

Kuring-gai
College
of Advanced
Education

Calendar



1989

**Kuring-gai College
of Advanced Education
Eton Road Lindfield N.S.W. 2070**

**Postal Address:
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PREFACE

Kuring-gai College is a multi-disciplinary college of advanced education which seeks, through scholarship and practice, to develop the knowledge and skills in its graduates which will enable them to contribute effectively to the vocational, cultural and creative needs of the community.

Typesetting, Artwork by
Kuring-gai College
of Advanced Education

HISTORICAL BACKGROUND

Kuring-gai College of Advanced Education grew out of Balmain Teachers College (later William Balmain). This opened in March, 1946, in what had been the Smith Street Superior School erected in Balmain in 1880.

The college was established to provide more teachers to meet the post-war increase in school population and immigration.

From 1958 to 1971, the college, in addition to its normal teacher training courses, trained cadet education officers for the Territory of Papua and New Guinea and later for the Northern Territory.

Apart from the standard courses in teacher education which were extended in 1970 from two to three years, the college offered courses for supervisors of moderately mentally handicapped children and prepared graduate students for secondary schools teaching.

In 1971, the Balmain Teachers college became the William Balmain College and transferred to Eton Road, Lindfield. The strikingly modern building, awarded the Sulman medal for architecture in 1978, commands excellent views overlooking the Lane Cove River Valley.

On September 1, 1971, William Balmain was declared a College of Advanced Education and on July 1, 1973, it was announced that the College would become autonomous and multi-purpose. A Planning Committee was established by the Minister for Education to be responsible for the early stages of the College's development.

In April, 1974, the Minister endorsed the Planning Committee recommendation that the name be changed to Kuring-gai College of Advanced Education. This name was chosen to provide closer identification of the College with the community it serves, and tangible evidence of the College's accepting the responsibility of advanced education to meet the community's needs.

The name of the College, approved by the Geographical Names Board of New South Wales, reflects the original identity of the aboriginal word "Kuringgai", or "Guringai", believed to be a generic term for tribes along the Eastern Coast, from Port Jackson, north beyond the Hawkesbury River and west to the Lane Cove River.

From November 1, 1974, the Minister constituted Kuring-gai College of Advanced Education as a body corporate. Eighteen members of the first Council of the College were appointed by the Minister to hold office until October 31, 1976. This period was subsequently extended to July 31, 1977.

On January 1, 1977, the College of Law at St. Leonards was affiliated with Kuring-gai College of Advanced Education, and became a new School of Practical Legal Training within the academic structure of Kuring-gai College.

The College By-Law was gazetted on July 1, 1977 and a new College Council was constituted from August 1, 1977. The Council includes nominees of the Minister, official College members, and elected student and staff members.

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Academic Year 1989

academic calendar 1989

	Semester Week	Week Commencing	
		13 February	Enrolment/Re-enrolment — February 13-17
FIRST SEMESTER	1	20 February	First Semester Commences
	2	27 February	
	3	6 March	
	4	13 March	
	5	20 March	Good Friday, 24 March
	6	27 March	Easter Monday, 27 March; Field Experience (LT&CS); Classes suspended (F&AS,L&IS,N,TEd);
	7	3 April	
	8	10 April	
	9	17 April	Prac. (TEd;G.Dip.Ed.)
	10	24 April	Anzac Day, 25 April; Prac. (TEd;L&IS) Classes suspended (F&AS,N); Field Experience (LT&CS) Graduation Ceremonies; Prac. (TEd,L&IS); Classes Suspended (F&AS,N) Field Experience (LT&CS) Prac. (TEd);
	11	1 May	
	12	8 May	
	13	15 May	
	14	22 May	
	15	29 May	
	16	5 June	
	17	12 June	Queen's Birthday, 12 June
		19 June	Examinations
		26 June	Examinations
INTER-SEMESTER VACATION		3 July	Inter-semester Student Vacation
		10 July	
		17 July	Special Examinations
SECOND SEMESTER	1	24 July	Second Semester Commences
	2	31 July	
	3	7 August	
	4	14 August	
	5	21 August	Prac. (TEd;G.Dip.Ed.)
	6	28 August	Prac. (TEd,L&IS); Block Prac. (Yr.3N) Classes Suspended (F&AS,N); Field Experience (LT&CS)
	7	4 September	Prac. (TEd,L&IS); Field Experience (LT&CS); Block Prac. (Yr.3N); Classes Suspended (F&AS,N)
	8	11 September	Prac. (TEd); Block Prac. (Yr.3N)
	9	18 September	Block Prac. (Yr.3N)
	10	25 September	
	11	2 October	Labour Day, 2 October; Block Prac. (Yr.3N); Classes suspended (TEd,L&IS,N,F&AS); Field Experience (LT&CS)
	12	9 October	Block Prac. (Yr.3N)
	13	16 October	Block Prac. (Yr.3N)
	14	23 October	Block Prac. (Yr.3N)
	15	30 October	
	16	6 November	
	17	13 November	
		20 November	Examinations
		27 November	Examinations
		4 December	Student Vacation

Excursions may be taken during any period when classes are suspended

PRACTICAL LEGAL TRAINING COURSES FOR 1989

First Half-Year Full-Time 891

January 4 - June 23

Recess: March 23 - March 28 (incl)

Second Half-Year Full-Time 892

July 3 - December 15

Recess: September 27 - October 2 (incl)

Co-operative First half-year: Course C189

Session I — January 4 - February 14, 1989

Session II — August 21 - September 15, 1989

Session III — April 2 - May 1, 1990

Week-end Seminar — May 13 and 14, 1989

Co-operative Second half-year: Course C289

Session I — July 3 - August 11, 1990

Session II — February 19 - March 16, 1990

Session III — September 26 - October 24, 1990

Week-end Seminar — November 11 & 12, 1989.

PRINCIPAL DATES 1989

JANUARY	WEDNESDAY	18	Resources Management Committee
	THURSDAY	26	Australia Day — Public Holiday
FEBRUARY	WEDNESDAY	1	Resources Management Committee
	THURSDAY	2	Academic Board
	MONDAY	6	Board of Studies in Financial and Administrative Studies
	WEDNESDAY	8	Board of Studies in Library and Information Studies
	THURSDAY	9	Board of Studies in Teacher Education Finance and Works Committee
	MONDAY	13	Enrolment/Re-enrolment commences Staff Planning and Policy Committee
	WEDNESDAY	15	Resources Management Committee
	THURSDAY	16	Council Board of Studies in Nursing
	MONDAY	20	First Semester commences
	THURSDAY	23	Board of Studies in Leisure, Tourism and Community Studies
MARCH	WEDNESDAY	1	Resources Management Committee
	THURSDAY	2	Academic Board
	MONDAY	6	Board of Studies in Financial and Administrative Studies
	WEDNESDAY	8	Board of Studies in Library and Information Studies
	THURSDAY	9	Board of Studies in Teacher Education Finance and Works Committee
	MONDAY	13	Staff Policy and Planning Committee
	WEDNESDAY	15	Resources Management Committee
	THURSDAY	16	Council Board of Studies in Nursing
	FRIDAY	24	Good Friday
	MONDAY	27	Easter Monday
THURSDAY	30	Board of Studies in Leisure, Tourism and Community Studies	
APRIL	MONDAY	3	Board of Studies in Financial and Administrative Studies
	WEDNESDAY	5	Resources Management Committee
	THURSDAY	6	Academic Board
	MONDAY	10	Staff Policy and Planning Committee
	WEDNESDAY	12	Board of Studies in Library and Information Studies
	THURSDAY	13	Board of Studies in Teacher Education Finance and Works Committee
	WEDNESDAY	19	Resources Management Committee
	THURSDAY	20	Council Board of Studies in Nursing
	TUESDAY	25	Anzac Day
	THURSDAY	27	Board of Studies in Leisure, Tourism and Community Studies
MAY	MONDAY	1	Board of Studies in Financial and Administrative Studies
	TUESDAY	2	Graduation Ceremony
	WEDNESDAY	3	Graduation Ceremony
	THURSDAY	4	Graduation Ceremony Academic Board
	WEDNESDAY	10	Board of Studies in Library and Information Studies

	THURSDAY	11	Finance and Works Committee
	WEDNESDAY	17	Resources Management Committee
	THURSDAY	18	Board of Studies in Nursing
	THURSDAY	25	Board of Studies in Leisure, Tourism and Community Studies
JUNE	THURSDAY	1	Academic Board
	MONDAY	5	Board of Studies in Financial and Administrative Studies
	WEDNESDAY	7	Resources Management Committee
	THURSDAY	8	Board of Studies in Teacher Education Finance and Works Committee
	MONDAY	12	Queen's Birthday Staff Policy and Planning Committee
	WEDNESDAY	14	Board of Studies in Library and Information Studies
	THURSDAY	15	Council Board of Studies in Nursing
	MONDAY	19	Examination commence
	WEDNESDAY	21	Resources Management Committee
	THURSDAY	29	Board of Studies in Leisure, Tourism and Community Studies
JULY	MONDAY	3	Board of Studies in Financial and Administrative Studies Inter-semester Student Vacation commences
	WEDNESDAY	5	Resources Management Committee
	MONDAY	10	Staff Policy and Planning Committee
	MONDAY	10)	Examiners' meetings of the
	TUESDAY	11)	Boards of Studies
	WEDNESDAY	12	Board of Studies in Library and Information Studies
	THURSDAY	13	Board of Studies in Teacher Education Finance and Works Committee
	WEDNESDAY	19	Resources Management Committee Assessment results posted Special examinations commence
	THURSDAY	20	Council Board of Studies in Nursing
	MONDAY	24	Second semester commences
	THURSDAY	27	Board of Studies in Leisure, Tourism and Community Studies
AUGUST	WEDNESDAY	2	Resources Management Committee
	THURSDAY	3	Academic Board
	MONDAY	7	Board of Studies in Financial and Administrative Studies
	WEDNESDAY	9	Board of Studies in Library and Information Studies
	THURSDAY	10	Board of Studies in Teacher Education Finance and Works Committee
	WEDNESDAY	16	Resources Management Committee
	THURSDAY	17	Board of Studies in Nursing
	THURSDAY	31	Board of Studies in Leisure, Tourism and Community Studies
SEPTEMBER	MONDAY	4	Board of Studies in Financial and Administrative Studies
	WEDNESDAY	6	Resources Management Committee
	THURSDAY	7	Academic Board
	MONDAY	11	Staff Policy and Planning Committee
	WEDNESDAY	13	Board of Studies in Library and Information Studies

	THURSDAY	14	Finance and Works Committee
	WEDNESDAY	20	Resources Management Committee
	THURSDAY	21	Council
			Board of Studies in Nursing
	THURSDAY	28	Board of Studies in Leisure, Tourism and Community Studies
OCTOBER	MONDAY	2	Labour Day — Public Holiday
	WEDNESDAY	4	Resources Management Committee
	THURSDAY	5	Academic Board
	MONDAY	9	Board of Studies in Financial and Administrative Studies
			Staff Policy and Planning Committee
	WEDNESDAY	11	Board of Studies in Library and Information Studies
	THURSDAY	12	Board of Studies in Teacher Education
			Finance and Works Committee
	WEDNESDAY	18	Resources Management Committee
	THURSDAY	19	Council
			Board of Studies in Nursing
	THURSDAY	26	Board of Studies in Leisure, Tourism and Community Studies
NOVEMBER	WEDNESDAY	1	Resources Management Committee
	THURSDAY	2	Academic Board
	MONDAY	6	Board of Studies in Financial and Administrative Studies
	WEDNESDAY	8	Board of Studies in Library and Information Studies
	THURSDAY	9	Board of Studies in Teacher Education
			Finance and Works Committee
	MONDAY	13	Staff Policy and Planning Committee
	WEDNESDAY	15	Resources Management Committee
	THURSDAY	16	Council
			Board of Studies in Nursing
	MONDAY	20	Examinations commence
	THURSDAY	30	Board of Studies in Leisure, Tourism and Community Studies
DECEMBER	MONDAY	4	Student Vacation commences
	WEDNESDAY	6	Resources Management Committee
	THURSDAY	7	Academic Board
	MONDAY	11	Staff Policy and Planning Committee
	MONDAY	11)	Examiners' meetings of the
	TUESDAY	12)	Boards of Studies
	WEDNESDAY	20	Resources Management Committee
	THURSDAY	21	Council

Council Committees and Staff of the College

Council of the College
Principal Officers of the College
Academic Staff
Senior Administrative Staff
Counselling and Health Services Staff
Committees of the College

COUNCIL OF THE COLLEGE

As at 1st January, 1989

MEMBERS OF COUNCIL

Appointed by the Minister

The Hon.Mr.Justice Ian Fitzhardinge SHEPPARD

(Chairman)

Graham Reginald IRELAND,LLB(Syd) **(Deputy Chairman)**

Margaret ATKIN,RGN,RMN,RPN

Elizabeth Ann BISHOP,Teach Cert(N'cle TC)

Peter Edward BRIGDEN, ACA

William Edwin DONNELLEY,BSc(Syd),MBA(NSW)

Nancy Florence KEESING, AM,DipSocStud(Syd)

Ian McDONELL, BA,LLB(Syd)

Kenneth Dixon McKINNON, BEc,DipEd(Syd)

Dagmar SCHMIDMAIER, BA(Syd),MA,DipLib(NSW),ALAA

Julie SUTTON, BA,DipEd(UNE),MA(Macq)

*The term of office of the above members expires
July 31, 1989.*

Ex-officio Members

Anthony J.D. BLAKE, BEd(Melb),MSc(Melb),PhD

(Purdue, Indiana)

Mairead BROWNE, BA,DipPsych(NUI),MLib(NSW),ALAA

(Praefectus)

Elected by the Staff

Susan BURGESS, BA(Canterbury),MLib(NSW),ALAA

Anthony FOSTER, BA,MEd(Syd),MA(Macq),ASTC,FIAA

Marie WATERHOUSE, BA(Melb),MSc(NSW), MAPsS

*The term of office of the above members expires July 31,
1989 or when the Council is reconstituted under the
Colleges of Advanced Education (Amendment) Act, 1984,
whichever is the lesser period.*

Elected by the Students

Robert MORGAN

Peter COZENS

*The term of office of the above members expires July 31,
1989 or when the Council is reconstituted under the
Colleges of Advanced Education (Amendment) Act, 1984,
whichever is the lesser period.*

Secretary to Council

Kenneth James DOYLE,MA(Syd),PhD(UN-L)

COMMITTEES OF COUNCIL

ACADEMIC POLICY AND PLANNING COMMITTEE

Ms S Burgess
Mr A Foster
Ms N Keesing
Mr R Morgan

FINANCE AND WORKS COMMITTEE

Mr W Donnelley **(Chairman)**
Mr P Brigden
Ms S Burgess
Mr A Foster
Mr G Ireland
Mr K McKinnon
Mr R Morgan
Ms J Sutton

LEGAL AFFAIRS COMMITTEE

Mr I McDonell **(Chairman)**
Dr A Blake
Mr G Ireland
Mr R Morgan
Mr Justice I F Sheppard

STAFF POLICY AND PLANNING COMMITTEE

Ms E Bishop **(Chairman)**
Ms M Atkin
Ms M Browne
Ms S Burgess
Mr A Foster
Mr R Morgan
Ms D Schmidmaier
Mrs M Waterhouse

STUDENT AFFAIRS COMMITTEE

Ms N Keesing
Mr R Morgan
Ms J Sutton

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

Ms E Bishop (**Convenor**)

Dr A Blake

Ms K Browne

Mr R Bryant

Ms S Burgess

Mrs N Campbell

Mr J Clark

Ms L Gatfield

Ms J Noesjirwan

Ms R Reed

Ms L Shoemark

Ms P Wallace

The Chairman of Council and the College Principal are ex-officio members of all Committees and the Secretary to Council is ex-officio Secretary to all Committees.

