

Secondary Education Frequently Asked Questions

You will find all the information in relation to secondary courses at <http://www.canberra.edu.au/faculties/education/teacher-ed/secondary>

Lots of general course and university administrations questions can be answered by visiting student services at <http://www.canberra.edu.au/student-services/home>

Why are we getting you to find the answers yourself?

Because we believe that when you have all the information you are empowered. We hope that when you know all the relevant information and understand the procedures you will be better placed to ask the exact question and get the most appropriate outcome for your unique situation. The other reason is that you might get a quicker resolution to your question as course convenors receive hundreds of emails a week, and though they try their best to get to your query quickly delays may occur.

Who do I contact for course information?

For most secondary course enquiries please initially consult the web site or contact our wonderful administration staff. They will be able to answer most of your course questions.

Location: 5C2

Telephone: (02) 6201 2400

Email: education@canberra.edu.au

Website: <http://www.canberra.edu.au/faculties/education/teacher-ed/secondary>

When do I need to contact the course convenor directly?

If your questions is about resolving a problematic issue, a unique study pattern, changing your unit requirements or you are appealing a decision then you need to talk directly with the course convenor.

To make an appointment please contact the administration staff on the above details. Please note that appointments must be in consultation times (available at the web site or on the convenors door). Priority will be given to students with appointments.

I need forms signed?

The most efficient way of doing this is handing the completed form with a brief note (including student number and email) to the faculty office staff in 5C2. They can then ensure the appropriate person receives the documentation and that it is processed appropriately. Most forms are available from student services.

How do I apply?

If you are a school leaver you apply for courses via the Universities Admissions Centre or through direct application under one of the universities entry schemes. If you are applying for a graduate entry course, transferring your enrolment from another degree or institution you need to contact admissions directly. Their [website](#) is the best first point of call. You can also contact student services for general enrolment advice.

What units do I enrol in?

The requirements of all units and their recommended sequences are linked through the [secondary education website](#). There is also additional advice for D & T students and Graduate Diploma students.

I've changed degrees, how do I decide my units?

The requirements of all units and their recommended sequences are linked through the [secondary education website](#). You will need to compare what you have studied with what you need to study under your new degree. If you were a student at UC you may have done an exact unit that is needed under your new course, in this instance you need to apply for internal credit. If the unit was at another institution you will need to seek credit (see question below). Forms are available from student services.

What do I choose as a minor?

A minor is a second teaching area. When choosing your minor the first step is to decide what other teaching subject apart from your degree major that you might like to be qualified in. Each teaching area has specific requirements that you should make yourself familiar with. You will find the requirements and a form to help you plan your studies at the secondary education site.

You then need to select units throughout the university that meet these requirements. Selecting appropriate units to meet this is the students' responsibility. You will probably have many to choose from so you are advised to pick ones that you will find interesting and that meet your career aspirations.

The university also has a number of approved minors you may select from, you will find them by selecting 'minors' from the units and courses page [here](#). In some instances the university may not be able to provide you with access to enough appropriate units. In this circumstance you can apply for cross-institutional study where you study the appropriate units at another institution. You will need to visit student services about this.

If you are studying the D & T degree you already have a minor built into your course, the design minor.

Is there a difference between NSW and ACT subject requirements?

Occasionally there are differences between NSW and ACT subject requirements. This happens because the ACT as yet does not have the same level of detailed requirements for each area as NSW, however the ACT is moving towards adopting the NSW benchmark. As the education degrees offered at the Faculty of Education at the University of Canberra are accredited with the NSW Institute of Teachers we need to ensure you meet the NSW requirement. This also then enables you to teach in NSW and throughout the rest of Australia.

Occasionally some ACT specialisations are not covered by NSW (for example philosophy). In this instance you are advised to also have an approved NSW subject. Should you choose not to

follow this advice you will not be able to teach in NSW and will reduce your ability to teach in other states of Australia.

[What is the Health and Physical Education degree restricted elective?](#)

This is a teaching minor, please refer to the question on choosing a minor.

[What do I need to study to qualify to teach a secondary subject? What secondary subjects am I qualified to teach?](#)

The requirements to teach secondary subjects are set by the NSW Institute of Teachers. You need to meet these requirements to be eligible to teach or to be granted entry to the one year Graduate Diploma in Secondary Teaching. The requirements and a form to help you assess your eligibility are available on the [secondary education website](#).

[Am I eligible to enter the Graduate Diploma in Secondary Teaching?](#)

This will depend on whether your undergraduate degree meets the requirements to teach a secondary subject as set by the NSW Institute of Teachers. An outline of these requirements and a form to help you assess your eligibility are available on the [secondary education website](#). If your degree falls just short by one or two units you may ask to study up to one extra unit a semester while undertaking your degree. However you need to be fully aware that this will increase your workload and the cost of the degree. You also have 25 days of practicum a semester so you will miss a number of your extra classes and possibly negatively impact upon your main task, the practicum.

[What if my degree doesn't meet the subject content requirements?](#)

If your degree falls just short by one or two units you may ask to study up to one extra unit a semester while undertaking your degree. However you need to be fully aware that this will increase your workload and the cost of the degree. You also have 25 days of practicum a semester so you will miss a number of your extra classes and possibly negatively impact upon your main task, the practicum.

Alternatively there is the two-year Graduate entry course (details on the [secondary education website](#)) that is specifically designed to help students in your situation.

[How do I find out about practicum requirements?](#)

There is a professional experience website link on the left hand side of the [secondary education website](#).

