	10
ES501 The Nature of the Learner	Internal; External/online	10
ES521 Australian Indigenous Contexts and Education	Internal; External/online	10
CE511 PEP1 Philosophy of Teaching for Learning	Internal; External/online	10

If fewer than four units are to be undertaken, *CE501 Biblical Worldview and Education* must be included among the units selected.

MASTER OF TEACHING (SECONDARY) (ED55)

The following units are available to commencing students in the Master of Teaching (Secondary):

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CE501 Biblical Worldview and Education	Internal; External/online	10
ES502 The Nature of the Learner	Internal; External/online	10
ES521 Australian Indigenous Contexts and Education	Internal; External/online	10
CE512 PEP1 Philosophy of Teaching for Learning	Internal; External/online	10

If fewer than four units are to be undertaken, *CE501 Biblical Worldview and Education* must be included among the units selected.

MODES

The modes in which units are delivered are as follows:

- **internal** – weekly on campus classes, usually consisting of three hours of face-to-face contact per teaching week;
- **intensive** – a combination of periodic on campus classes, usually consisting of two or three sessions of whole-day face-to-face contact during a semester, possibly with scheduled online sessions; and
- **external/online** – distance education with no on campus classes, possibly with scheduled online sessions.

CREDIT POINT WEIGHTING

The *credit point weighting* indicates the number of hours per week that students would normally be expected to devote to studies in each unit of study across the semester. This includes (as applicable) attendance at on campus classes, participation in online classes, reading and preparation for classes, study and research, assessment work, etc.

CHANGING YOUR UNIT ENROLMENT

After completing your initial unit enrolment for a semester, you can change your unit enrolment (add and/or delete units) by following the directions below. If you have difficulty with any of these processes, please contact your Course Coordinator.

ENROL IN (ADD) UNITS

UP TO AND INCLUDING THE LAST DATE FOR ADDING UNITS

You can enrol in (add) units via the *MyCHC* portal up until and including the last date for adding units (as advertised), as follows:

1. From the <i>MyCHC</i> home page, select the Class Enrolment icon.
2. Choose your current course name.
3. Choose the semester you want to enrol in.
4. Keep the term as "1".
5. Keep the enrolment type as "All".
6. Tick the unit(s) you want to enrol in.
7. When you have selected a unit(s), the class list will appear at the bottom of the screen. Tick the class you want to enrol in (if available, online and on campus options will show).
8. Click the Enrol Now button located on the right-hand side of the screen.

AFTER THE LAST DATE FOR ADDING UNITS

If you wish to enrol in (add) units after the last date for adding units, you must contact your Course Coordinator as adding units after this date can be done in special circumstances only.

DELETE (DROP) UNITS

If you wish to delete (drop) units at any time after completing your initial unit enrolment for a semester, you must complete an [Amend Unit Enrolment – Delete Unit](#) form on the CHC website. The date of the change is the date on which the form is submitted.

Units may be deleted at any time up until the date of the end of the semester (as advertised). Please note that deleting units may impact upon transcript data and fees payable depending upon when the change is made, as outlined in the table below.

CHANGE TO UNIT SELECTION	DATE
Last day to add units	end of Week 2
Last day to drop units without financial penalty	Census date
Last day to drop units without academic penalty	end of Week 8

CENSUS DATE

The census dates that apply to each semester are declared by CHC on the CHC website.

The census date is the date in each semester on which all enrolment information is to be finalised. No changes can be made to enrolment information after this date, except those allowed by Commonwealth legislation.

The census date for Semester 1, 2022 is **Wednesday, 23 March**.

The following outcomes apply to withdrawal from units:

CHANGE TO UNIT SELECTION	TRANSCRIPT ENTRY	FEES PAYABLE
Up to and including census date	WP - Withdrawal Prior to Census	Nil
After census date to end of Week 8	W - Withdrawn	Full fees
End of Week 8 to end of semester	WF - Withdraw Fail	Full fees