PRINCIPAL OFFICERS OF THE COLLEGE

Principal

Anthony J.D. BLAKE, BEd(Melb),MSc(Melb),PhD
(Purdue, Indiana)

Secretary

Kenneth Doyle, MA(Syd),PhD(UN-L)

Heads of Schools

Mairead Browne, BA, DipPsych(NUI),MLib(NSW),ALAA
(School of Library & Information Studies)

John Clark, BA,DipEd(Tas),MA(Ed)(Lond),MACE
(School of Teacher Education)

Robert Coombes, MEC(Macq), AASA,CPA
(School of Financial & Administrative Studies)

Richard Godfrey-Smith, LLB(Syd),LLM(Syd),FIArbA
(School of Practical Legal Training)

Judy Lumby, RN,ICCert,DNE(ACA),BA(UNE),
MHPEd(NSW),FCN(NSW)(School of Nursing)

Bob Robertson, BA,MA(Vic,Canada),FRAIPR
(School of Leisure, Tourism & Community Studies)

College Fellow

Thomas Kewley,OAM,MA,DipPubAdmin,DipSocStud(Syd),
FRAIPA

ACADEMIC STAFF

SCHOOL OF FINANCIAL AND ADMINISTRATIVE STUDIES

Robert Coombes, MEc(Macq), AASA, CPA (**Head**)
Michael Wallace, BSc(Syd), MSc, MA(Macq), MACE,
AFAIM, AFAMI, MinstMktg(UK)
(**Director of Undergraduate Studies**)
Hugh Pritchard, BA(Wales), PhD(Syd) (**Director of
Postgraduate Studies**)
Barbara Bell, BA(Lanc) (**Administrative Assistant**)
Susie Wright, BSocStud(Syd) (**Administrative Assistant**)
Elizabeth Carter (**Executive Officer, Centre for
Management Studies**)

SCHOOL OF LEISURE, TOURISM AND COMMUNITY STUDIES

Bob Robertson, MA(Victoria, Canada), FRAIPR (**Head of
School and Director, Centre for Leisure and Tourism
Studies**)
Peter Brown, BSc, CertEd, MSc(Loughborough)
(**Program Co-ordinator, Bachelor of Arts (Leisure
Studies)**)
Rob Lynch, DipPhysEd(WTC), MEd(WA), PhD(Illinois)
(**Program Co-ordinator, Graduate Diploma in Leisure
Studies**)
Jenny Noesjirwan, MA(Wellington, NZ), PhD(Macq)
(**Program Co-ordinator, Associate Diploma in
Community Organisations**)
Lloyd Stear, BEc(Syd), DipEd(SCAE), MAITT
(**Program Co-ordinator, Graduate Diploma in Tourism
Management**)
Stephen Wearing, BTP(NSW), Ord4Cert(NSW), MATP(NSW)
(**Program Co-ordinator, Associate Diploma in
Recreation**)

SCHOOL OF LIBRARY AND INFORMATION STUDIES

Mairead Browne, BA, DipPsych(NUI), MLib(NSW), ALAA
(**Head**)
Rod Sims, BA(Macq), DipEd(STC), MA(Macq), MACS
(**Co-ordinator of Undergraduate Studies**)
Robert McGrath, GradDipDesignStud(SCA)
(**Co-ordinator of Postgraduate Studies**)
Susan Edwards, BA(UCLA), MAEcon(MichStateUni)
MSc(USC), ALAA (**Research Program Co-ordinator**)
Allen Hall, BA, DipLib(NSW) (**Co-ordinator of Practice
Studies**)
Helen Gilkes (**Administrative Assistant**)

SCHOOL OF NURSING

Judy Lumby, RN, ICCert, DNE(ACAE), BA(UNE), (NSW), FCN(NSW) (**Head**)
Graeme Curry, BA(Syd), BD(Qld), RPN, DipEd(SC MCN(NSW), FCNA (**Director of Postgraduate**
Kris Martin, RN, BAppSc(Nsg)(TSIT) (**Director of Undergraduate Studies**)
Ann Vial, RN, BA, GradDipBusStud(UNE)(**Director of Clinical Experience**)
Jean Olsen, ThA(ACT), DipTEFL(Syd) (**Administrative Officer**)

Dr

SCHOOL OF PRACTICAL LEGAL TRAINING

Richard Godfrey-Smith, LLB(Syd), LLM(Syd), FIArBA (**Head**)

SCHOOL OF TEACHER EDUCATION

John Clark, BA, DipEd(Tas), MA(Ed)(London), MACE (**Head**)
Laurence Brady, MA, MEd(Syd), PhD(Macq), DipEd(Syd), FTCL, FACE (**Co-ordinator, Graduate Diploma in Education and Director of Practical Experience**)
Kathie Forster, BA(Melb), DipEd(Melb), BEd(Monash), MEd(Harvard), PhD(Monash)(**Co-ordinator, Phase III of BEd, General Primary**)
Margaret Gorinan, BA(NSW), MEd(NSW) (**Co-ordinator, Special Education Program**)
John Moncrieff, MPE(BrCol), EdD(Berkeley) (**Co-ordinator, Physical Education Program**)
Dowie Taylor, MMusEd(WA), DipMusEd(NSWCon), AMusA, LTCL(CMT) (**Co-ordinator, Graduate Diploma in Primary Music**)
Gordon Winch, MA, MEd(Syd), PhD(Wis), MACE (**Co-ordinator, Postgraduate Programs in Reading and Children's Literature**)

DEPARTMENT OF ADMINISTRATIVE, SOCIAL AND POLITICAL STUDIES

Senior Lecturers

Richard Dunford, BCA, BA(VUW), PhD(ANU) (**Head**)
Clare Burton, BA(Syd), PhD(Macq)
Hal Colebatch, BA(Melb), MA(La Trobe), DPhil(Sussex)
Mark Lyons, BA(NSW), PhD(ANU) (on leave)
Graeme Sheather, BArch(NSW), MSc(Israel), CEkistics (Athens), AAIP, ARAPI

Lecturers

Andrew Caro, BA(Cantab)
Karen Coleman, BA(NSW)
John Cornish, MEd, MEd(Syd)
Alison Errington, BA(Syd), MBA(AGSM),
Kathleen Gillen, BA(Syd)
William Gwynne, BCom(NSW), MA(Lanc), MBA(Cran), AIMM, AAITD
Frances Hausfeld, BA, PhD(Syd)
Peter McGraw, BA(Leicester), MA(Warwick)
Ian Palmer, BA(ANU), PhD(Monash)
Rosslyn Reed, BA(Monash)
David Thomas, MA(Witwatersrand)

**DEPARTMENT OF
ART/CRAFT**

Senior Lecturer

Alan McBeth, GradDipIndDesign(NSW), ASTC **(Head)**

Lecturers

Lindsay Gordon, DipArtEd(ESTC), BEd(Art)(AMCAE)

Ronald Hush, BA(Macq), ASTC, FIIA

John Lane, DipArtEd(ESTC), GradDipDesStud(SCA)MIIA

**DEPARTMENT OF
COMMUNICATION
STUDIES**

Lecturers

Gregory Ticehurst, BSc(NSW), DipEd(Syd), MSc(Macq),
MEd(Syd), PhD(Macq) **(Head)**

Raymond Archee, BA(Syd), DipEd(STC), MA(Syd),
GradDipAdultEd(ITATE)

Carol Bailey, BA(WA), GradDipSocComm(HCAE)

Michael Barnacoat, BA(Syd), MEd(Manch),

CertTeach(Shoreditch), MIIA

John Carr, BA, PhD(N'cle)

Samuel Heyman, CertPrimEd(STC), MSc, MEd(NSW),
ACC(Lond)

Robyn Johnston, BA(Syd), DipEd(Syd), MA(Macq)

David Potts, BA(UNE), MS(SanJose), FPRIA, AFAMI

Senior Tutor

Leanne Doughty-Mingl, BA(BrighamYoung)

Tutors

Diana Bromley, TeachCert(Syd), BA(Macq)

Anne Ross-Smith, BA(NSW)

**DEPARTMENT OF
COMPUTING
STUDIES**

Principal Lecturer

Jeffrey Ferguson, BSc(Syd), MSc(Macq), MACS

Lecturers

Lindsay Smith, BA(Syd), MA(Macq), MACS **(Head)**

Matthew Clarke, BMath(N'cle)

Geoffrey Kennedy, MSc(NSW), MSc(Macq), MA(Kent),
DipEd(Syd), MACS

Maurice Peat, BEc(Syd), MEc(Syd)

**DEPARTMENT OF
ECONOMICS**

Principal Lecturer

Hugh Pritchard, BA(Wales), PhD(Syd) **(Head)**

Senior Lecturer

Christopher Hall, MEc(Syd), PhD(Macq)

Lecturers

John Collins, MEc(Syd)

Michael McGrath, BEc(UNE), MEc(Macq)

William O'Connor, BA(NSW), MEc(ANU), GradDipComp
(Macq)

Guy Ta, BA(Singapore), MEc(Syd)

**DEPARTMENT OF
EDUCATION
STUDIES**

Senior Lecturers

Laurence Brady, MA, MEd(Syd), PhD(Macq), DipEd(Syd),
FTCL, FACE (**Head**)
Margot Higgins, MA(Syd), MACE
John McFarlane, BA(UNE), MEd(Syd), MACE

Lecturers

Deidre Cobbin, MSc, PhD(Pharm)(Syd), PhD(Macq)
Maxwell Court, BA(Syd), DipEd(UNE), Lth(Melb)
Kathie Forster, BA, DipEd(Melb), BEd, PhD(Monash),
MEd(Harvard)
Anthony Foster, BA, MEd(Syd), MA(Macq), ASTC, FIIA
Margaret Goninan, BA(NSW), MEd(NSW)
Bruce Hopper, BSc(NSW), MA(Syd)
Alexina Lambert, MA(Aberd), MA(Macq), ECTE
Alan Scully, BEd(CCAE), MEd(Syd) DipTeach(KCAE)

**DEPARTMENT OF
ENGLISH**

Senior Lecturer

Gordon Winch, MA, MEd(Syd), PhD(Wis), MACE (**Head**)

Lecturers

Athol Berglund, BA(Syd), LTCL, MACE
Vere Drakeford, MA(Mass), ASDA, LSDA, PhD(NYU)
Margery Hourihan, BA, DipEd(Syd), MLitt(UNE)
Leslie Ingram, MA, MEd(Syd), MLitt(UNE), MACE.
Lesley Ljungdahl, BA(NSW), DipEd(STC), TEFL(RSA, Lond),
DipLib(Lond), MA(Concordia), MLS(McGill), GradDipEdStud
(Reading/ESL)(W'gong), MA(Syd) ALA, ALAA
Paul March, BA, MLitt(UNE), MA(Syd), FESB, ATCL, LTCL,
FRSA, MACE
Paul Weingott, BA(Flinders), DipEd(STC), DipActing(NIDA)

**DEPARTMENT OF
FINANCIAL AND
QUANTITATIVE
STUDIES**

Senior Lecturers

Peter O'Sullivan, BCom(NSW), CPhil(UCLA), AASA
CPA, MACS (**Head**)
Michael Wallace, BSc(Syd), MSc, MA(Macq), MACE,
AFAIM, AFAMI, MInstMktg(UK)

Lecturers

Helen Bendall, BA, PhD(NSW)
Alan Bridges, MEc(UNE), MA(Macq), FASA CPA, AFAIM
Mark Freeman, BA(Ec), MEc(Macq)
James Hussin, MSc(Mich)
Maxwell Stevenson, BA(UNE), MCom, MStat(NSW)
Barbara Syme, BA(Macq), RN, AASA CPA
Jonathon Tyler, MCom(NSW), AASA

Tutors

Timothy Buckley, BBus(KCAE)
Dawn Cable, BCom(Qld), AASA
Leonie Corby, BBus(KCAE)
Mary Dale, BA(Macq), MEc(Macq), AASA
Kerrie Freeman, BA(Acct)(Macq), AASA CPA
Raymond Hill, BA(Macq)

Visiting Fellow

Graham Partington, BSc(Wales), MEc(Macq)

DEPARTMENT OF HEALTH EDUCATION

Senior Lecturer

Colin Yarham, MSc, MEd, PhD(Oregon), DipPE(STC), MACE
(Head)

Lecturers

James Keith, BSc, DipEd(Syd), MAppSc(NSW), MPH(Syd)
Sharon Todd-Miller, BS(Educ)(OhioState), MS(HealthEd)(Utah)

DEPARTMENT OF INFORMATION STUDIES

Principal Lecturer

Mairead Browne, BA, DipPsych(NUI), MLib(NSW), ALAA
Glenn Lowry, BA(Trenton), MLibSc(BrighamYoung),
MPhil, PhD(Rutgers), ALAA MACS

Senior Lecturers

Susan Edwards, BA(UCLA), MAEcon(MichState),
MScLibSc(USC), ALAA
Barbara Poston-Anderson, BA(Carthage), MA(Rhetoric &
Public Address), MA(LibSc), PhD(Iowa), ALAA (Head)

Lecturers

Susan Burgess, BA(Canterbury), MLib(NSW), ALAA
Kathryn Davis, BA(Macq), PDipLib(NthLondPoly)
Allen Hall, BA, DipLib(NSW), ALAA
Jan Houghton, BA(Syd), GradDipLibSc(KCAE)
Joyce Kirk, BA, DipEd(Syd), MLitt(UNE), MA(Lib)
(CAE), ALAA
Robert McGrath, GradDipDesignStud(SCA)
Brenda Mattick, BA(Q'ld), DipInfMgt, MLib(NSW)
Rod Sims, BA(Macq), DipEd(STC), MA(Macq), MACS
Hilary Yerbury, BA(Southampton), MA(ANU), MLib(NSW),
ALAA

DEPARTMENT OF LEGAL STUDIES

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(Riverina-Murray IHE), FTIA (Head and Chairman)

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Anne Johns, BA(Syd), DipPsych(Syd), LLB(NSWIT)LLM(Syd)
Suzie Laufer, BJuris/LLB(NSW)
Vijaya Nagarajan, BEc/LLB(Macq), LL.M(Monash)
Stephen Smith, BA, MHA(NSW), LL.M(Syd)

Tutors

Kim Gould, BA,DipEd(Macq),LLB(NSWIT)
Elizabeth Nielsen, BA(Syd),SAB

Visiting Fellow

Robert Vermeesch, LLM(Syd)

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MA(Iowa)(**Head**)
Rob Lynch,DipPhysEd(WTC),MEd(WA),PhD(Illinois)
Lloyd Stear, BEc(Syd),DipEd(SCAE),MAITT

Lecturers

Peter Brown, BSc,CertEd,MSc(Loughborough)
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Mark Darby, AssDipArts(MCAE),BA(CalifState,Chico)
Gay Hawkins, BA(NSW)
Rob Parsonsons, BA(ANU),GradDipRecPlanning(CCAE)
Joanne Pyke, BA(Rec)(PIT)
Tracy Taylor,BA(Rec)(Alberta), GradDipUrbStud(Macq)
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Jenny Noesjirwan, MA(Wellington,NZ),PhD(Macq)
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Penny Rossiter,DipTeach(Deakin),BA(TCAE),MA(MiddxPoly)
Alison Wynands, BSW(NSW)

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Gerry Foley, BA(NSW),MA(Macq),DipEd(N'ctle),MEd(NSW)
Pat Wallace, BA(Syd),MEd(NSW)
Sandy Schuck, BA(Rand),TTHD(JCE),BA(SA)

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Dowie Taylor, MMusEd(WA),DipMusEd(NSWCon),AMusA,
LTCL(CMT) (**Head**)

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Suzanne Gerozisis, MA(Syd),AMusA
Noel Heading, FTCL,LTCL,AMusA(Singing),AMusA(Theory)
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MSc(Hawaii) **(Head)**

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Julie Zetler,RN

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Warwick Spinks, MA(Macq),BEd(WA),DipPE
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LEGAL TRAINING**

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(To be appointed)

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Keith Taylor, LLB(Syd) **(Acting Head)**
Peter Underwood, BA,LLM(Syd)
Keith Winsor, LLB(Syd),MGenStud(NSW)

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Jane Boyd, LLB(Syd)
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Kerry Chikarovski, BEc,LLB(Syd)
John Davies
Peter Egri, BA,LLB(Syd)
Anne Einfeld, DipLaw(SAB),ACIS,MNIA
John Frawley, LLB(PNG)
Peter Gilmore, LLB(Syd)
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Frank Kotala, MEc(Prague),LLB(Syd)
Ian McCall, DipLaw(SAB)
Kevin McGregor, SAB
David McLachlan, BJurispr,LLB(NSW)
Timothy Miles, BA,LLB(Syd)
Katherine Mulcahy, BA(Econ)(Manch)
John Nelson, BA,LLB(Syd)
Bronwyn Olliffe, BA,LLB(Syd)
Margaret Pollard, DipLaw(SAB)
Susan Quinn, LLB(Syd)
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Patricia Zancanaro, BA,LLB(NSW)

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ASTC,MACE **(Head)**

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Tutor

Loris Bryan, BSc(Macq),DipEd(Syd)

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Ms Lyn Maclver

Hugh Pritchard, Co-ordinator, Postgraduate Program,
 School of Financial and Administrative Studies, Kuring-gai
 College of Advanced Education
 Dr Elizabeth More, Senior Lecturer in Communication,
 Macquarie University, Past President, Australian
 Communication Association
 Ms Anna Nagy, Representative, Alumni Association
 Mr James O'Brien, Head, Resources Centre, Kuring-gai
 College of Advanced Education
 Mr David Potts, Lecturer, Department of Communication
 Studies, Kuring-gai College of Advanced Education
 Mr Ron Shapiro, Human Resource Manager, University of
 Technology, Sydney
 Dr Gregory Ticehurst, Head, Department of Communication
 Studies, Kuring-gai College of Advanced Education

