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| UNIT SELECTION GUIDE**EDUCATION COURSES****SEMESTER 1, 2023** | A sign in the dark  Description automatically generated |

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, 2023.

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

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| **EDUCATION COURSES** | **COURSE CODE** |
| UNDERGRADUATE COURSES |  |
| Undergraduate Certificate in Educational Studies | ED03 |
| 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 |

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 semester[[1]](#footnote-2).

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.

**UNIT ENROLMENT**

To enrol in units for Semester 1, 2023 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:

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| --- | --- |
| **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:

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

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| **UNIT** | **MODE(S) AVAILABLE** | **CREDIT POINTS** |
| CR111 Introduction to Cross-Curricular Literacies | On-campus; Online | 10 |
| CR184 Curriculum and Pedagogy: Humanities and Social Sciences (P-3) | On-campus; Online | 10 |
| CS116 Christian Foundations for Work and Vocation I | On-campus; Online | 10 |
| ES113 Educational Psychology: Learning and Development (P-6) | On-campus; 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 | On-campus; Online | 10 |
| CS116 Christian Foundations for Work and Vocation I | On-campus; Online | 10 |
| ES116 Educational Psychology: Learning and Development (7-12) | On-campus; 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 | On-campus; Online | 10 |
| Biblical Studies | JA102 Biblical Studies in the Old Testament | Online | 10 |
| Biblical Studies | JA103 Biblical Studies in the New Testament | On-campus; Online | 10 |
| Biblical Studies | JB104 Spiritual Transformation | On-campus; Online | 10 |
| Business | BZ100 Introduction to Business Management | On-campus; Online | 10 |
| Business | BZ102 Accounting Principles | On-campus; Online | 10 |
| Drama | DM100Elements of Drama | On-campus; Online | 10 |
| HPE | HP100 Introduction to Health and Physical Education | On-campus; Online | 10 |
| History | HT101 A Map of Time: An Introduction to History | On-campus; Online | 10 |
| English | LIT101 Great Books of the Western World I | On-campus; 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:

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| **UNIT** | **MODE AVAILABLE** | **CREDIT POINTS** |
| *Core units* |  |  |
| ED604 Biblical Worldview and Educational Leadership | External | 10 |
| ED615 Cultivating Sustainable Christian School Cultures | External | 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:

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| --- | --- | --- |
| **UNIT** | **MODE AVAILABLE** | **CREDIT POINTS** |
| ED604 Biblical Worldview and Educational Leadership | OExternal | 10 |
| ED615 Cultivating Sustainable Christian School Cultures | External | 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 | 10 |
| ED662 Piloting Education Innovation | External | 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 | 10 |
| ED615 Cultivating Sustainable Christian School Cultures | External | 10 |
| ED6\*9 Independent Study  | External | 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 | On-campus; Online | 10 |
| ES501 The Nature of the Learner | On-campus; Online | 10 |
| ES521 Australian Indigenous Contexts and Education | On-campus; Online | 10 |
| PE511 PEP1 Introduction to Teaching and Learning  | On-campus; 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 | On-campus; Online | 10 |
| ES502 The Nature of the Learner | On-campus; Online | 10 |
| ES521 Australian Indigenous Contexts and Education | On-campus; Online | 10 |
| PE512 PEP1 Introduction to Teaching and Learning | On-campus; Online | 10 |

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

**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 *MyCHC* home page, select the **Class Enrolment** icon.
 |
| 1. Choose your current course name.
 |
| 1. Choose the semester you want to enrol in.
 |
| 1. Keep the term as “1”.
 |
| 1. Keep the enrolment type as “All”.
 |
| 1. Tick the unit(s) you want to enrol in.
 |
| 1. 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).
 |
| 1. 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 you may do so through online enrolment in MyCHC up until the end of Week 2. I you wish to drop a unit after the end of Week 2 you must complete an [*Amend Unit Enrolment – Delete Unit*](https://christianheritagecollege.formstack.com/forms/delete) 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, 2023 is **Wednesday, 22 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 |

1. Contact CHC Student Administration for information regarding the courses that are approved courses for Centrelink payments. [↑](#footnote-ref-2)