[How do I find out when classes are on or what my weekly commitment is?](#)

First have a look at the course outline on the [secondary education website](#). Each unit will list the contact hours. To find out when these units fall across the week visit the [timetable page](#) and search for each relevant unit. This will show you when the lecture is on and when the tutorial options are. Alternatively, or to enrol in units, log into your OPUS page and visit your timetable enrolment link.

You can find out about practicum dates by visiting the professional experience website, there is a link on the left hand side of the [secondary education website](#).

Which Secondary Teaching Studies Unit do I choose?

You choose your secondary teaching studies unit (STS) based on the subjects you are qualifying to teach (see question above).

What do I enrol in for my Design & Technology degree?

Design and technology has two pathways, a vocational pathway (pathway A) and a Technology pathway (pathway B). At the outset you need to decide which pathway you will take and what you will specialise in within each pathway. The pathways are A – Engineering / construction, Food technology / Hospitality, textiles. Pathway B is Multimedia or Information technology. For more information see the link for additional information section for D & T students and D & T pathways on the [secondary education website](#).

Over the course of your degree you will need to complete the relevant education units and your relevant required units linked to the pathway you are studying. These are set out in your study pattern linked on the [secondary education website](#). You also study a design minor which is comprised of your choice of 5 units from the Faculty of Arts and Design, and a technology specialisation major, the details of which are in the additional information section of the [secondary education website](#). In the D & T degree you have many decisions to make about units to study. In these decisions you generally need to simply ensure that you study enough credit points within your design minor and specialisation major, the particular units you choose will depend largely on your interests and career aspirations.

How do I enrol at CIT for my units studies there?

To enrol in your CIT units you need to contact CIT directly and enrol as a CIT student. You need to enrol in Ac Skills 6 at UC – it is an empty unit that you use to bring your CIT qualifications into, so enrol in it and then do nothing with it until the end of semester. In the meantime you need to go to CIT and enrol in the particular certificate you will do (such as hospitality etc you will find details in the additional information section for D & T students on the [secondary education website](#)). When you have received your completed transcript from CIT obtain an application for credit form from students services, complete it and hand it into the faculty office for the course convenor to sign. The Acquisition of skills unit (6a,b, 7a, b) will then be used to award you 3 credit points for your CIT certification.

Over the course of two years you will study two certificates at CIT and gain credit for the four units Ac Skills 6, part a and b, and Ac skills 7 part a and b. Remember to enrol each semester in the Ac skills unit, don't do anything for it here but go to CIT and study there, at the end bring back your certificates to apply for credit in those Ac skills units. After your first two years you will gain 12 credit points for those four units.

How do I get credit for units studied at CIT?

When you have received your completed transcript from CIT obtain an application for credit form from students services, complete it and hand it into the faculty office for the course convenor to sign. The Acquisition of skills unit (6a,b, 7a, b) will then be used to award you 3 credit points for your CIT certification.

I've just transferred my studies to UC, How do I get credit for units at my previous institution? You will find the relevant information for obtaining credit at [this link](#) at the student services webpage.

Can I enrol I units at ANU or elsewhere?

You can study units in lieu of units' studied at UC through a cross institutional enrolment. To do this you need to obtain a cross institutional application form from student services, complete the form and hand it in to the faculty office for the unit convenor to sign. Once approved you need to take the approval letter to the ANU or other institution and enrol there as a cross institutional student. This is usually done through their admissions office.

You may also enrol in additional units at another institution to increase your ability to meet the subject content requirements, however if these are not in lieu of UC units they will increase the cost of your degree.

How do I enrol at ANU as a cross institutional student?

You need to take your approval letter from UC to the ANU enrolment office. The ANU may ask you to get another form signed by the course convenor as well. There can be a little back and forth in this process.

How do I get credit for units studied at ANU during my degree?

To obtain credit for units you need to fill out a credit application form from student services. Submit the completed form with your transcript to the faculty office for the course convenors signature.

I'm a music student, how do I enrol in my ANU units and obtain credit?

The students need to complete the "Request for Approval of Cross-Institutional Studies", which may be found on the Student Admin Forms site: <http://www.canberra.edu.au/student-services/forms>

The students need to complete one of these forms prior to each semester. Then they get approved by the unit convenor and the forms are sent to the Student Progress and Graduation Office.

Music UC student need to complete an application called "Non-Award Undergraduate Application for Cross Institutional Students" http://www.anu.edu.au/sas/forms/XIN_UG_Local.pdf

It is advisable to submit your enrolment for the year otherwise you have to go through the application process each semester. You do have to submit an application each year as they are non-award students.

If students are applying for credit they will need complete an "Application for Status" and submit it to the College of Arts & Social Sciences with course outlines and an academic transcript. Here is the link to the form http://www.anu.edu.au/sas/forms/status_application.pdf

Students are responsible for obtaining an official transcript of their results and submitting them to the Student Progress and Graduation Office, so that the results may be noted. It's up to the student when they do this, however we suggest at the end of each year.

Have I satisfied my course requirements?

Go to the [secondary education website](#) and follow the link for your course. Compare the listed requirements with the units you have studied over the years and passed. You can access your completed units via OPUS.

You need to apply for graduation when you have met the required credit points for your degree. You can continue to study and accrue credit points above the required amount for your award, however be aware that this will increase the cost of your degree. You may choose to do this to increase the number of subjects you are qualified to teach.

How do I apply for cross-institutional study?

You need to obtain a cross institutional application form from student services, complete the form and hand it in to the faculty office for the unit convenor to sign. Once approved you need to take the approval letter to the ANU or other institution and enrol there as a cross institutional student. This is usually done through their admissions office.