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 Mr Peter Brown, Lecturer, Department of Leisure Studies,
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 Kuring-gai College of Advanced Education
 Mr Alan Harrison, Recreation Officer, Rydalmere Hospital
 Mr Bob Robertson, Principal Lecturer, Department of
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Mr Eddis Linton, Records Management Consultant
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Ms Chris Smith, Director, Western Sydney Regional Information and Research Services WESTIR
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Mrs Judith Cornell, Executive Director, NSW College of Nursing
Mr Graeme Curry, Senior Lecturer, Department of Nursing, Kuring-gai College of Advanced Education
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Ms Ellen Goodman, Lecturer in Law, Macquarie University
Ms Betty Hall, Executive Officer (Nursing) Ministry of Education and Youth Affairs
Dr Fran Hausfeld, Lecturer, Department of Administrative, Social and Political Studies, Kuring-gai College of Advanced Education
Ms Alana Henderson, Principal Nurse Educator, Stockton Hospital
Mrs Judy Lumby, Head, School of Nursing, Kuring-gai College of Advanced Education
Mrs Phyllis Newnham, Director of Nursing, Prince of Wales & Prince Henry Hospitals.
Miss Jean Olsen, Administrative Officer, School of Nursing, Kuring-gai College of Advanced Education

Representative to be appointed, Royal Australian Nursing Federation
Mrs Susan Sides, N.S.W. Nurses' Association
Mrs Wendy Smallwood, Director of Nursing, Palm Grove Nursing Home
Ms Ann Vial, Director of Clinical Experience, Department of Nursing, Kuring-gai College of Advanced Education
Dr Gordon Winch, Senior Lecturer, Department of English, Kuring-gai College of Advanced Education

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Mr J McLean, NSW Department of Education
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Mr Lance Richardson, Artarmon Public School
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Dr Bernie Thorley, Macquarie University
Mr George Turnbull, formerly Head, Physical Education Department, Kuring-gai College of Advanced Education
Dr Keith Underwood, Cumberland College
Mr Keith Watkins, NSW Department of Education
Mrs Jan Wettone, Barker College

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College Regulations

Student Regulations
General Rules for Masters Degrees
Traffic and Parking Regulations

STUDENT REGULATIONS

Admission to Undergraduate Courses

1. General requirements for admission to Kuring-gai College of Advanced Education.

Students shall normally be admitted for enrolment to an undergraduate course at Kuring-gai College of Advanced Education on the basis of their achievement in the Higher School Certificate examination or its equivalent. From 1987, admission requirements for NSW Higher School Certificate* candidates shall be as follows:

A candidate may qualify for admission by attaining in recognised matriculation subjects at a New South Wales Higher School Certificate examination, a level of performance determined by the Council from time to time subject to that level of performance having been obtained at one Higher School Certificate examination and the candidate having presented at least ten units at the examination.

The following subjects shall be recognised matriculation subjects:

- Agriculture
- Ancient History
- Arabic
- Art
- Bahasa Indonesia/Malaysia
- Chinese
- Classical Greek
- Croatian
- Czech
- Dutch
- Economics
- English
- Estonian
- French
- General Studies
- Geography
- German
- Hebrew
- Home Science
- Hungarian
- Indonesian
- Industrial Arts (Engineering Science)
- Industrial Arts (Technology)
- Italian
- Japanese
- Latin
- Latvian
- Lithuanian
- Macedonian
- Mathematics
- Modern Greek
- Modern History
- Music

Polish
 Rural Technology
 Russian
 Science - Biology, Chemistry, Geology, Physics, Science
 Serbian
 Sheep Husbandry and Wool Technology
 Slovenian
 Society and Culture
 Spanish
 Textiles and Design
 Turkish
 Ukrainian
 Vietnamese

except that not more than two courses may be chosen from the following list of courses:

- All unrelated 2 unit courses, i.e.
 - Mathematics in Society
 - Industrial Technology
 - Economics and Society
 - Australia and its Neighbours
 - Music Course (Course I)
- All 2 unit general courses, including 2 unit general English.
- All 2 unit Z language courses.

The candidate's performance shall be measured by the aggregate of the marks in the best ten units in recognised matriculation subjects, such marks being co-ordinated in a manner approved by the Council.

* Students demonstrably possessing severe physical handicap and permitted by the Board of Senior School Studies to sit for the Higher School Certificate examination, and to accumulate results over two successive years, and who subsequently are awarded a Higher School Certificate, are also eligible for admission.

2. Specific requirements for admission to undergraduate courses:

- 2.1 Bachelor of Education (Primary Education)
 Sandwich Course, Phase I and
 Bachelor of Education (Teacher Librarianship)

Candidates must fulfil the general requirements and provide evidence of a satisfactory standard of English expression. Results in Higher School Certificate English, any course, may be used for this purpose.

- 2.2 Conversion Program for Bachelor of Education (Primary Education)
 Sandwich Course.

Candidates must have completed a recognised Diploma of Teaching for Primary/Infants Education, or an equivalent qualification.

- 2.3 Bachelor of Education (Primary Education) Sandwich Course, Phase III.
 Candidates must have completed:

EITHER this College's Conversion Program or Conversion Course for Bachelor of Education (Primary Education) Sandwich Course;

OR Students will normally be admitted to the third phase of the program after the successful completion of Phase 1. Entry to the second part-time year of this phase however, will normally be dependent on the student's supplying a certificate that he/she has satisfactorily completed

at least 60 days of professional experience; and the award of the degree will generally be dependent on the satisfactory completion of at least 120 days of professional experience in all, including at least 60 days of "continuous" experience, though this 60 days can be accumulated in blocks of not fewer than 20 days.

2.4 Bachelor of Education (Physical Education).

Candidates must fulfil the general requirements and provide evidence of a satisfactory standard of English expression. Results in Higher School Certificate English, any course, may be used for this purpose.

2.5 Bachelor of Applied Science (Information)

Bachelor of Business

Associate Diploma in Recreation

Bachelor of Arts (Leisure Studies)

Diploma of Applied Science (Nursing)

There are no special requirements for these courses.

3. A person who holds a degree or award granted by a University or other tertiary level educational institution may be approved for admission to Kuring-gai College of Advanced Education.
4. Provision shall exist for admission to the College of mature students on the basis of other qualifications where, in the opinion of the Academic Board, the candidate for admission has reached a standard of education acceptable to the Board and has given evidence of probable success in the course chosen. For this purpose, consideration shall be given to such factors as academic background, relevant employment experience, satisfactory performance in a prescribed examination or test or other requirement determined by the Board.
5.
 - 5.1 Graduate Diploma in Education.

A recognised degree or equivalent award with a relevant major subject (S) appropriate to the specialisation being studied from a University or other tertiary level educational institution.
 - 5.2 Graduate Diploma in Educational Studies: Special Education.
 - (a) A degree or three year diploma as defined by the Australian Council on Tertiary Awards.
 - (b) At least two years of successful teaching experience.
 - (c) Previous studies in Special Education or experience of teaching children with learning difficulties or handicaps. (Applicants who meet requirements (a) and (b) but not (c) may be provisionally enrolled and required to complete two additional units during their first semester of enrolment).
 - 5.3 Graduate Diploma in Educational Studies : Reading Education.
 - (a) A degree or three year diploma as defined by the Australian Council on Tertiary Awards.
 - (b) At least two years of successful teaching experience. Applicants with qualifications which vary from the above may be considered for special entry to the course if they show evidence of exceptional work in publication, widely recognised leadership or other publicly acknowledged contributions to the field of Reading Education.
 - 5.4 Graduate Diploma in Children's Literature.
 - (a) A degree or three year diploma as defined by the Australian Council on Tertiary Awards.
 - (b) At least two years of professional experience.
 - 5.5 Graduate Diploma in Educational Studies: Primary Music.
 - (a) A degree or three year Diploma as defined by the Australian Council on Tertiary Awards.
 - (b) At least two years of successful teaching experience. Applicants with qualifications which vary from the above may be considered for special entry to the course if they show evidence of

**Admission
to Post-
Graduate
Courses**

exceptional work in the field of Music Education or other publicly acknowledged contributions to the field.

- 5.6 Graduate Diploma in Library Science.
Pre-requisite: a UG1 degree or UG2 diploma as defined by the Australian Council on Tertiary Awards, or a university degree.
- 5.7 Graduate Diploma in Teacher Librarianship.
(a) a UG1 degree or UG2 diploma as defined by the Australian Council on Tertiary Awards or a university degree, and
(b) a recognised teaching qualification, and
(c) a minimum of two years successful teaching experience.
- 5.8 Graduate Diploma in Leisure Studies and Graduate Diploma in Tourism Management.
(a) A degree or equivalent award, PLUS some experience in the planning, management or delivery of leisure related services.
(b) Applicants with a degree but no relevant experience should be prepared to submit a statement which makes clear their reasons for wishing to undertake the course.
(c) Applicants with no degree or equivalent award but long experience directly involving them in planning, management, or delivery of leisure services will be considered for entry.
- 5.9 Graduate Diploma in Administration
1. (a) a recognised degree or equivalent award from a university or other tertiary level educational institution; and
(b) at least two years experience in an administrative position;
- OR
2. (a) professional training to diploma level;
(b) at least two years experience in an administrative position, and
(c) evidence of capacity to proceed with a postgraduate diploma course;
- OR
3. (a) other formal post-secondary qualifications;
(b) a minimum of two years experience in a senior administrative position, and five years prior experience leading to that position; and
(c) evidence of capacity to proceed with a postgraduate diploma course.
- 5.10 Graduate Diploma in Communication Management
Applicants should possess qualifications as expressed for the Graduate Diploma in Administration, but work experience should be related to the area of communication management.
- 5.11 Practical Legal Training Course
A degree in law from the University of Sydney, the University of New South Wales, Macquarie University, the New South Wales Institute of Technology or the Australian National University, or completion of all examination requirements (other than in the subjects of Legal Ethics and Trust Accounts) prescribed for admission as a solicitor by the Solicitors Admission Board.

Miscellaneous Students

6. 6.1 Students may be permitted to enrol for specific semester-units which do not necessarily lead to any award of the College or to the completion of any designated program.
- 6.2 Such students, to be known as Miscellaneous Students, will be enrolled only if the Department or Departments concerned are willing to accept them and their enrolment does not disadvantage students enrolled in the College's programs.

Advanced Standing

7. 7.1 7.1.1 Units of study from universities, other colleges of advanced education or other institutions acceptable to the appropriate

Board of Studies, and passed prior to enrolment at this College may be considered for Advanced Standing. Units of study from other programs in this College may likewise be considered for Advanced Standing. In both cases, such units, which may include areas of study not offered in this College, will be evaluated on a pro-rata basis by the appropriate Board of Studies following submission of such evidence as the Board may require.

7.1.2 A student may petition the appropriate Board of Studies to take a semester-unit by enrolment at another institution either (i) in an area of studies not offered in this College, or (ii) in a situation where attendance at this College to complete requirements is not feasible, and shall not be required to enrol at this College to obtain such Advanced Standing.

7.1.3 Except with the approval of the Academic Board no student shall receive Advanced Standing for more than one half of the course in respect of the Clause 7.1.1 or one third of the course in respect of the Clause 7.1.2.

Petition to Challenge

7.2 With the written approval of the Head of Department concerned students may petition a Board of Studies to challenge a semester-unit in which they are not enrolled. If the petitions are granted the students will be permitted to undertake approved assessment requirements of the units and shall receive advanced standing on the basis of successful performance in such requirements.

Petition to Undertake Units by Individual Seminar or Practical Studies

7.3 Students may petition the appropriate Board of Studies for approval to undertake study in a unit, individually negotiated with one or more members of the academic staff. Such units could include units approved for a program, but not presently offered, entirely new units offered for the purpose, programs of research, travel or practical activity. They would be required to be equivalent in standard and scope to parallel units in the relevant program and would receive a normal assessment grading.

Status of Students

8. Students shall be deemed to be registered students in the College from the time they complete their first enrolments and are given a registration number until they complete, withdraw from, are excluded from, or are deemed to have abandoned a course.

9. Students must enrol (or re-enrol) within a prescribed time as notified by the Secretary prior to the commencement of each semester. Late enrolment (except in the Practical Legal Training Course) will be permitted up to one week after the normal close of enrolment on the payment of the prescribed late fee of \$50.00. In the case of the Practical Legal Training Course, late enrolment will be permitted only where the student has completed all of the requirements for the degree prior to the commencement of the course but there is unavoidable delay in the publication of results.

10. Students shall be deemed to be enrolled in the units approved on their current enrolment forms, subject to any variations later approved under Regulation 26, provided that all fees due have been paid.

Student Identity Card

11. All new students are issued on enrolment with an Identity Card, which should be carried during attendance at the College. The card should be presented on request to an authorised officer of the College, when borrowing materials from the Resources Centre and when applying for transport concessions. It should also be presented for validation each semester when re-enrolling. Loss of an Identity Card should be reported to the Secretary. A new card will be issued by the Student Administration Centre on payment of the prescribed replacement charge of \$1.00. Students should note the number on the card is their student number which should be quoted on all correspondence.

- Payment of Fees**
12. As part of enrolment, students are required to pay annually a \$250 administration charge.
 13. No refund of the administration charge is permitted should students discontinue or fail to commence a course.
 14. As part of enrolment, students are required to pay the annual Students' Representative Council Fee.
 15. Scholarship holders or sponsored students who have not received an enrolment voucher or appropriate letter of authority from their sponsor at the time when they are enrolling must complete their enrolment and pay their own Students' Representative Council fees. A refund of the Students' Representative Council fees will be made after the enrolment voucher or letter of authority has been lodged.
- Extension of Time for Payment**
16. Any student who is unable to pay the Students' Representative Council fee, which is a condition of enrolment, by the due date may apply in writing to the Secretary for an extension of time. Such applications must clearly state the reasons why payment cannot be made and the duration of the extension sought. The application must be lodged before the date on which a late fee becomes payable. Normally the maximum extension of time for the payment of fees is one month from the date on which a late fee becomes payable.
- Waiver of Late Fees**
17. 17.1 It is the responsibility of students to seek a waiver of late fees or charges before they become due, excepting where the procedures of the College will make it impossible to complete enrolment before the due date, in which case, it shall be the responsibility of the Head of School or Head of Department to seek a waiver.
 - 17.2 Where students seek to enrol after the closing date for enrolment and no authorisation for a waiver of the late fee can be produced, they must pay the late fee. If a waiver is subsequently sought on any ground whatsoever, this should be presented in writing to the Secretary.
 - 17.3 Authority for the waiver of late fees shall rest in the Principal or the Principal's nominee.
- Failure to Meet Liabilities**
18. Students who are indebted to the College by reason of non-payment of any fee or charge, and who have failed to discharge their indebtedness within a specified time, shall not be permitted to enrol or to pay any fees or charges until such indebtedness is discharged.
- Refund of Fees**
19. Where a student discontinues a course before the end of the fourth week of the semester in which the course commenced, a refund of the Students' Representative Council Fees shall be made. No refund shall be made where a student discontinues a course beyond this date.
- Course Requirements**
20. Assignments, class exercises, practical work and other set work will be regarded as course requirements, will be assessed and will be included in the overall assessment of students at the conclusion of each semester. The relative weighting of components of the overall assessment will be the responsibility of the teaching department.
 21. Failure to complete assignments, class exercises or other set work will mean that the student may not be eligible for assessment in the semester-unit concerned.
- Attendance Requirements**
22. A student who has not satisfied the attendance requirements for a semester-unit laid down by the Department in which the semester-unit is offered may be refused permission to be considered for assessment or to sit for the examination in that semester-unit.
 23. On petition to the appropriate Board of Studies, and with the written approval of the Head of Department concerned, students may be exempted from some or all of the attendance requirements in a semester-unit for which they are enrolled, and receive credit on the basis of successful performance in the assessment requirements.

**Leave of
Absence**

24. In the case of protracted illness or of absence arising from some other unavoidable cause, a student may be released by the Head of the School from attendance requirements for a period of normally not more than one month.
25. A Board of Studies may, on application by a student, grant leave of absence for not more than two semesters in the first instance.

**Change in
Course
Programs**

26. Students seeking approval to substitute one semester-unit for another, add one or more semester-units to their programs or discontinue one or more semester-units, must complete the prescribed form for variation of initial enrolment after obtaining the endorsements of the Heads of Departments in which the semester-units are offered. The recommendation will be submitted to the Head of School for approval.

