

UNIT SELECTION GUIDE

Postgraduate Education Courses

Semester 2, 2019



Dear Student,

Congratulations and welcome to the School of Education and Business at Christian Heritage College. The purpose of this guide is to assist you with your unit selection for Semester 2, 2019.

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

Postgraduate Education Courses	Course Code
Graduate Certificate in Christian Education	ED42
Master of Education	ED51

You will need to select the units in which you wish to enrol for this semester. The number of units you select will depend upon 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.

The Graduate Certificate in Christian Education and Master of Education are offered on a part-time basis only, with a maximum enrolment of 2 units per semester.

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.

Selecting your units

To select your units for Semester 2, 2019 you must complete the online *Unit Selection* form at the link provided in your offer materials.

To log in to the *Unit Selection* form, you will need to enter the username and password provided to you. The units that are available to you in your course for this semester, and the mode(s) in which they are being delivered, will be displayed.

The *Education Courses Handbook* contains information regarding the requirements for the postgraduate Education courses.

The Graduate Certificate in Christian Education is nested in the Master of Education.

Graduate Certificate in Christian Education

The units that are available to commencing students in the Graduate Certificate in Christian Education are:

Unit		Credit points
ED601	Applying Worldview Studies to Christian Education	10
ED620	Enhancing the Spiritual Formation of Teachers	10
ED653	Mentoring Learner Teachers	10
ED656	Teacher Career Cycle and Professional Growth	10

Students may choose a maximum of 2 units.

As *ED601 Applying Worldview Studies to Christian Education* is a prerequisite or corequisite requirement for the other units listed above, this unit must be included in students' unit selections.

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

Master of Education

The units that are available to commencing students in the Master of Education are:

Unit		Credit points
ED601	Applying Worldview Studies to Christian Education	10
ED620	Enhancing the Spiritual Formation of Teachers	10
ED653	Mentoring Learner Teachers	10
ED656	Teacher Career Cycle and Professional Growth	10
ED690	Introduction to Research Methods	10

Students may choose a maximum of 2 units.

As *ED601 Applying Worldview Studies to Christian Education* is a prerequisite or corequisite requirement for the other units listed above (except *ED690 Introduction to Research Methods*), this unit must be included in students' unit selections unless the selection includes *ED690*, which may be undertaken as a single unit.

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

Changing your unit selection

If you wish to change your enrolment after submitting your online *Unit Selection* form, you must submit a completed *Application for Change to Unit Selection* form (available on the CHC website). Changes to your unit selection may have an effect upon transcript data and fees payable, depending upon the date on which any such changes are 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 date for Semester 2, 2019 is **Thursday, 15 August**.

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 dates that apply to each semester are declared by CHC in the *Student Handbook* and on the CHC website. The following outcomes apply to withdrawal from units:

Change to Unit Selection	Transcript Entry	Fees Payable
Up to and including census date	Nil	Nil
After census date to end of Week 8	W - Withdrawn	Full fees
Week 9 to end of semester	WF - Withdraw Fail	Full fees