



UniSA

Education Futures

New Student Information Handbook

Building G, De Lissa Building, Magill campus
Garth Boomer Building, Mawson Lakes campus



UniSA Web Address: <https://www.unisa.edu.au/>

UniSA Education Futures: <https://unisa.edu.au/about-unisa/academic-units/education-futures/>

Enrolment Information: <https://lo.unisa.edu.au/course/view.php?id=6891>

Assessment Policy and Procedures Manual: <https://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>

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Welcome

Dear Student,

Congratulations on your successful application and welcome to UniSA Education Futures!

Your time at the University will be a period of individual development, both on a professional and personal level, as you move towards an exciting career with many opportunities. UniSA Education Futures has developed a structure of coordinators to provide you with supportive and informative lines of reference in moments of uncertainty and confusion.

This handbook is the first step in easing you into an academic institution. Please keep it as a reference and take note of the information provided, as it contains guidelines that will assist you during your time at the University of South Australia.

Professor Shane Dawson
Executive Dean

Dear Student,

Welcome to your Education program and welcome to the education profession. Your chosen path will hopefully lead you to a satisfying career working with and for children and young people. Teaching is a noble profession based on a calling as ancient as human society — a vocation to guide the young in their learning. Your program may be about children / young people but it is rigorous, as is any university program. To take a position as a teacher is to influence what every adult has — a childhood — and your influence must be for the good.

Whenever you are in need of advice regarding your pathway through the program, I invite you to make contact with our Education Team. There are inevitable lifestyle changes that influence your study, and one of our roles is to offer you alternative ways of dealing with problems should they arise.

We wish you well in your studies and look forward to sharing your pride at graduation.

Program Directors
Bachelor of Education (Honours)/Master of Teaching



First Point of Contact

General enquires should be directed to Campus Central in the first instance:

<https://i.unisa.edu.au/Campus-Central/Contact-Us/>

For specific inquiries about the program or your enrolments please contact:

EDC-TeachingLearning@unisa.edu.au

****Things to Note****

- Please use your university e-mail account to send e-mails
- If you must send an e-mail from another account please include your Student ID so that staff have an easy means of accessing your student records.
- All major correspondence is done via e-mail. It is important that you check your UniSA e-mail account regularly to avoid missing important information throughout the length of your study.

University Terminology

Program is what you're enrolled in e.g. Bachelor of Education (Honours) (MHPE or LHPE) or Master of Teaching (MMET)

Course means subject

Unit is a measure of student workload. A full-time load is defined as 40 hrs of student work including both time spent in classes and in private study. Some placement courses are 9 units but unless otherwise specified all courses are usually 4.5 units.

Study Period is how UniSA breaks down each semester. Study Period 2 is what you'd be used to seeing as Semester 1 and Study Period 5 is Semester 2. The study periods in between are usually summer or winter school timeframes.

Specialisation is the area which you are studying e.g. Early Childhood, Primary or Secondary.

MMET students will have courses in SP1 and SP6 as part of their normal program sequence.



Study Period Dates

Key Dates for each year and each study period can be found on the Academic Calendar.

<https://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/>

Campus Maps

Maps and more information about each UniSA campus can be found here:

<https://www.unisa.edu.au/Campus-Facilities/Maps-Tours/>

What Do I do now?

STEP 1: ENROL

Enrolment advice is provided to students for each year of your program. These documents have important information specific to the year that you are studying. They outline exactly which classes you need to enrol into as long as you are following the full time program sequence.

Enrolment advice is updated each year and is available here:

<https://lo.unisa.edu.au/course/view.php?id=6891>

It's important that you look at this document each year as it contains important information about which specific classes you need to enrol into and also gives the specific dates that your placement for that study period will run.

PART TIME STUDY

Students wishing to study part time should contact the Education Team for a study plan. This plan will outline what your whole program will look like should you choose to study part time.

****Things to Note****

- Starting any program part time or deciding to go part time at any point during your degree will add a minimum of a year onto the overall length of your program.
- Study plans are always created with getting you through the program as quick as possible in mind while also taking into consideration when courses are offered and pre-requisites.

STEP 2: WORKING WITH CHILDREN CHECK

To ensure that our education and care settings are safe places for children and young people, it is a requirement that all adults working in education and care sites have a current Working with Children Check from the Department of Human Services (DHS).



The Department for Communities and Social Inclusion (DCSI) is now called Department of Human Services (DHS). Please note that CRES from DCSI or WWCC from DHS is NOT the same as a Police Check from SA Police (SAPOL).

Your Working with Children Check must be completed prior to being eligible for placement. Your WWCC application can take up to 8 weeks to be processed. As the screening process is undertaken by DHS, the University has no influence over the timeline or outcome of the screening application.