**Discontinuance
of
Studies**

27. 27.1 Except in special circumstances, with the permission of the Head of School concerned, students may not enrol in any semester-unit after two weeks of teaching in that semester-unit.
- 27.2 In the case of courses offered by the School of Practical Legal Training, students may not enrol, except with the permission of the Head of School, after the commencement of teaching.
28. Where students are permitted to change their programs of study, pursuant to Regulations 26 and 27 above, and such change of program includes discontinuance of a semester-unit or semester-units or where students discontinue all the semester units in their programs of study, the following regulations shall apply:
- 28.1 Students may discontinue without penalty a semester-unit or semester-units of their courses before the end of the fourth week of the semester in which the course is commenced. First year students may discontinue without penalty a semester unit of their courses before the end of the tenth week of the semester in which the course commenced provided they remain enrolled in one or more semester units; this provision to operate for the first two semesters of enrolment.
- 28.2 In exceptional circumstances the Board of Studies on the recommendation of the Head of School may permit students to discontinue all the semester-units in their programs without penalty after the time prescribed in 28.1 above.
- 28.3 In exceptional circumstances the Board of Studies, on the recommendation of the Head of Department in which the semester-unit is offered, may permit students to discontinue a semester-unit or semester-units without penalty after the time prescribed in 28.1 above.
- 28.4 Provided that where students claim that such discontinuance is due to illness or misadventure they may report the circumstances in writing (supported by a medical certificate or other proper evidence) to the Secretary, whereupon the Board of Studies on the recommendation of the Head of the Department offering any semester-unit which a student has discontinued may, if in the circumstances it deems fit, determine that the student be not recorded as having failed in the course.
- 28.5 Students shall be deemed to have withdrawn from semester-units or programs if they discontinue after the end of the fourth week of the semester in which the semester-unit or program commenced. In such cases they shall be deemed to have failed in the semester-unit or semester-units concerned.
- 28.6 Students re-enrolling in semester-units from which they have previously withdrawn shall not receive credit for any work previously completed in those semester-units.
- 28.7 For the purpose of this Regulation, discontinuance includes failure to complete formal enrolment, failure to re-enrol, ceasing to attend classes

Maximum Time to Complete a Course

- or any other conduct which constitutes an abandonment of the course.
29. A student shall be required to complete a course within a period that normally shall not exceed by two semesters the number of semesters laid down for the course, except in the case of the Bachelor of Education (Primary Education) Sandwich Course, where a student shall be required to complete the Diploma of Teaching phase of the course within a period that normally shall not exceed by two semesters the number of semesters laid down for that phase, and the fourth academic year phase within a period that normally shall not exceed by two semesters the number of semesters laid down for that phase. This may be extended at the discretion of the Board of Studies of the School in which the student is enrolled. Such application by the student must be made upon expiry of the time period and before re-enrolling in the course.
30. The maximum number of semesters in which students enrolled with advanced standing may be permitted to complete a course shall be determined by the Head of the School in which they are enrolled.
31. The total time allowed for completion of a course set out in 29 above shall not include periods of approved release from attendance requirements (see 24) or periods of exclusion from courses (see 35) or leave of absence (see 25).

Exclusion from Courses

32. Double Failure in Semester Unit: Students shall "show cause" why they should not be debarred from repeating any semester-units in which they have failed more than once.
33. Maximum Time: Students, including students with advanced standing, shall be required to "show cause" why they should not be debarred from continuing a course which they will be unable to complete in the time set out in Regulation 29 above.
34. Withdrawal from Course: Students whose standard of performance is not acceptable to the Board of Studies in the School in which they are enrolled shall be asked to "show cause" why they should not be excluded. Students should obtain from the appropriate Board of Studies details of the criteria used to determine when students should be asked to "show cause" why they should not be excluded.
35. 35.1 Students who are required to "show cause" why they should not be excluded from a course or semester-unit under the above regulations shall submit their reasons in writing to the Board of Studies of the School in which they are enrolled.
- 35.2 Students who do not satisfy the Board of Studies with their reasons for "show cause" or who neglect to submit their reasons shall be excluded from the course or semester-unit in which they were enrolled and shall not be eligible for re-admission to that course or semester- unit for at least one semester.
36. 36.1 Students excluded from a course as a result of the "show cause" regulations above, may apply to be re-enrolled in another course at the College within the exclusion period. Failure in any semester-unit in the first semester of the second course means that the student shall be required to "show cause".
- 36.2 Students who have been excluded for one semester and who are permitted to re-enrol shall be required to "show cause" why they should be permitted to continue in that course if they fail in any semester-unit in the first semester after resumption of enrolment.

General Conduct

37. Enrolment as a student of the College implies an under-taking to observe the regulations and other requirements of the College which are formed to enable staff and students to obtain the maximum benefit of College membership. Such requirements may include compliance with reasonable directions from academic staff in relation to conduct both within the College and outside the College for recognised College course requirements such as field trips, field

experience, teaching practice, nursing practice experience and clinical experience.

38. Members of staff of the College, have the authority to require orderly and acceptable conduct by students during their participation in activities directly associated with College course requirements.

**Correspondence
Change of
Address**

39. All correspondence should be directed to the Secretary and students should quote their student number.
40. Students are required to notify the Secretary of any change of address as soon as possible. The College cannot accept responsibility if official communications fail to reach a student who has not notified the Secretary of a change of address.
41. Official College notices are displayed on the College Information Boards and students are expected to be acquainted with the contents of those announcements which concern them.

**Assessment
Procedures**

42. Students shall normally be assessed on a progressive basis throughout their courses, by assignments, tests, practical or other work. In some semester-units an examination at the end of the semester will contribute to the assessments. Except as in 45.1 and 45.2 there will be no deferred assessments. Students will be notified in writing of all semester-unit requirements and assessment procedures at the beginning of each semester-unit. It is expected that a variety of assessment procedures will be used, depending on the objectives of the semester-unit. In certain circumstances it is recognised that changes to semester-unit requirements and/or assessment procedures may be desirable after the beginning of the semester. In such cases, students will be notified. Any student suspected of cheating or of acting dishonestly in any examination or test or in the preparation of any essay, exercise or other work required for assessment, may be reported to the Board of Studies, which will consider the matter and take appropriate action.

**Final
Assessments**

43. 43.1 A final assessment, incorporating all the means of assessment adopted for the semester-unit, will be made at the conclusion of each semester-unit, i.e. normally at the end of the semester. In some cases (e.g. the skills seminars in the Master of Administration course), the Academic Board may approve the arrangement of semester units in sequence with the assessment being made at the end of the sequence as a whole.

- 43.2 Final assessments generally will be made within the categories:
High Distinction — A highly distinguished performance
Distinction — A distinguished performance
Credit — A creditable performance
Pass — A satisfactory level of performance
Fail

Where assessment is made within the Pass/Fail categories only, this will be stated on the student's academic record.

**Notification
of Assessments**

44. Students will be notified of their final assessment by mail to their last recorded address.

**Special
Assessment**

45. 45.1 Provision of Special Assessment: In the case of illness or misadventure, the appropriate Board of Studies may recommend provision of special assessments.

- 45.2 The appropriate Board of Studies may recommend the provision of a special assessment to students who fail in one unit only in the final semester of a course.

- 45.3 Illness or Misadventure during the Semester: Students, who because of illness or misadventure, experience difficulty in meeting assessment requirements, or believe that their performance in a piece of assessment or examination is affected, should bring the circumstances (supported by medical or other evidence) to the notice of the Head of School through the Secretary, no more than three days after the date of

- examination or the due date for the assessment.
- 45.4 A Board of Studies, at its discretion, may extend the period of submission of this notice beyond the period specified in 45.3.
- Illness or Misadventure at the Time of an Examination**
46. 46.1 During an Examination: Candidates who attempt an examination yet claim that their performance was prejudiced by sickness (or accident) on the day of the examination must notify the Secretary immediately after the examination and submit a medical certificate. A candidate prevented by illness or other reason from working continually during the paper shall not be allowed an extension of time at the end of the session to compensate for any time lost.
- 46.2 Absence from an Examination: Candidates who, through illness or other cause beyond their control, are unable to attend an examination are required to bring the circumstances to the notice of the Secretary prior to, or on the day of, the examination and to provide supporting medical evidence, or other evidence no more than three days after the date of the original examination.
The appropriate Board of Studies may extend this period in exceptional circumstances, until no later than the date of the special meeting to consider examination results.
- 46.3 A Board of Studies at its discretion, may extend the period of submission of this notice beyond the period specified in 46.1 and 46.2.
- Examination Timetables**
47. Provisional and final timetables will be prominently displayed on the main notice boards. Students are required to notify the Secretary in writing of any clashes apparent in the provisional timetable. It is the responsibility of the candidate to ascertain the time and place of the examinations from the final timetable. No responsibility will be accepted for information concerning examination timetables given by telephone.
- Attendance at Examinations**
48. Students are required to be present at examinations at the correct time and place. Misreading or misunderstanding of final information cannot be accepted as a reason for failure to attend an examination.
- Admission to Examination Rooms**
49. No candidate shall be admitted into an examination room after one hour from the time of commencement of the examination. No additional time will be allowed for time lost.
- Leaving an Examination Room**
50. No candidate shall be permitted to leave an examination room before the expiry of one hour from the time the examination commences except under approved supervision.
- Reading Time**
51. Reading time of ten minutes prior to the commencement of the examination will be allowed.
- Conduct of Candidates**
52. Candidates shall not, by any improper means, obtain or endeavour to obtain assistance in their work, or endeavour to give assistance to any other candidate. A candidate shall not behave in such a way as will interfere with another candidate's right to sit for an examination.
A candidate shall not do anything designed to disadvantage other students during an examination.
Any student who contravenes the proper conduct of examinations will be reported to the appropriate Board of Studies which will consider the matter and take appropriate action.
A bag or briefcase may be placed inside the examination room in a location indicated by the Examination Supervisor. However, no bag, writing paper, blotting paper, manuscript or book, other than a specified aid may be placed on or near the student's examination desk or table.
Smoking is not permitted in an examination room.

Student Appeals Procedure

- 53.1 Students have the right to appeal against any decision of a Board of Studies which affects them. The Academic Board may determine time limits within which appeals must be lodged, and criteria for the consideration of appeals.
- 53.2 In regard to any decision of a Board of Studies, students should first apply in writing to the Secretary of the relevant Board of Studies. Appeals against assessment results shall be heard by the Appeals Committee of the Board of Studies. Appeals on other matters shall be heard by the Board of Studies or in a manner determined by the Board of Studies. Details of the procedures to be followed in making the appeal should be obtained from the appropriate Board.
- 53.3 In the event of the appeal to the Board of Studies being dismissed, students may appeal to the Academic Board. Such an appeal will consider only whether the Board of Studies and its Appeal Committee, in hearing the previous appeal, complied with the Student Regulations and with the Board of Studies' procedures regarding appeals.
- 53.4 Any appeal to the Academic Board must be lodged with the Secretary within one month from the dismissal of the appeal by a Board of Studies.
- 53.5 The appeal shall state:
- The full name, I.D. number and address of the student;
 - the decision in respect of which the appeal is made;
 - the ground/s of the appeal;
 - the reason/s for the appeal;
 - the appeal must where possible, be supported by documentation of material matters which the appeal raises.
- 53.6 Appeals Committee of the Academic Board.
- 53.6.1 There shall be an Appeals Committee of the Academic Board.
- 53.6.2 Membership of the Appeals Committee will consist of five members of the Academic Board of which three are academic staff members and two are student members; elected annually by the members of the Academic Board.
Except where they resign in writing to the Chairman of the Academic Board, members will hold office until the election of a new Committee.
- 53.6.3 The Appeals Committee shall elect a Chairman from among its members, who shall be a member of the academic staff.
- 53.6.4 Members of the Appeals Committee shall be ranked by lot at the Committee's first meeting following their election.
- 53.7 Appeals Panels.
- 53.7.1 There shall be Appeals Panels of the Appeals Committee.
- 53.7.2 All student appeals addressed to the Academic Board shall be heard by an Appeals Panel.
- 53.7.3 An Appeals Panel shall consist of:
- The Chairman of the Appeals Committee; and
 - Two persons appointed in rotation when available from the ranked committee, at least one of whom shall be a student, provided that no member shall be appointed to an Appeals Panel if that person was a member of the Appeals Committee of the Board of Studies which rejected the student's appeal.
- 53.8 The Appeals Panel shall where practicable meet within one month of the receipt of the student's appeal and report to the next meeting of the Academic Board at which it is practicable to do so.
- 53.9 A student may choose:
- not to appear before the Panel; or
 - to appear before the Panel in person; or
 - to appear before the Panel through an agent, in which case the student may also attend as an observer and the agent must be a person from within the College.

- 53.10 If the student appears before the Panel personally or through an agent, then the Chairman of the relevant Board of Studies or the Chairman's nominee may also be present to provide information to the Panel at the request of the Chairman of the Appeals Committee.
- 53.11 The Appeals Panel may request other appropriate persons to provide information if prior to calling those persons, the Panel notifies the student of its intention and hears the student on the matter.
- 53.12 The Appeals Panel shall:
- examine all persons called to give information in the presence of the student;
 - allow the student to examine those persons.
- 53.13 The decision of the Appeals Panel shall be final.
- 53.14 Subject to the foregoing and to any form of procedures determined by the Academic Board, the Chairman of the Committee shall determine the procedure to be followed in a hearing by the Panel after consultation with the parties.
54. Interpretation.
In the case of courses offered by the School of Practical Legal Training, the words 'semester-unit/s' wherever used in the regulations shall be read as 'course/s'.

GENERAL RULES FOR MASTERS DEGREES BY THESIS

(Wherever the word “Masters” appears in these rules, it should be taken to mean Masters Degree by Thesis).

- Application**
1. 1.1 An application for admission to a Masters Degree programme is accepted subject to the availability of facilities and supervision. Courses and arrangements for courses as stated in the Calendar or any publication, announcement or advice of the College, are an expression of intent only and are not to be taken as a firm offer or undertaking.
 1. 1.2 An application shall be made on the prescribed form and shall be lodged with the Secretary.
 1. 1.3 An application shall be made by the specified closing date as determined by the Secretary from time to time.
 1. 1.4 An applicant shall seek admission to a Masters Degree programme by thesis as:
 - (a) a full-time student; or
 - (b) a part-time student; or
 - (c) an external student.
- General Admission Requirements**
2. 2.1 To qualify for admission to a Masters Degree programme, an applicant shall:
 - (a) (i) possess qualifications at least equivalent to that of a university honours graduate ; or
 - (ii) submit such other evidence of general and professional qualifications as will satisfy the Academic Board that the applicant possesses the educational preparation and capacity to pursue graduate studies;
 - (b) and shall satisfy such additional requirements for admission to a particular programme, if any, as may be prescribed by the Academic Board.
- Registration**
3. 3.1 The Academic Board may either
 - (a) permit an applicant to register as a Masters Degree Candidate, or
 - (b) permit the applicant to register as a Masters Qualifying Student for the purpose of preparation for candidature for a Masters Degree under Rule 2.1 (a) and (b).
 - 3.2 The Academic Board shall not permit an applicant to register as either a Masters Qualifying Student or as a Masters Degree Candidate unless it has received
 - (a) in the case of an applicant seeking admission as a full-time student, a certificate from the Head of School in which the applicant proposes to study stating that the applicant is a fit person to undertake a programme leading to the Masters Degree and that the School is willing to undertake the responsibility of supervising the work of the applicant, or
 - (b) in the case of an applicant seeking admission as a part-time student, a certificate from the Head of the School in which the applicant proposes to study stating that the applicant is a fit person to undertake a programme leading to the Masters Degree and that the School is willing to undertake the responsibility of supervising the work of the applicant within the School or in a work environment approved by the Academic Board, or
 - (c) a certificate from the Head of the School in which the applicant proposes to study stating that the applicant is a fit person to undertake a programme leading to the Masters Degree and that, after examination of the external facilities and supervision available, the School is willing to share the responsibility of supervising the work of the applicant.

Change of Registration

- 3.3 (a) A Masters Qualifying Student may apply for registration as a Masters Degree Candidate provided a programme approved by the Academic Board is completed at a level of performance prescribed by the Board.
- (b) A Masters Qualifying Student shall not be eligible for registration as a Masters Degree Candidate until a period of at least one semester has elapsed from initial registration.
- (c) A Masters Qualifying Student shall apply in writing to the Secretary to be registered as a Masters Degree Candidate.
- (d) The Academic Board shall, in the case of a Masters Qualifying Student applying for registration as a Masters Degree Candidate, either
- (i) permit the student to register as a Masters Degree Candidate, or
 - (ii) permit the student to continue registration as a Masters Qualifying Student with a programme approved by the Academic Board, or
 - (iii) recommend to the Academic Board that the student's registration as a Masters Qualifying Student be discontinued.

Requirements for Registration as a Masters Degree Candidate

- 3.4 The Academic Board shall not permit an applicant to register as a Masters Degree Candidate unless the applicant has
- (a) (i) qualified for admission in terms of Rule 2.1; or
- (ii) has enrolled as a Masters Qualifying Student in Kuring-gai College of Advanced Education, and has subsequently carried out such work, passed such examinations and reached such standards as the Academic Board shall prescribe, and has not previously been denied registration as a Masters Degree Candidate on two occasions; and
- (b) satisfied the Academic Board that sufficient time can be devoted to advanced study and research.

Other Studies

4. 4.1 An applicant registered as a Masters Degree Candidate or as a Masters Qualifying Student will not be permitted to undertake other graduate or undergraduate studies concurrently with studies in the College except with the approval of the Academic Board. (See also Rule 6.2).

Eligibility for Admission to Degree

5. 5.1 A Masters Degree Candidate shall be eligible for the award of a Masters Degree by Thesis subject to:
- (a) completion of the prescribed programme involving an original investigation, review, criticism or design; and
- (b) submission and acceptance of a Thesis prepared under the supervision of the Principal Supervisor nominated by the Academic Board; and
- (c) completion of such other work as may be prescribed by the Academic Board.

Minimum Time

- 5.2 A Masters Degree Candidate shall not normally be eligible for the award of a Masters Degree by Thesis until,
- (a) in the case of a full-time student, at least four semesters have elapsed from the time of registration as a Masters Degree Candidate, or
- (b) in the case of a part-time or external student, at least six semesters have elapsed from the time of registration as a Masters Degree Candidate, except that a student who is specially qualified in the relevant discipline may with the approval of the Academic Board, be eligible for the award in less than the normal minimum time.
- 5.3 Rule 5.2 notwithstanding,
- (a) a Masters Degree Candidate shall not be eligible for the award of a Masters Degree by Thesis unless,
- (i) in the case of a full-time student, at least two semesters have elapsed from the time of registration as a Masters Degree Candidate, and
 - (ii) in the case of a part-time or external student, at least four semesters have elapsed from the time of registration as a Masters Degree Candidate; and

- (b) a student proceeding to a Masters Degree by Thesis immediately following the completion of a degree or diploma course of three years duration on a full-time basis or five years duration on a part-time basis will not be eligible for an award in less than the normal minimum time as provided in Rule 5.2.

Maximum Time

- 5.4 A Masters Degree Candidate shall present for examination
 - (a) in the case of a full-time student, not later than six semesters from the date of registration as a Masters Degree Candidate, or
 - (b) in the case of a part-time student, not later than ten semesters from the date of registration as a Masters Degree Candidate, or
 - (c) in the case of an external student, not later than ten semesters from the date of registration as a Masters Degree Candidate, unless special permission for an extension of time be granted by the Academic Board. Maximum time allowed to complete a course shall not include periods of approved leave of absence.

Discontinuance of Registration

- 5.5 Notwithstanding the provisions of 5.4 the Academic Board may discontinue the registration of a Masters Degree Candidate in less than the maximum time allowed, if the Academic Board is dissatisfied with progress.

Work Environment and Supervision

- 5.6 (a) In respect of a full-time student,
 - (i) The work, other than field work: Supervision shall be carried out in a School of the College or under such conditions as the Academic Board may determine, and
 - (ii) The Academic Board shall provide for adequate supervision of the student and shall appoint a member of Academic Staff who will act as a Principal Supervisor of the student.
 - (iii) The Academic Board may appoint additional supervisors to meet special requirements and may establish regulations governing the responsibilities of supervisors in each case.
- (b) In respect of a part-time student,
 - (i) the major portion of the work shall be carried out in a School of the College or under such conditions as the Academic Board may determine, and
 - (ii) The Academic Board shall provide for adequate supervision of the student and shall appoint a member of Academic Staff who will act as a Principal Supervisor of the student.
 - (iii) The Academic Board may appoint additional supervisors to meet special requirements and may establish regulations governing the responsibilities of supervisors in each case.
- (c) In respect of an external student,
 - (i) the major portion of the work shall be carried out in a work environment approved by the Academic Board, and
 - (ii) the Academic Board shall provide for adequate supervision of the student and shall appoint a member of Academic Staff who will act as a Principal Supervisor of the student, and
 - (iii) The Academic Board may appoint additional supervisors to meet special requirements and may establish regulations governing the responsibilities of supervisors in each case.

Progress Reports

- 5.7 (a) Every Masters Degree Candidate shall submit a report of work undertaken to the Principal Supervisor at the end of each semester for transmission to the Academic Board.
- (b) The Principal Supervisor shall submit to the Academic Board a report on the candidate's progress and, where applicable, on the suitability of the candidate's work environment at the end of each semester.

Thesis Subject

- 6. 6.1 (a) Not later than one semester after registration as a Masters Degree Candidate, the candidate shall submit the subject of a Thesis for approval by the Academic Board.

Change of Thesis Subject

(b) After the subject has been approved the Thesis subject may not be changed except with the permission of the Academic Board.

Formal Course Work

6.2 A Masters Degree Candidate may be required by the Academic Board to undertake concurrently with the Thesis a formal course of study appropriate to the work undertaken.

Thesis Requirements

6.3 On completion of studies, a Masters Degree Candidate shall submit a Thesis which complies with the following requirements:

- (a) the greater proportion of the work described must have been completed subsequent to initial registration, and
- (b) it must be a distinct contribution to the knowledge of the subject whether by original investigation or by review, criticism or design, and
- (c) it must be in English or in a language approved by the Academic Board and reach a satisfactory standard of presentation, and
- (d) it must be embodied in the form of a written Thesis unless an alternative form of the Thesis is approved by the Academic Board.

Joint Work

6.4 The Thesis shall consist of the candidate's own account of the work except that in special cases work done jointly with other persons may be accepted provided the Academic Board is satisfied on the candidate's part in the joint work.

Thesis Abstract

6.5 Every candidate shall submit with a Thesis a short abstract of the Thesis comprising not more than 400 words and written in a form suitable for publication.

Work Previously Submitted for a Degree

6.6 A candidate may not submit as the main content of the Thesis any work or material which has been previously submitted for a degree or other similar award but shall not be precluded from incorporating such in the Thesis, provided it is indicated generally in the preface and specifically in the notes, the work which has been so incorporated.

Supporting Documents

6.7 The candidate may submit as supporting documents any published work by the candidate but only if it bears on the subject of the Thesis.

Notification of Intention to Submit Thesis

6.8 The candidate shall give in writing to the Secretary two months notice of intention to submit the Thesis and such notice shall be accompanied by the appropriate fee, if any.

Submission of Thesis

6.9 Three copies of the Thesis shall be submitted by the candidate and may be retained by the College. In some circumstances a fourth copy of the Thesis may be requested but, if so, will be returned to the candidate.

Supervisors' Certification

6.10 (a) The Thesis shall be submitted to the Secretary by the Head of School with a certificate signed by the Principal Supervisor certifying that the candidate's work, including the Thesis, has been completed to the satisfaction of the Principal Supervisor and is ready for examination.

(b) If the Head of School declines to submit a Thesis, the Principal Supervisor may appeal to the Academic Board.

(c) If the Principal Supervisor declines to certify a Thesis as ready for examination and the Head of School declines to submit the Thesis, a candidate may appeal to the Academic Board.

6.11 A written Thesis shall be prepared in a format prescribed by the Academic Board.

Access to Thesis

7. 7.1 The original or an acceptable copy of each Thesis for which the candidate is admitted to a Masters Degree by Thesis, shall be deposited with the Resources Centre.

7.2 (a) The copy of the Thesis deposited with the Resources Centre will be available for consultation, loan, or copying at the discretion of the Head of the Resources Centre. The College, on the application of the candidate,

may determine that it shall not be available until after the expiry of a period, which period shall not normally exceed two years.

- (b) The Head of the Resources Centre shall require each user and recipient of a copy of a Thesis to undertake in writing to respect the author's rights under the law relating to Copyright.
- (c) A candidate for a higher degree may, when lodging a Thesis, state that the Thesis contains restricted or confidential information and request that this information be not disclosed freely and that it be released to other persons only on the authorisation of the Secretary after consultation with the appropriate Head of School.
Such requests will be considered on behalf of the Academic Board by a Committee consisting of the candidate's supervisor, the Head of the School concerned and an academic staff member nominated by the Academic Board. Should such a request be denied, the student shall have the right to withdraw such information notwithstanding the provision of Rule 5.4
- (d) Where the Thesis contains material which the Academic Board considers should have restricted distribution, the Principal Supervisor, the Head of School and the examiners shall be informed which parts are classified. If further precautions are required, eg. more secure transmissions than registered post, costs will be borne by the candidate.
- (e) Where a candidate states that a Thesis contains confidential information which the candidate does not desire to be disclosed freely, the candidate may, to the extent that it is possible, place that information in an appendix to the Thesis.
- (f) The Head, Resources Centre, shall not disclose to any person an appendix to a Thesis where the Academic Board states that the Appendix contains restricted or confidential information unless the Secretary, after consultation with the appropriate Head of School, has authorised such disclosure. Where assurances of confidentiality have been given to informants, the candidate may notify the Head of School of these in writing and the Head of School shall take them into account in making a decision to authorise disclosure.

**Examination
of Thesis**

- 8. 8.1 The Academic Board shall appoint at least two examiners of whom at least one shall not be a member of the staff of the College. The supervisor of the candidate at the time of submission of the Thesis shall not be an examiner.
- 8.2 The candidate may be required to undertake an oral examination of the Thesis under such conditions as determined by the Academic Board.

**Oral
Examination**

- 8.3 The reports of the examiners shall be forwarded to Degree to the Academic Board.
 - (a) in turn to recommend to Council that the student be admitted to the Degree, or
 - (b) that the student be permitted to resubmit the Thesis within two semesters for re-examination, or
 - (c) that the student's registration as a Masters Degree Candidate be discontinued.

**Admission
to Degree**

TRAFFIC AND PARKING REGULATIONS

General

- 1.1 The College grounds are private property and the College has the right to regulate the entry of any person, and vehicles and their operation within the grounds.
- 1.2 Any vehicle brought onto the grounds is required to be driven, parked and managed in compliance with the College Traffic and Parking Rules and signs and in observance of the directions of authorised persons.
- 1.3 The College accepts no responsibility for any damage caused to vehicles while travelling, standing or parked in the grounds nor for damage to or loss of accessories or contents.
- 1.4 The bringing and driving of vehicles, cycles or scooters on paths, grassed areas or elsewhere on the site, save for College roads and car parks is prohibited, except with the permission of the Principal or the Principal's authorised representative.
- 1.5 Subject to the above, the provisions of the Motor Traffic Act and the regulations made under it shall be observed in the College site so far as these can be applied to the circumstances.
- 1.6 Notwithstanding any of the following provisions, the bringing and management of any vehicle, conveyance or animal onto, and while on the College site shall be subject to the directions of any authorised person.
- 1.7 Failure to observe the Traffic and Parking Rules may result in the loss of parking privileges.
- 1.8 Animals are not permitted on campus except with the permission of the Principal or the Principal's authorised representative.

Entry into Grounds

The following vehicles only are ordinarily permitted to enter the College Grounds:

- 2.1 Vehicles in the charge of staff if the appropriate transfer authorising parking is permanently affixed to the driver's side of the windscreen (or conspicuously on the front of a motor cycle or scooter).
- 2.2 Vehicles of members of the public having business or attending meetings or functions within the College.
- 2.3 Buses, taxi-cabs or other vehicles carrying passengers with business or attending meetings or functions within the College.
- 2.4 Vehicles making delivery of goods ordered by the College and contractors to the College.
- 2.5 Students' cars are to be parked only in the lower Eastern car park and North-Western car park.

Traffic

- 3.1 Parking and standing is prohibited on all roads and in access lanes on College owned land, except to the extent specifically authorised by notice or by an attendant. This prohibition applies irrespective of whether a "No Standing" notice is or is not displayed. These notices when displayed, are directed rather to non-College personnel not expected to be completely aware of the College Traffic and Parking Rules. The prohibition against parking and standing means that vehicles may be stationary for a sufficient minimum time to set down and pick up passengers, but no longer.
- 3.2 The speed limit in the College grounds is 25 KPH.
- 3.3 Vehicles must give way to pedestrian traffic in all circumstances.

Parking

- 4.1 At all times parking is permitted only in established car parks and not on College roads or elsewhere on the site, except that:
 - 4.1.1 Builders' vehicles may be parked within the assigned areas;
 - 4.1.2 Cycles and scooters may park only in areas reserved for them; other vehicles may not use these areas.

4.2 Within car parks, vehicles are to be parked or placed wholly within the parking spaces denoted by painted lines or other marking and are not to be parked or placed so as to obstruct the free passage of vehicles in the access lanes.

**Parking
Permits**

5.1 Separate identifying transfers authorising parking will be issued to members of staff, Council Members, visitors.

5.2 A parking transfer must be affixed as specified in paragraph 2.1 to the vehicle in respect of which it was issued but remains the property of the College. Acceptance of a transfer involves an undertaking by the receiver to accept responsibility for the vehicle in respect of which it was issued while on the College site. In the event of the disposal of the vehicle the transfer must be removed and the College notified. The College reserves the right to withdraw any transfer.

**Parking
Infringement
– Penalties**

6.1 Students and staff committing a second parking infringement or offence shall be required to pay a fine of \$5.00.

6.2 Students committing a second or subsequent offence will be excluded from parking within the College.

6.3 Students may appeal in writing to the Principal against imposition of any penalty.

Student Affairs

Students' Union
Student Representative Council
Sports Association
Student Facilities
AIESEC

THE STUDENTS' UNION OF KURING-GAI COLLEGE OF ADVANCED EDUCATION

The Students' Union is the organisational body for all bona fide students of the College. Students are automatically granted membership upon payment of the Union fees at enrolment.

The Students' Representative Council

The Students' Representative Council (SRC) is the student elected body which governs the Students' Union. It consists of an Executive and a Council of Representatives, all of which are students of the College. Executive members are elected in October each year by all students at the College, whilst the Council of Representatives is elected by each School of the College so that each School has its own Representatives. Councillor elections are usually held in November each year.

It is the purpose of the SRC to promote the interests of students through representations to both College staff and administration, and to provide a wide variety of services, amenities and activities of direct benefit to all students.

The SRC provides a direct access for students into the day-to-day functioning and long term planning of the College. As the definitive population of the College, students have, in their own organisation, the potential to influence all aspects of the College environment.

The SRC represents an opportunity for all students to extend the educational possibilities available to them in the College. It provides an association within the institution of the College and offers, through participation, an insight into the relationship between the individual and the wider College community. This participation begins with a general interest in the SRC and extends to active involvement as a Councillor or Executive office holder.

The SRC operates through regular fortnightly meetings of the full Council, with day-to-day administration being handled by the Executive. Council meetings are open to all students, the dates and times of which are routinely posted on SRC notice boards on level 5.

Finances

Student fees are levied as membership to the Students' Union. The amount of the fees is determined by the SRC, which applies this revenue to its programs, and those of its affiliated Clubs and Societies. A small proportion of the fees is jointly administered by the College and the SRC for use on planned student amenities.

The SRC allocates the remainder of its revenue to the administration of SRC facilities and the operation of affiliated bodies. The Treasurer submits all financial records of the Union to be audited, and then presents the audited accounts to the SRC Annual General Meeting scheduled for after 30th September each year.

Clubs and Societies

There are a number of Clubs and Societies affiliated with the Students' Union, which cater for the varying interests of students. These are co-ordinated by the Clubs and Societies Chairperson, and a full time SRC Secretary.

Affiliated Clubs & Societies

Sports Association
A.I.E.S.E.C.
Business Society
Christian Fellowship
College of Law Students' Association
KCAE Board Riders Club
Leisure Studies Association
Library Society
Motorcycle Club
Nursing Association
Teacher Education Society

SRC Education Office

This office is provided through the SRC for students seeking assistance not generally available within the College. It is staffed by a full time employee of the Students' Union, who is available to both full and part time students to assist with, amongst other things, academic difficulties, finance, tenancy problems and student dealings with both the College and Student Administration.

Student Facilities

Student facilities on campus include an agency of the State Bank providing full banking services between 10 am and 3 pm during semester, a spacious dining hall and canteen providing both hot and light refreshments, and a bookshop, where texts may be ordered and purchased.

A second hand Bookshop is operated by the SRC on level 5. It is the outlet for all College publications, items of clothing with the College insignia, as well as the opportunity for all students to buy or sell any second hand printed material (preferably course oriented).

The Students' Union, through a company limited by guarantee, operates a licensed bar and servery area on level 1. This level also contains the offices of all Clubs and Societies affiliated with the Union.

Student Union Office Bearers

President :

Vice President :

Treasurer :

Executive Secretary :

Entertainment & Arts Officer :

Media Director :

Clubs & Societies Chairperson :

1989 Executive

Peter Cozens

Celine Amoyal

Robert Lewis

Petra Koziollek

Robynne Stutchbury

Heather Carroll

Jane Green

Executive members and Council Representatives may be contacted through either the SRC General Office, which is open between 9 am and 3 pm, or the Second Hand Bookshop after these hours for part time student access.

Sports Association

The Sports Association controls and promotes sporting and recreational clubs within the College, providing subsidies for equipment, competition fees, intercollegiates and other operational expenses of clubs.

All students are automatically members of the Sports Association on paying their student fees, which entitles students to participate in any number of the activities offered by the Sports Association. Staff and ex-students can join by paying an annual subscription fee. Team membership is open to all Association members.

Contact with club officials can be arranged through the notices on the Bulletin Boards or through the Sports Association Executive.