- You must apply for your WWCC on the DHS website.
- Your WWCC application needs to be initiated by a Requesting Organisation, which for most of you will be UniSA
- You are required to email FDC-Placement@unisa.edu.au to request UniSA Professional Experience Office to initiate your access to the DHS Working with Children Check online application system.
- You will then be sent an email from DHS with your login and password.
- You will be required to complete the application online, which includes a 100-point identification check and payment.

****Things to Note****

- Your clearance will be valid for five years.
- Your criminal history screening must be completed prior to being accepted for a placement and can take up to eight weeks.
- More information will be sent to students via e-mail regarding the requirements of placements. This includes the Placement Agreement form, information about Responding to Abuse and Neglect (RAN) training and First Aid training (where required).
- the University CANNOT accept the National Police Certificate (NPC) from SA Police (SAPOL) and/or Police Check Clearance from Catholic Education South Australia (CESA).
- Any queries regarding placements, Criminal History, RAN or First Aid can be e-mailed to

FDC-Placement@unisa.edu.au

The University has no power over the outcome of your criminal history application and if you fail to obtain clearance for any reason, the University cannot accept responsibility for obtaining a professional experience placement or any other professional experience activity that you may be required to complete.

Ultimately, if you cannot undertake a professional experience placement or any other professional experience activity, which is a compulsory part of your program, you cannot graduate with an Education Degree from UniSA.

STEP 3: ORIENTATION

Information about orientation dates and times for attendance can be found here

<https://i.unisa.edu.au/students/orientation/>



Orientation is compulsory and you will hear vital information on your program.

Credit

If you have studied before you may be eligible for some credits. Credit is assessed by the Program Director on a case by case basis. Credit can be applied for using our online form:

<https://bpi.unisa.edu.au/suite/sites/application-for-credit>

****Things to Note****

- Early Childhood students who have the TAFE Diploma in Early Childhood or Diploma in Children's Services can receive credit for some courses.
- Masters students can only receive credit for courses that were studied at Masters Level.
- Undergraduate courses cannot be given as credit for any Masters level courses.

General Info

CROSS CAMPUS ENROLMENT

Some courses will be timetabled at both Magill campus and Mawson Lakes Campus. Students should be careful to read the notes against each class. Some courses have classes that are divided up into specific specialisations (i.e. Primary, Early Childhood or Secondary). Where that is required this will be made clear via the notes that are visible both in Enrol Online and in the online timetable.

If no note is specified then any student can enrol into that class regardless of their specialisation.

In the event that classes at one campus fill up but there are still places available in classes at another campus, students will be required to attend classes that still have places regardless of the campus.

There is a free shuttle bus that travels between Magill and Mawson Lakes campuses every hour during SP2 and SP5 teaching weeks which can help students attend classes at either campus with ease. More information about the bus can be found here:

<https://www.unisa.edu.au/campusconnector>



ATTENDANCE

Attendance at lectures, seminars, workshops and tutorials is compulsory unless specifically stated otherwise. If an illness or emergency prevents attendance, students should e-mail the lecturer concerned so that there is a written record. If a situation occurs causing the student to be absent from lectures, seminars, workshops, tutorials, examinations or school placement, it is the requirement of UniSA Education Futures that such absences be supported with documentary evidence. Please check each course outline for specific detail related to attendance, and penalties that may apply.

LECTURES, SEMINARS, WORKSHOPS and TUTORIALS

Lectures, seminars, workshops and tutorials will be given by University staff or visiting lecturers. Students will be expected to prepare for seminars, workshops and/or tutorials in a variety of ways. In many courses students will be assessed on preparation and participation. Students are advised to attend all sessions, except in extreme circumstances. Students should feel free to discuss the content or implications of any session with the member of staff concerned, either immediately following the session or by appointment. Student participation in lectures, seminars, workshops and tutorials is expected to reflect professional standards.

PLANNING OVERSEAS OR INTERSTATE TRIPS

Students need to be very careful when planning overseas or interstate trips during teaching breaks. It is unacceptable to miss any classes or not sit an exam due to a holiday. In the event that your trip clashes with university requirements the student will either need to postpone their holiday or take leave from their studies for that study period. There are no exceptions in this case, holidays cannot be taken into consideration for requests to extensions or absences.

TAKING LEAVE

Students can take up to 1 year of leave during the entire course of your program. If you have already taken leave and wish to take more the Program Director will need to give his/her permission. Leave forms are completed online: <https://bpi.unisa.edu.au/suite/sites/student-leave-or-withdrawal>

Taking leave will mean extending the length of your program. Please contact the Teaching and Learning Team if you're worried about how your leave will affect your studies prior to dropping any courses or submitting the leave form.

COURSE OUTLINES

Course coordinators will prepare comprehensive outlines for distribution at the commencement of each course. Students will be informed of any subsequent changes in writing. The course outlines are deemed to be agreements between lecturers and students and act as the basis for the conduct of a course.