The following clubs are affiliated with KCSA and compete in intercollegiate matches: Rugby Union; Rugby League; Mens and Womens Soccer; Table Tennis; Tennis; Indoor Soccer; Orienteering; Fencing; Volleyball; Mens and Womens Basketball; Netball; Softball; Hockey; Squash; Athletics; Swimming; Water Polo; Touch Football.

Several of the sports mentioned above have clubs involved in regular local competition.

Special Activities Clubs include: Outdoors; Surfing; Fencing; Scuba Diving; Golf; Fishing and Skiing.

AIESEC

AIESEC (pronounced ey-sek) is the French acronym for the International Association of Economics and Business Management Students. The Association was founded in 1948 with Australia becoming a member in 1964. It is the world's largest non-political, non-profit, student run organisation representing over 40,000 students in 62 countries, committed to global management and leadership development.

Through the International Graduate Exchange programme, AIESEC allows over 5,000 assignees each year to work overseas for periods between 2 to 18 months. Projects, seminars, luncheons and study tours also assist AIESEC in achieving its goals of bringing the business and student worlds together, bridging international gaps and complementing students' theoretical education with practical business experience.

Further information regarding AIESEC activities is available from the AIESEC executive who can be contacted in the AIESEC office, Kuring-gai College, telephone 46-5242 or by writing to P.O. Box 210, Lindfield, 2070.

General Information

College Shield and Colours
College Awards and their Abbreviations
Teacher Education Advisory Office (Scholarships)
AUSTUDY/ABSTUDY/Postgraduate Awards Scheme
Prizes
Scholarships
International Exchange Program
Disabled Persons
Medical Service
Student Counselling Service
The Resources Centre
Centres for Research and Development

COLLEGE SHIELD AND COLOURS



The shield contains symbols which represent the old and new Kuring-gai College. The new Kuring-gai College is indicated by a spear and two boomerangs. These demonstrate the College's link, through its name, with the aboriginal tribe which used to live on the east coast of New South Wales, north of Sydney Harbour to Gosford. The sword and the laurel wreath demonstrate the College's link with Balmain Teacher's College and are a representation of that College's motto, 'Luctor et Emergo', where the sword signifies struggle or effort and the laurel wreath signifies victory.

College Colours

The College colours are Green and Silver.

School Colours

Financial and Administrative Studies	Gold
Library and Information Studies	Parchment
Practical Legal Training	Pale Blue
Teacher Education	Maroon
Leisure, Tourism and Community Studies	Rust
Nursing Studies	Red

COLLEGE AWARDS AND THEIR ABBREVIATIONS

The following list shows College courses and their abbreviations as approved by the Office of Higher Education. The approved abbreviation may optionally be followed by KCAE to indicate that the award was conferred by Kuring-gai College of Advanced Education.

Award

Abbreviation

Associated Diploma in Community Organisations	Assoc.Dip.Community Organisations
Associate Diploma in Recreation	Assoc.Dip.Rec.
Diploma of Applied Science (Nursing)	Dip.App.Sc. (Nursing)
Diploma of Teaching (various)	Dip.Teach.
Bachelor of Applied Science (Information)	B.App.Sc.(Information)
Bachelor of Arts (Leisure Studies)	B.A.(Leisure.Stud.)
Bachelor of Arts (Library Science)	B.A.(Lib.Sc.)
Bachelor of Business	B.Bus
Bachelor of Education	B.Ed.
Graduate Diploma in Administration	Grad.Dip.Admin.
Graduate Diploma in Children's Literature	Grad.Dip.Child.Lit.
Graduate Diploma in Communication Management	Grad.Dip.Communication. Mgt.
Graduate Diploma in Education	Grad.Dip.Ed.

Graduate Diploma in Educational Studies (various)	Grad.Dip.Ed.Studies
Graduate Diploma in Information Studies	Grad.Dip.Inf.Stud.
Graduate Diploma in Leisure Studies	Grad.Dip.Leisure Stud.
Graduate Diploma in Library Science	Grad.Dip.Lib.Sc.
Graduate Diploma in Teacher Librarianship	Grad.Dip.Teach.Lib.
Graduate Diploma in Tourism Management	Grad.Dip. Tourism. Mgt.
Master in Administration	M.Admin.
Master of Arts in Children's Literature and Reading	M.A.(Child.Lit./Reading)
Master of Arts (Library Science)	M.A.(Lib.Sc.)

N.B. The approved abbreviations include full stops as shown, but these may be omitted.

TEACHER EDUCATION ADVISORY OFFICE (Scholarships)

The New South Wales Department of Education has established an Advisory Office at this College situated in Room 496, on Level 4. The primary function of this office is to assist students who are in receipt of Teacher Education Scholarships. Students who are not funded by the Department of Education are also welcome to call to discuss matters relative to employment in the Teaching Service. Deployed teachers may use the office as their school base during their studentship.

Scholarship students and deployed teachers should enrol separately with both the College and the Advisory Office. In cases of withdrawal from course, variations of programs of study, notification of illness etc., both College and Advisory Office should be informed.

COMMONWEALTH GOVERNMENT BENEFITS

The Commonwealth Department of Employment, Education and Training offers a number of financial assistance schemes for students. The major programs are outlined below.

AUSTUDY

AUSTUDY assistance may be available to full-time tertiary students. Eligibility is based on a number of age, income (and assets), and academic requirements. Payments will be made fortnightly into a bank, building society or credit union account. All students are subject to a test on personal income for the year of study.

Most students are also assessed on the basis of their parents' income for the previous financial year and an assets test. The income test may be relaxed where there are two or more children in the family in full-time study.

The maximum weekly rates of allowance for students (with no dependants) assessed on the basis of parental income range from \$53.55 to \$116.

Students who live away from home to undertake their studies may be eligible for reimbursement of fares costs for up to three return journeys per year between their home and the tertiary institution.

Students may apply for assistance at the higher independent rate of allowance if they meet any one of the following criteria:

- turn 25 or over during the year of study
- are/were married

- have worked full-time (ie 35 hours a week or full award hours) for at least three of the past four years
- are orphans
- are wards of either the State or Commonwealth
- are homeless students (homeless students may be eligible from the time they reach school leaving age, if they have not lived at home for at least the previous six weeks and if neither their parents nor any other adult supports them)
- have a dependent child

Independent students are assessed without regard to parental income but subject to a personal income and assets test. Married students or those living in a de facto relationship may have their spouse's income and assets taken into account.

The maximum weekly rates for independent students (without dependants) range from \$81.40 to \$116.

The maximum weekly rates for students with one or more dependent children are \$116 for married students and \$136.25 for single students.

Application forms and further information are available through any education institution or your local CES office.

ABORIGINAL STUDENT ASSISTANCE

ABSTUDY provides assistance for Aboriginal and Torres Strait Islander students in a wide range of full and part-time courses.

From 1989 the payment of ABSTUDY living allowance will be subject to an income test. Students who started their course before 1989 will be able to keep at least their 1988 rate of living allowance regardless of the effect of the income test.

The maximum allowances payable under ABSTUDY range from \$53.55 a week for students aged 16 or 17 who are eligible for the At Home rate of allowance to \$166.25 for single independent students with one or more dependent children, who are undertaking courses leading to formal awards or direct employment outcomes. The rates or allowance are similar to those for AUSTUDY.

Other ABSTUDY benefits include part-time allowances, dependants' allowances and payment of tutorials. In certain circumstances the cost of fares may be included.

Aborigines wishing to apply for ABSTUDY assistance should ring (02) 218 8784 or contact their local Aboriginal Education Office.

POSTGRADUATE AWARDS SCHEME

A limited number of competitive postgraduate awards are made available by the Commonwealth Department of Employment, Education and Training to assist students undertaking full-time Masters or PhD degrees.

The awards are open to Australian citizens or permanent residents who have not already completed a Masters or PhD degree.

Enquiries concerning postgraduate awards should be directed to the Department on (02) 218 8507.

PRIZES

The following prizes are offered in the School of Financial and Administrative Studies in 1989:

Australian Bank Prize in Finance

Value \$1,000. Awarded annually to a student graduating with the Bachelor of Business Finance Specialisation. The award will be based on the best aggregate performance in the units, Modern Finance Theory, International Finance, Advanced Corporate Finance, Security Analysis and Portfolio Management.

Australian Institute of Bankers' Prize in Banking Law

Value \$125. Awarded to the Student with the best overall performance in the unit Banking Law.

Australian Society of Accountants Prize for Best Performance in First Year

Value \$250 and an inscribed medallion. For the highest aggregate score in the units Accounting I and Accounting II.

Australian Society of Accountants Prize for Best Performance in Second Year

Value \$250 and an inscribed medallion. For the highest aggregate score in the units Accounting III and Accounting IV.

Australian Society of Accountants Prize for Best Graduating Student

Value 2 years free Society membership, an inscribed medallion and a certificate of academic excellence. Awarded to the student with the highest grades in the seven units Accounting I to Accounting VI and Auditing.

A.I.T.D. Award in Training and Development

Value 1 years free membership of the Australian Institute of Training and Development, and a book, total value \$100. For excellence in performance in the Training specialisation of the Graduate Diploma in Communication Management.

Butterworths Book Prizes

Value \$50 book voucher. Awarded to the best students in the seven units Accounting I to Accounting VI and Auditing.

Coopers and Lybrand Prize in Auditing

Value \$250. Awarded to the student with the best overall performance in the unit Auditing.

Industrial Relations Society of N.S.W. Award

Value \$100. Awarded to the student with the best overall performance in the unit Employee Relations III.

Office of State Revenue Prize in Management Accounting

Value \$150 and an inscribed medallion. Awarded to the student with the most outstanding performance in Accounting V.

Priestley & Morris Prize in Revenue Law

Value \$300. Awarded to the student with the best overall performance in the unit Revenue Law.

RAIPA Prize in Public Administration

Value \$200. Awarded for the best performance in the four unit Public Administration sequence of the Graduate Diploma in Administration.

SCHOLARSHIPS

The following scholarships are offered in the School of Financial and Administrative Studies in 1989:

Centre for Management Studies Bachelor of Business Scholarships

Value \$4,000 per annum tenable for up to two years. Two scholarships are offered; one for a new full-time, first year student, the other for a student, either full or part-time, currently enrolled in the Bachelor of Business degree program. The scholarships are awarded on the basis of academic excellence, community/professional activities and personal achievements.

Bankers Trust Australia Ltd. Scholarship in Finance

Value \$2,500. Awarded annually to a full-time or part-time student enrolled in the Bachelor of Business degree **and** undertaking the **Finance Specialisation**. The award is based on academic excellence and involvement in community, commercial and/or professional activities. Applicants should be in the fourth semester of full-time enrolment (or part-time equivalent) and have completed 31504 Corporate Finance.

INTERNATIONAL EXCHANGE PROGRAM

Kuring-gai College maintains a reciprocal program of international contact and exchange with Bryant College in Rhode Island, USA. A business school, Bryant College was founded in 1863. The 295 acre campus serves over 6000 students who are undertaking a variety of nationally recognised undergraduate and post-graduate degree programs.

Kuring-gai College students may attend Bryant College for up to two semesters, providing they meet that College's conditions. A number of students from Bryant College attend classes at Kuring-gai College, an arrangement which is also available for the academic staff of both colleges.

Further information is available from Barbara Bell or Susie Wright, Administrative Assistants within the School of Financial and Administrative Studies and from AIESEC (The International Association of Economics and Commerce Students).

DISABLED PERSONS

Kuring-gai College is a compact campus with one main building. All major areas are accessible by lift. Facilities have been adapted for wheelchair access, and doorways are of adequate width.

The policy of the College regarding handicapped students is as follows:

- Selection for, and admission to, any course will be based on the criteria which apply to all students.
- The College will endeavour to provide an educational environment which minimises the handicapping effects of disability.
- It will be the student's responsibility, but not obligation, to contact the Student Counsellor in order to indicate the nature and degree of disability. In consultation with the Counsellor, decisions will be made regarding academic and administrative assistance.

For further information, contact the Student Counsellor on 467 9283.

HEALTH SERVICE

The Health Centre is located on Level 5, along the corridor leading to the Gymnasium. Health Services are available to students, staff and visitors to the College, and are provided by a full-time Nursing Sister and a visiting General Practitioner.

STUDENT COUNSELLING SERVICE

A Student Counselling service is provided by the College to give assistance to students experiencing either personal or academic problems. The Counselling Service is independent of both administration and academic direction, and therefore functions with complete professional autonomy and confidentiality. The Service is located in the Medical Centre on Level 5, and the Counsellor is available every day.

THE RESOURCES CENTRE

The Resources Centre is the information and media service centre of the College and has two sections, the George Muir Library and the Department of Production Services.

The library services section is responsible for the acquisition, organisation and distribution of all forms of learning materials, whether in print, microform or audio-visual formats. Most material is on open access for use in the Resources Centre or is available for loan.

The Centre is open seven days a week during semester and Monday to Friday at other times. Seating for over 350 readers is available within the Resources Centre and users have the option of group or private areas. Photocopying, microform copying and cassette fast copying facilities for lecture tapes are also available.

Professional reference service is available to individual students, while Reader Education programs are available for groups, on request. Services to staff include inter-library loans, a current awareness program and on-line and manual bibliographic searches.

The Library has a branch at the College of Law, St. Leonards. The College of Law Library provides specialised legal reference assistance to both staff and students, via the CLANN network's OPAC, the CLIRS data base and in-house data bases.

The (audio-visual) production services branch of the Centre provides graphic, photographic, television and general technological services to the College, producing resource materials both for use within the Centre and by teaching departments.

Further information on the use of the Resources Centre is given in the College brochure Guide to the George Muir Library and the Department of Production Services Information brochure.

CENTRES FOR RESEARCH AND DEVELOPMENT WITHIN THE COLLEGE, 1989

Ku-ring-gai Community Environmental Centre

Established in 1988 as a College Bicentennial Project to expand the work of the Centre for Community Environmental Studies and to create a closer link between interested community groups and the College. The activities of the Centre aim to provide direction for adult leisure activities and to encourage studies of the total environment so as to develop in the community a sense of awareness and responsibility towards both the natural and man-made environment. The primary role of the Centre is to provide formal and informal courses in all areas of environmental studies; a secondary role involves research and outreach to community groups.

DIRECTOR: J. WEBB

Centre for Applied Communication

The Centre for Applied Communication was established in 1988 to meet community needs through the provision of quality programs and services relating to the development of competencies in the area of communication management. The Centre also serves as a major point of contact between communication professionals and the College. Activities of the Centre include the development of communication-based short courses; the development of quality instructional resources; the promotion and coordination of consulting services to the private and public sectors; the promotion of community seminars and conferences; the promotion and coordination of research and development in the area of applied communication; and the sponsorship of visiting specialists and prominent academics within the field of communication studies.

DIRECTOR: D. POTTS

Centre for Computer Education and Services

Established to create links between the College and the business and professional community by providing fully qualified expertise in areas relating to computing. The major areas of concern would be the provision of educational services, by way of courses, seminars, etc; the provision of professional services and advice across a range of disciplinary areas; and the publication of books and notes for users. The advantage of this centre to the community is seen in its independence from computer hardware and software houses, and its ability to provide multi-disciplinary expertise.

DIRECTOR: L. SMITH

Centre for Humanities and Life Sciences

The Centre intends to provide a multi-disciplinary, non-partisan approach to the discussion of issues arising from the advances in Science and Technology and their application to human life. Through research, discussion, publication and through conferences, workshops and seminars the Centre endeavours to promote and sustain the centrality of the person in examining the uses, control and consequences of technology.

DIRECTOR: M. WALSH

Centre for Information Studies Publications — CRISP

Established to provide a means of dissemination of original material in the area of library and information science, generated by staff of the School individually or in the context of research and consultancy activities funded from inside or outside the College; to maintain the reputation of the School of Library and Information Studies as a centre for research and development, and innovative approaches to library and information science education.

DIRECTOR: H. YERBURY

Centre for Labour Studies

Established to provide closer links between academic research and those industrial and community organisations concerned with the development of the labour market, labour organisations and labour issues.

DIRECTOR: J. COLLINS

Centre for Leisure and Tourism Studies

Established to conduct research and undertake consultancy work on the development of leisure service systems in the community; to establish a leisure data base available to researchers, educators and industry; to provide a forum for interaction between tourism and recreation service practitioners, researchers and educators; to foster an understanding of contemporary issues relating to leisure behaviour and the organisational responses to that behaviour.

DIRECTOR: R.W. ROBERTSON

Centre for Library Systems

Established to conduct research into library systems; to design and evaluate specific systems for use by library and information agencies, systems concerned with acquisitions, cataloging, circulation and information retrieval; to develop and evaluate software applicable to computer based information systems; to design and evaluate models for the organisational structure of library and information agencies; to look into implications of technological advances on the provision of information services. The Centre will provide services in the form of research studies, consultancies, seminars and workshops.

DIRECTOR: DR. G. LOWRY

Centre for Management Studies

Established to provide short courses in continuing education for practicing professionals and managers; to undertake specific business research in the areas of finance, marketing, personnel management, etc, for both the public and private sectors; to run 'in-company' short courses that meet specific needs.