RECORDING OF LECTURES

In most cases lectures will be recorded and made available for students to view online. Attendance at some lectures may still be compulsory and monitored, just because it is recorded doesn't mean that you don't need to attend.

SUBMITTING ASSIGNMENTS

All text-based assignments must be submitted electronically using the University's assessment lodging system (see your Learn On-line course home page). Special provisions will be made for those students who do not have access to electronic communication. Lecturers will give students further instructions for submission if the assessment piece is non-text based. Assignments are to be submitted before the due date and no later than 5.00pm (or other time stated in the course information booklet) on the due date, otherwise a penalty may occur. No responsibility is taken for assignments not handed up through the normal means. Students must keep a copy of each assignment until the final mark is entered.

LATE OR NON-SUBMISSION OF WORK

Students are required to hand in their assignments in the designated manner by the due date as written in each course outline. If students do not have their work in as specified they may have penalties applied like marks reduced by up to 10% for each working day the work is overdue. If an assignment is a week overdue the lecturer is not obliged to mark it and may give a result of 0%. Check each course information booklet for specific details.

EXTENSIONS

All students are required to submit an application that will be judged on a case by case basis by the relevant course coordinator. An extension of time will only be granted when: -

- A "Request for Extension" form has been completed and the stated extenuating circumstances are deemed acceptable by the lecturer.
- The request is received a minimum of three days prior to the due date of the assignment except in extenuating circumstances deemed acceptable by the lecturer or if other arrangements have been detailed in course outlines.

AMENDMENT TO ENROLMENT & FEES IN SPECIAL CIRCUMSTANCES

Students who withdraw from a course after the census date may apply to have the course removed from their academic record and their course fees refunded if they can demonstrate that special circumstances impacted upon their ability to study. The special circumstances must be supported by documentary evidence. Special circumstances can include medical, family, personal, employment or course related circumstances which were:

- beyond the student's control, and
- did not make their full impact on the student until on or after the census date, and
- the circumstances made it impracticable for the student to complete the requirements of the course during the study period in which the student enrolled in the course.

Requests for an amendment to enrolment and fees under special circumstances should be made using the [Application for Amendment to Enrolment and Fees in Special Circumstances](#) online



form. More information can be found here: <https://i.unisa.edu.au/campus-central/Fees-and-Finance/Amendment-to-enrolment-and-fees-due-to-special-circumstances/>

STUDENT'S CONTACT DETAILS AND COMMUNICATION

The most common means of communication within the University is through the email system – it is the student's responsibility to manage this and check regularly for important information. If your mailbox is full you may miss important information relating to your program! As email is considered an official form of communication by UniSA, you must ensure that professional language is used.

It is your responsibility to keep the Professional Experience Office and Campus Central informed of your current address and phone number. Information on enrolments and grades is emailed to students.

OTHER COMMITMENTS

At times students may have commitments outside of their program of study. Often this is in the area of paid employment, childcare or sport. Whilst staff are sympathetic to students' needs it is not always possible to accommodate them and it may be necessary for a student to take leave for a period of time. Commitment to the program of study is crucial particularly during the practicum when students are committed to a school on a full-time basis.

PROFESSIONAL EXPERIENCE

Professional Experience is a term used to describe a placement in an industry setting which will usually be a school or childcare setting. The Professional Experience Office staff liaises with schools to arrange placements for students. At times students will be asked to complete information request forms regarding school placements. The information you supply on these forms will be used by the PEO to negotiate your placement. **Students do not negotiate their own professional experience placements.**

Queries regarding placements should be directed to the Placement Office at:

EDC-Placement@unisa.edu.au

The Professional Experience Office is located at Magill Campus, Building G, Room G1-68.

STUDY PLANS

Courses within your program need to be undertaken in a certain order. Placement courses in particular are strategically placed within your program and only certain courses can be taken alongside a placement course.

Each course in the program is most likely only offered once a year. There are very few courses that are offered more than once, and very few undergraduate courses are offered outside of SP2 and SP5.



For this reason, it is important that students contact us for an personalised study plan if at any point they fail/withdraw from a course or are wanting to make a change to their enrolments other than what is in the enrolment advice or what they have been provided by us previously.

Failing to follow the enrolment advice provided in most cases results in you not being able to graduate when you had thought.

Study plans provided by the Education Team are always structured with the following requirements in mind:

- Getting you through the program as quickly as possible while taking into account your request to be either full time or part time
- Pre-Requisite's - where pre-req's must be followed we will incorporate those in the plan. If there are exceptions that can get you through the program quicker we will always advise of them
- The possibility of summer or winter schools. If there was a course outside of SP2 or SP5 that would allow you to get through the program quicker that is what we would advise. If there are no summer or winter schools listed in your plan that is because none are available or those that are would not get you through the program any quicker.