DIRECTOR: R. COOMBES

Centre for Publication and Information

Established to publish papers for use as resource material in the College of Law's practical legal training programme. Drawing on the teaching staff of the College and on legal practitioners with professional standing in these fields, the Centre commissions papers on all aspects of the solicitor's work, including advocacy, litigation, professional conduct, solicitor's accounts, probate law, family law, conveyancing, business and company law, and workers' compensation. Full editorial services are provided in the Centre, along with facilities and systems to keep the papers up to date. There are 144 papers in the Centre's current list.

DIRECTOR: P.F. UNDERWOOD

Centre for Reading Education — CENFOREAD

Established to evaluate and develop curriculum and co-ordinate courses in Reading Education at the College; to plan and implement research in the teaching of reading and children's literature; to establish a continuing professional liaison between the College, other academic institutions, resource centres, the Department of Education and the schools; to develop a Centre to accommodate resources in reading education and children's literature, related media including film and audio visual equipment.

DIRECTOR: DR. G.C. WINCH

Centre for Research in Teacher Education — CRITERION

Established to undertake research on questions and issues relating to teacher education; to collate and review relevant research findings; to monitor existing programmes on request and to suggest improvements; to survey community interests in proposed programmes; to establish links with schools, other research centres and individual workers, and the relevant divisions of the Department of Education and other statutory bodies. The Centre provides a range of services including consultancy and short courses.

DIRECTOR: R. MUNRO

Centre for Securities Industry Studies

Established to permit the creation of library and computer based resource materials related to the finance industry; to provide an avenue for the publication of rigorous descriptive and empirical research reports related to aspects of the finance industry; to provide for interaction between the finance industry and participants in the education process serving the industry.

DIRECTOR: M. FREEMAN

Centre for Social Welfare Studies

Established to conduct research in the area of social welfare provision and social administration; permit the creation and development of resource materials and data bases specifically related to the social welfare sector; provide a medium for interaction between the social welfare sector and educational processes; facilitate the exchange of ideas between educators, practitioners and researchers.

DIRECTOR: G.D. SHEATHER

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Course Information

School of Financial and Administrative Studies

SCHOOL OF FINANCIAL AND ADMINISTRATIVE STUDIES

The formation of the School of Financial and Administrative Studies in January 1974 marked the first major step in the multi-disciplinary development of Kuring-gai College of Advanced Education.

The School offers courses of varying duration and rigour in the areas of financial and administrative studies. Courses are offered at Degree, Graduate Diploma and Masters Degree levels. A comprehensive range of shorter extension courses has been developed to serve recognised areas of community need.

In 1989 the School is offering the following programs:

- Bachelor of Business Degree
- Graduate Diploma in Administration
- Graduate Diploma in Communication Management
- Master of Administration Degree

The focus of each of the School's programs is on the development of the capacities of individual students, by providing learning experiences which are rich, diverse, challenging and initiating. To this end the programs incorporate the following features:

- The meeting of vocational and professional needs while emphasising also the personal development of students and the development of their analytic skills through concentrated disciplinary study.
- The association of disciplinary depth with inter-disciplinary perspective.
- A variety of teaching approaches to provide the most effective learning experiences for the wide range of subject areas.
- Encouragement of student initiated projects, including team projects.
- Provision of electives to provide flexibility for students in suiting their capacities and interests.
- Encouragement of mature age students.

Associated with the School are a number of centres for research and development:

- Centre for Management Studies
- Centre for Securities Industry Studies
- Centre for Social Welfare Studies
- Centre for Labour Studies
- Centre for Computing Education and Services

BACHELOR OF BUSINESS

The School offers a range of programs leading to the award of a Bachelor of Business degree. These specialised programs of study are designed to develop the intellectual and personal competences necessary for a professional career in ACCOUNTING, COMPUTING, FINANCE or MANAGEMENT.

By appropriate choice of electives, students may further specialise in:

- Business Law
- Communication

- Computing
- Discrimination in Organisations
- Economics
- Employee Relations
- Finance
- International Business
- Marketing
- Professional Accounting Practice

Each program normally involves three years full-time study or six years part-time study.

The Bachelor of Business degree at Kuring-gai College has been designed to provide a business education that is at once:

- Vocational —providing at least the minimum competences necessary for entry to a professional career in accounting, computing, finance and management.
- Disciplinary —providing training in the application of analytic techniques and, through this, some understanding of the patterning of social activity, the processes of social change, the relation between ideas and phenomena, and the nature of extant social anomalies.
- Professional —providing an understanding of the present position of the accounting, computing, finance or management professions, focussing on their present problems and on an evaluation of the best of the solutions proposed to these problems, and discriminating between the political processes by which professions adapt and the social and other processes through which knowledge is developed.
- Personal —providing development of understandings and competences which assist the individual in dealing with the world in either a personal or professional capacity, in tackling problems and dealing with change — personal or social.

Structure of the Course

The award of the Bachelor of Business degree requires satisfactory completion of 30 semester units, grouped as follows:

- a common CORE 18 units
- a MAJOR sequence 8 units
- a SPECIALISATION and/or elective units 4 units

Common Core

All students enrolled in the Bachelor of Business course are required to complete a common CORE of 18 semester units. These core units provide students with a grounding in:

- i. the handling of quantitative data, covered in Quantitative Methods I & II; Computing I; Corporate Finance; and Accounting I, II & IV
- ii. the study of organisations and managerial work, in the units: Work Organisation & Society; Organisation Behaviour; Political Behaviour; and Communication I & II

- iii. the disciplines of economics and law in: Economy & Society I, II & III; Financial Institutions and Markets; Law and the Legal Process; and Commercial Law.

The Major Sequence

The major sequences — available in Accounting, Computing, Finance or Management — provide a detailed and extensive coverage of the modes of practice and bodies of knowledge necessary for a professional career in these areas.

The **Accounting major** is designed to meet the professional educational requirements of both the Institute of Chartered Accountants and the Australian Society of Accountants.

In addition to the core units, students are required to complete: four semester units in accounting — Accounting III, Accounting V, Accounting VI, Auditing; two semester units in finance — Security Analysis & Portfolio Management, Securities Market Regulation; and two semester units in law — Company Law, Revenue Law.

The **Computing major** provides an essentially applied course in the use of computers for accounting and management information systems. A combination of skills in computing, accounting and management will equip students for a career in programming, systems analysis and design and commercial software marketing and support.

In addition to the core units, students are required to complete eight semester units in computing — Programming and Software Engineering, Applications of Personal Computers, Commercial Systems Design, Operations Research, Database Design, Operating Systems and Languages, Advanced Systems Analysis and Design, and Management Information Systems.

The **Finance major** provides a rigorous coverage of the modern, computer-assisted techniques of financial analysis, an understanding of the capital markets within which organisations make financial decisions to pursue their corporate strategies, and a solid grounding in the discipline of finance and its current developments. All these are necessary for a professional career in finance.

In addition to the core units, students are required to complete the following units — Multivariate Analysis in Finance, Securities Market Regulation, Security Analysis and Portfolio Management, Accounting V, Advanced Corporate Finance, Modern Finance Theory, International Finance, and Corporate Strategy.

The **Management major** is designed to develop the intellectual and personal competences, and provide the disciplinary background necessary for a career in the private or public sector.

In addition to the core units, students are required to complete a sequence of six semester units in the field of management studies: Government and Business, Employee Relations I, Marketing for Managers, Structure Adaptation and Change in Organisations, Organisation Design, The Management Process; and undertake two units which develop skills integral to organising in societal and managerial contexts: Corporate Strategy, Law and the Manager.

Double Majors

Students may choose to complete a double major. For example, a double major in Accounting and Finance is possible by completing 31 units.

Electives

Students may tailor the course to their particular capacities and interests by choosing units as electives from the wide range offered within the College, subject to the approval of the Board of Studies in the School of Financial and Administrative Studies.

Any pattern of electives may be chosen, provided normal pre-requisites are observed.

Students may wish to undertake an elective **specialisation** — a defined sequence of units which provides vocational and disciplinary training in one field. The specialisations enhance the professional employment opportunities available to students by providing access to additional specialist training within the degree program. Completion of a recognised sequence of units will be acknowledged on the student's academic transcript.

The elective components of the specialisations offered by the School of Financial and Administrative Studies are:

Business Law

Advanced Company Law
Trade Practices and Consumer Protection
Banking Law
Advanced Revenue Law or
Advanced Taxation Law
Industrial and Labour Law

Communication

Communication IIIA — Communication in Small Groups
Communication IVA — Organisational Communication
Communication VA — Mass Communication
Communication VIA — Applications of Communication Theory & Research

Computer Studies

Computing II(A) — Programming and Software Engineering
Computing III(A) — Commercial Systems Design
Computing IV — Database Design

Discrimination in Organisations

Employment Practices and Discrimination
Discrimination and Organisations
Managing Discrimination
Anti-Discrimination Law

Economics

Public Finance
International Business Economics

Employee Relations

Employee Relations I
Employee Relations II
Employee Relations III
Industrial and Labour Law

Finance

Multivariate Analysis in Finance
Advanced Corporate Finance
International Finance
Modern Finance Theory

International Business

International Marketing
International Business Economics
International Business Law and Regulation
International Finance

Marketing

Marketing for Managers
Research for Marketing Problems
Marketing Planning and Management
Consumer Behaviour

Professional Accounting Practice

Advanced Company Law
Special Topics in Auditing
Advanced Revenue Law or
Advanced Taxation law
Advanced Financial Accounting

Specialisations will be offered each year subject to student demand and staff availability.

Students may undertake any of the semester units listed in a specialisation sequence as a single unit, and they may build a program which incorporates semester units from a number of specialisation sequences, as long as the defined pre-requisites are observed.

Details of the subjects listed in the specialisation sequences are shown under the relevant department 'Semester Unit Outlines'.

Professional Recognition

The following bodies have given recognition to the Bachelor of Business degree:

- Australian Society of Accountants:** Students completing the Accounting, Finance and Computing Majors will be eligible for Provisional Associate membership and will satisfy the educational requirements for Associate status (they will also satisfy the CPA entrance requirements if they complete Revenue Law, Company Law and Auditing). Students completing the Management major will be eligible for Provisional Associate membership (and will satisfy the educational requirements for Associate status provided they complete some additional subject units included in the Accounting major).
- Australian Institute of Management:** Students completing any of the majors satisfy the educational requirements for membership. Further managerial work experience is required.
- Australian Marketing Institute:** Completion of either the Management Major or the Marketing Specialisation is a prerequisite for membership.
- Institute of Chartered Accountants in Australia:** Students completing the Accounting Major will be admitted into the professional year program of the Institute.

- **Institute of Chartered Secretaries and Administrators and the Institute of Business Administration:** Students completing any of the majors satisfy the undergraduate qualifications. Further post-graduate qualifications and relevant work experience are then necessary for membership.
- **Institute of Personnel Management Australia:** Students completing the Management Major, the Employee Relations Specialisation and the unit, Issues in Human Resources Management, will be admitted into membership.
- **Public Accountants Registration Board:** Students completing the Accounting Major can apply for registration by the Board.
- **Tax Agents Registration Board:** Students completing the Accounting Major can apply for registration by the Board.
- **The Bankers Institute of Australasia:** Students completing the Banking Law unit may obtain senior associate status with the Institute.

Semester-Unit Weightings

In the section, 'Semester-Unit Outlines' at the back of the calendar, each semester-unit is described in terms of Class Contact Hours and Week Hours. These approximately indicate the amount of time a student can expect to devote to the various aspects of the unit; ie, in formal class contact and overall study per week.

Class Contact Hours: The number of hours per week in which students enrolled in a particular unit are in formal contact with fellow students and teaching staff. Such contact may take the form of lectures, tutorials, workshop classes, laboratory sessions, seminars or discussions or a combination of these sessions. All units in the degree programs require nominally three hours per week class contact. However, the number of weekly hours and the form of class contact used may be varied, depending on their educative value in the study of a particular unit or their necessity for a particular pattern or style of teaching. Some units, for example, may require no class contact.

Week Hours: The approximate amount of time a student is expected to work in the given unit per week, *including* class contact. Week hours can be seen as the minimum amount of work required per week. Courses have been designed so that generally speaking a full-time student will be required to do between 36 and 44 hours per week in the program, ie, the total number of week hours of all semester units in which a full-time student is enrolled in any one semester should total between 36 and 44 hours. A part time program is approximately half this.

Patterns of Attendance

The course may be taken on a full-time basis over a minimum of three years (six semesters) or on a part-time basis over six years (normally twelve semesters), or by a combination of full-time and part-time study. Experience has shown that students may find it necessary or advantageous to switch from one pattern of attendance to another during the duration of the course. This flexibility will be permitted to the extent practicable to meet the needs of both students and employers. Where possible, it is desirable that part-time students obtain 'day release' from their employment for attendance at classes. Class times will be arranged where practicable, so that 'day release' causes minimal interference with employment duties. For example, early morning, late afternoon and/or, weekend classes may be provided as an alternative to evening attendance.

Advanced Standing and Accelerated Progression

It is also considered desirable that part-time students be able to 'accelerate their progression' so that they can complete the course in less than twelve semesters. At present this may be attained by students:

1. 'challenging' a unit if they consider that they possess the competence to be developed through its study;
2. demonstrating that they possess the capacity to undertake more than the normal number of semester hours of study in a particular semester;
3. attaining Advanced Standing and Accreditation in particular units;
4. undertaking during vacations or at other times units which are of a reading/essay type and which have minimal class contact;
5. taking units in a specially organised intensive study period (eg. during vacation).

Students should consult the lecturer in charge of the unit or the Head of the relevant Department for further information.

Award of the Degree

1. In order to qualify for the award of the degree of Bachelor of Business, a student must complete a minimum of 30 semester units, including the semester units required to complete at least one of the Majors — Accounting, Computing, Finance or Management — offered within the degree. The semester units required for each Major are listed elsewhere in the College Calendar.
2. A student who fails in a unit must repeat it in a later semester or take another in its place where this is permitted.
3. A student who fails in a unit in a sequence in which its passing is a prerequisite of the next unit in the sequence must repeat the unit failed, or abandon the sequence.
4. The normal time for the completion of all the requirements of the degree program is six semesters (full-time) or twelve semesters (part-time). Once normal time has elapsed, students will be granted a maximum of four semesters (either full-time or part-time) to satisfy degree requirements.
5. Credit for relevant studies completed in other institutions may be granted by the Board of Studies in accordance with the student regulations of the College.
6. The academic transcript of students shall indicate, in addition to the Major, any defined sequence of units undertaken as an elective specialisation.

Procedures and Criteria for Student Appeals against Assessment Results

The following procedures and criteria for student appeals against assessment results have been approved by the Board of Studies of the School of Financial and Administrative Studies.

These procedures and criteria have been designed to encourage feedback between students and members of the academic staff in the hope that everyone will benefit from staff/student discussion of any queries or problems relating to assessment results. It is firmly believed that it is most desirable educationally for students to approach staff shortly after the receipt of notification of a mark or grade in order to resolve any dispute of interpretation, doubt or uncertainty which may affect the performance of the student.

The procedures and criteria also make provision for students to present documentation of illness or misadventure which could not have been made available to the lecturer(s) concerned when the mark or grade was determined.

Procedures for Appeal against Assessment

If students receive a grade or mark in any assessment component (class test, essay, examination and so on) which is regarded as unacceptable, the following procedures should be followed.

The students should contact the lecturer(s) concerned so that the reasons for the particular grade or mark may be explained. It is important that the lecturer(s) be consulted promptly to receive feedback so that the students' performance may not be affected.

Where failing work has not been double-marked, the students may ask the lecturer(s) who marked their work to arrange for a remark by another member of the academic staff. If, for any reason, the students are unable to contact the lecturer(s) concerned, they should contact the Head of the relevant Department and ask for arrangements to be made.

If the grade or mark is still considered to be unacceptable, students should submit an 'appeal against assessment results form' to the Board of Studies. This form must be lodged with the Secretary of the Board by no later than enrolment week of the following semester in the case of final results, or 10 days from receipt of result in the case of a continuous assessment component.

There are five possible grounds of appeal, as stated below. The appeal must be written and should contain all relevant documentation in support of one or more of the possible grounds.

1. In the case of a Fail (E) grade, that at least two members of the academic staff of the appropriate Department had not assessed the students' work in a component of assessment, which by its nature, was capable of reassessment.
2. Semester unit requirements and assessment procedures were not published or were changed not in accordance with College or school/program regulations.
3. Semester unit requirements and assessment procedures were conducted in such a way as to adversely affect the student's result.
4. There existed relevant information regarding a student's illness or misadventure not available to the Board of Studies at the time the results were being considered.
5. There existed any other information or circumstances which bore a direct relation to the student's performance in the unit and which adversely affected the student's performance to a significant extent so that the result did not fairly reflect the student's competence in the unit.

PLEASE NOTE THE FOLLOWING POINTS

- A right of appeal against final assessment lapses after enrolment week of the semester immediately following that in which the unit was assessed.
- A student has no avenue of advocacy except via a written appeal submission. All appeals to the Board of Studies must be made on the relevant form.
- If the Board of Studies upholds an appeal it will refer the matter to the examiner concerned and the relevant academic department for reconsideration. The examiner may wish to discuss the matter with the student concerned and may involve the student in the deliberations. The examiner will then report any outcome to the Board of Studies for ratification. Please note that the Board is not bound to amend a grade following an upheld appeal.
- If the appeal to the Board of Studies is unsuccessful and the student wishes to take the matter further he or she may appeal to the Academic Board in accordance with Student Regulation 53.2.

Results of Formal Examinations

1. It is normal practice for staff to add the results of formal examinations at the end of a semester to other assessment components in order to arrive at a final grade, which is then considered by the Board of Studies meeting as a Board of Examiners. Consequently students may not know the results of the examination component of the assessment package until it is publicised as part of the final grade. If the final grade, including the grade in an end-of-semester examination, is regarded as unacceptable, the student should contact the lecturer(s) concerned or the Chairman of the relevant Department to discuss their performance in the final examination component of the assessment package as soon as possible and, at the latest, before the end of the first week of the next semester. The Procedures for Appeal against Assessment outlined above, then apply.
2. Appeals against unacceptable grades in end of semester examinations, based on evidence of illness or misadventure, will not be upheld if this evidence, by its nature, could have been presented prior to the determination of the final grade in a semester unit.
3. Students should consult the College's Student Regulations on Assessment, Section 42-52.
4. When the final grade in a semester unit is publicised, the students should bear in mind that they cannot appeal against any marks or grades received in assessment components conducted during the semester, as these grades should have been discussed or reconsidered with the lecturer(s) concerned within ten (10) days of their receipt.

Typical Course Programs

Typical course programs by major for both full-time and part-time students are shown on the following pages.

BACHELOR OF BUSINESS —
Typical Full-time Program
Accounting Major

Semester	Unit† Number Unit†		Nominal Class Contact	Week Hours
I	31105	Accounting I	4	6
	32101	Economy and Society I	3	6
	35102	Political Behaviour	3	6
	35103	Work, Organisation and Society	3	6
	37101	Quantitative Methods I	3	6
	38101	Computing I	3	6
II	11111	Communication I	3	6
	31205	Accounting II	4	6
	32201	Economy and Society II	3	6
	34105	Law and the Legal Process	3	6
	36202	Organisation Behaviour	3	6
	37201	Quantitative Methods II	3	6
III	11211	Communication II	3	6
	31305	Accounting III	3	8
	31504	Corporate Finance	3	8
	32301	Economy and Society III	3	8
	34201	Commercial Law	3	8
IV	31405	Accounting IV	3	8
	31406	Auditing	3	8
	32402	Financial Institutions and Markets	3	8
	34301	Company Law	3	8
		Electives* (at least one)		
V	31502	Security Analysis and Portfolio Management	3	10
	31505	Accounting V	4	10
	34401	Revenue Law	3	10
		Electives* (at least one)		
VI	31601	Securities Market Regulation	3	10
	31605	Accounting VI	3	10
		Electives* (at least one)		

*A minimum of four electives must be taken

†Unit outlines: see section at rear of calendar where semester-unit details are shown in numerical order within teaching departments.

BACHELOR OF BUSINESS —
Typical Part-time Program
Accounting Major

Semester	Unit Number	Unit†	Nominal Class Contact	Week Hours
I	31105	Accounting I	4	6
	32101	Economy and Society I	3	6
	—	**	3	6
II	31205	Accounting II	4	6
	38101	Computing I	3	6
	—	**	3	6
III	37101	Quantitative Methods I	3	6
	—	**	3	6
	—	**	3	6
IV	32201	Economy and Society II	3	6
	37201	Quantitative Methods II	3	6
	—	**	3	6
V	11211	Communication II	3	6
	31305	Accounting III	3	8
	32301	Economy and Society III	3	8
VI	31405	Accounting IV	3	8
	32402	Financial Institutions and Markets Elective*	3	8
VII	31504	Corporate Finance	3	8
	34201	Commercial Law	3	8
VIII	31406	Auditing	3	8
	34301	Company Law	3	8
IX	31505	Accounting V	4	10
	34401	Revenue Law	3	10
X		Elective*		
XI		Elective*		
XI	31502	Securities Analysis & Portfolio Management	3	10
		Elective*		
XII	31601	Securities Market Regulation	3	10
	31605	Accounting VI	3	10

*A minimum of four electives must be taken

**Students must complete all of the following units: 11111 Communication I; 32201 Economy & Society II; 34105 Law and the Legal Process; 35102 Political Behaviour; 35103 Work, Organisation & Society. Where indicated, students should choose one (or two, in semester III) of these subjects, ensuring that normal pre-requisites are observed.

†Unit outlines: see section at rear of calendar where semester-unit details are shown in numerical order within teaching departments.

BACHELOR OF BUSINESS —
Typical Full-time Program
Finance Major

Semester	Unit†	Unit†	Nominal Class Contact	Week Hours
I	31105	Accounting I	4	6
	32101	Economy and Society I	3	6
	35102	Political Behaviour	3	6
	35103	Work, Organisation and Society	3	6
	37101	Quantitative Methods I	3	6
	38101	Computing I	3	6
II	11111	Communication I	3	6
	31205	Accounting II	4	6
	32201	Economy and Society II	3	6
	34105	Law and the Legal Process	3	6
	36202	Organisation Behaviour	3	6
	37201	Quantitative Methods II	3	6
III	11211	Communication II	3	6
	31504	Corporate Finance	3	8
	32301	Economy and Society III	3	8
	37305	Multivariate Analysis in Finance	3	8
		Electives* (at least one)		
IV	31405	Accounting IV	3	8
	32402	Financial Institutions and Markets	3	8
	31604	Advanced Corporate Finance	3	10
		Electives* (at least two)		
V	31505	Accounting V	4	10
	31604	Security Analysis and Portfolio Management	3	10
	34201	Commercial Law	3	8
		Electives* (at least one)		
VI	31601	Securities Market Regulation	3	10
	31602	Modern Finance Theory	3	10
	36402	Corporate Strategy	3	10
	31603	International Finance	3	10

*A minimum of four electives must be taken

A double major in Accounting and Finance is possible if five electives in accounting (namely Company Law, Revenue Law, Auditing, Accounting III and Accounting VI) are chosen.

Students have the option of substituting Commercial Law for an elective in Semester III, and this is a desirable option for students intending to take Banking Law.

†Unit outlines: see section at rear of calendar where semester-unit details are shown in numerical order within teaching departments.

BACHELOR OF BUSINESS —
Typical Part-time Program
Finance Major

Semester	Unit† Number	Unit†	Nominal Class Contact	Week Hours
I	31105	Accounting I	4	6
	32101	Economy & Society I	3	6
	-	***	3	6
II	31205	Accounting II	4	6
	37103	Computing I	3	6
	-	***	3	6
III	37101	Quantitative Methods I	3	6
	-	***	3	6
	-	***	3	6
IV	32201	Economy & Society II	3	6
	37201	Quantitative Methods II	3	6
V	11211	Communication II	3	6
	31504	Corporate Finance	3	8
	-	Elective*		
VI	31405	Accounting IV	3	8
	-	Elective*		
	-	Elective*		
VII	37305	Multivariate Analysis in Finance	3	8
	32301	Economy & Society III	3	6
VIII	31402	Financial Institutions & Markets	3	8
	31604	Advanced Corporate Finance	3	10
IX	31505	Accounting V	4	10
	31502	Security Analysis and Portfolio Management	3	10
X	31601	Securities Market Regulation	3	10
	31603	International Finance	3	10
XI	34201	Commercial Law	3	8
	-	Elective*		
XII	36402	Corporate Strategy	3	10
	31602	Modern Finance Theory	3	10

*A minimum of four electives must be taken

A double major in Accounting and Finance is possible if five electives in Accounting (namely Company Law, Revenue Law, Auditing, Accounting III and Accounting VI) are chosen.

***Students must complete all of the following units: 11111 Communication I; 34105 Law and the Legal Process; 35102 Political Behaviour; 35103 Work, Organisation & Society; 36202 Organisation Behaviour.

Students intending to take Banking Law may find it desirable to take Commercial Law at an earlier stage in their program than is suggested above.

BACHELOR OF BUSINESS —
Typical Full-time Program
Double Major in Accounting and Finance

Semester	Unit† Number Unit†		Nominal Class Contact	Week Hours
I	31105	Accounting I	4	6
	32101	Economy and Society I	3	6
	35102	Political Behaviour	3	6
	35103	Work, Organisation and Society	3	6
	37101	Quantitative Methods I	3	6
	38101	Computing I	3	6
II	11111	Communication I	3	6
	31205	Accounting II	4	6
	32201	Economy and Society II	3	6
	34105	Law and the Legal Process	3	6
	36202	Organisation Behaviour	3	6
	37201	Quantitative Methods II	3	6
III	11211	Communication II	3	6
	31504	Corporate Finance	3	8
	32301	Economy and Society III	3	8
	37305	Multivariate Analysis in Finance	3	8
	31305	Accounting III	3	8
IV	31405	Accounting IV	3	8
	32402	Financial Institutions and Markets	3	8
	31604	Advanced Corporate Finance	3	10
	34301	Company Law	3	8
	31406	Auditing	3	8
V	31505	Accounting V	4	10
	31502	Security Analysis and Portfolio Management	3	10
	34201	Commercial Law	3	8
	34401	Revenue Law	3	10
VI	31601	Securities Market Regulation	3	10
	31602	Modern Finance Theory	3	10
	36402	Corporate Strategy	3	10
	31603	International Finance	3	10
	31605	Accounting VI	3	10

†Unit outlines: see section at rear of calendar where semester-unit details are shown in numerical order within teaching departments.

**BACHELOR OF BUSINESS —
Typical Part-time Program
Double Major in Accounting and Finance**

Semester	Unit Number	Unit†	Nominal Class Contact	Week Hours
I	31105	Accounting I	4	6
	32101	Economy & Society I	3	6
	.	***	3	6
II	31205	Accounting II	4	6
	37103	Computing I	3	6
	.	***	3	6
III	37101	Quantitative Methods I	3	6
	.	***	3	6
	.	***	3	6
IV	32201	Economy & Society II	3	6
	37201	Quantitative Methods II	3	6
	.	***		
V	11211	Communication II	3	6
	31504	Corporate Finance	3	8
	31305	Accounting III	3	8
VI	31405	Accounting IV	3	8
	31406	Auditing	3	8
	34301	Company Law	3	8
VII	37305	Multivariate Analysis in Finance	3	8
	32301	Economy & Society III	3	6
VIII	31402	Financial Institutions & Markets	3	8
	31604	Advanced Corporate Finance	3	10
IX	31505	Accounting V	4	10
	31502	Security Analysis and Portfolio Management	3	10
X	31601	Securities Market Regulation	3	10
	31603	International Finance	3	10
	31605	Accounting VI	3	10
XI	34201	Commercial Law	3	8
	34401	Revenue Law	3	10
XII	36402	Corporate Strategy	3	10
	31602	Modern Finance Theory	3	10

*A minimum of four electives must be taken

*** Indicates that students should choose one (or two, in Semester III) of the following core units ensuring that normal pre-requisites are observed. 11111 Communication I; 36202 Organisation Behaviour; 34105 Law and the Legal Process; 35102 Political Behaviour; 35103 Work, Organisation & Society.

Students intending to take Banking Law may find it desirable to take Commercial Law at an earlier stage in their program than is suggested above.

BACHELOR OF BUSINESS —
Typical Full-time Program
Computing Major

Semester	Unit†	Unit†	Nominal Class Contact	Week Hours
I	31105	Accounting I	4	6
	32101	Economy and Society I	3	6
	35102	Political Behaviour	3	6
	35103	Work, Organisation and Society	3	6
	37101	Quantitative Methods I	3	6
	38101	Computing I	3	6
II	11111	Communication I	3	6
	31205	Accounting II	4	6
	32201	Economy and Society II	3	6
	34105	Law and the Legal Process	3	6
	38201	Computing IIA	3	6
	37201	Quantitative Methods II	3	6
III	11211	Communication II	3	6
	38202	Computing IIB	3	8
	31504	Corporate Finance	3	8
	32301	Economy and Society III	3	8
	34201	Commercial Law	3	8
IV	31405	Accounting IV	3	8
	38301	Computing IIIA	3	8
	32402	Financial Institutions and Markets	3	8
	38302	Computing IIIB	3	8
	36202	Organisation Behaviour	3	6
V	38401	Computing IVA	3	10
	38402	Computing IVB	3	10
		Two Electives*		
VI	38501	Computing VA	3	10
	38502	Computing VB	3	10
		Two Electives*		

*A minimum of four electives must be taken

†Unit outlines: see section at rear of calendar where semester-unit details are shown in numerical order within teaching departments.

BACHELOR OF BUSINESS —
Typical Part-time Program
Computing Major

Semester	Unit†	Unit†	Nominal Class Contact	Week Hours
I	31105	Accounting I	4	6
	32101	Economy & Society I **	3	6
II	31205	Accounting II	4	6
	38101	Computing I **	3	6
III	37101	Quantitative Methods I **	3	6
	.	**		
IV	38202	Computing IIB	3	8
	37201	Quantitative Methods II **	3	6
V	11211	Communication II	3	6
	32301	Economy & Society III	3	6
	38201	Computing IIA	3	6
VI	31405	Accounting IV	3	8
	32402	Financial Institutions & Markets	3	8
	38301	Computing IIIA	3	8
VII	31504	Corporate Finance	3	8
	34201	Commercial Law	3	8
VIII	38302	Computing IIIB **	3	8
		**		
IX	38401	Computing IVA One Elective*	3	10
X	38402	Computing IVB One Elective*	3	10
XI	38501	Computing VA One Elective*	3	10
XII	38502	Computing VB One Elective*	3	10

*A minimum of four electives must be taken

**Students must complete all of the following units: 11111 Communication I; 32201 Economy & Society II; 34105 Law and the Legal Process; 35102 Political Behaviour; 35103 Work, Organisation & Society. Where indicated, students should choose one (or two, in semester III) of these subjects, ensuring that normal pre-requisites are observed.

† Unit outlines: see section at rear of calendar when semester unit details are shown in numerical order within teaching departments.

BACHELOR OF BUSINESS —
Typical full-time Program
Management Major

Semester	Unit Number	Unit†	Nominal Class Contact	Week Hours
I	31105	Accounting I	4	6
	32101	Economy and Society I	3	6
	35102	Political Behaviour	3	6
	35103	Work, Organisation and Society	3	6
	37101	Quantitative Methods I	3	6
	38101	Computing I	3	6
II	11111	Communication I	3	6
	31205	Accounting II	4	6
	32201	Economy and Society II	3	6
	34105	Law and the Legal Process	3	6
	36202	Organisation Behaviour	3	6
	37201	Quantitative Methods II	3	6
III	11211	Communication II	3	6
	31504	Corporate Finance	3	8
	32301	Economy and Society III	3	8
	34201	Commercial Law	3	8
	36406	Employee Relations I	3	8
IV	31405	Accounting IV	3	8
	32402	Financial Institutions and Markets	3	8
	36403	Marketing for Managers	3	8
	36302	Government and Business	3	8
		Electives* (at least one)		
V	34403	Law and the Manager	3	10
	36507	Structure, Adaptation and Change in Organisations	3	10
	36508	Organisation Design	3	10
	Electives* (at least one)			
VI	36402	Corporate Strategy	3	10
	36607	The Management Process	3	10
		Electives* (at least one)		

**A minimum of four electives must be taken*

†Unit outlines: see section at rear of calendar where semester-unit details are shown in numerical order within teaching departments.

**BACHELOR OF BUSINESS —
Typical Part-time Program
Management Major**

Semester	Unit Number	Unit†	Nominal Class Contact	Week Hours
I	31105	Accounting I	4	6
	32101	Economy and Society I	3	6
	35103	Work, Organisation and Society	3	6
II	31205	Accounting II	4	6
	37103	Computing I	3	6
	35102	Political Behaviour	3	6
III	37101	Quantitative Methods I	3	6
	—	**	3	6
	—	**	3	6
IV	36202	Organisation Behaviour	3	6
	37201	Quantitative Methods II	3	6
	—	**	3	6
V	11211	Communication II	3	6
	32301	Economy and Society III	3	8
	36406	Employee Relations I	3	8
VI	31405	Accounting IV	3	8
	32402	Financial Institutions and Markets	3	8
	36403	Marketing for Managers	3	8
VII	31504	Corporate Finance	3	8
	34201	Commercial Law	3	8
VIII	36302	Government and Business Elective*	3	8
IX	36507	Structure, Adaptation and Change in Organisations	3	10
	36508	Organisation Design	3	10
X	36607	The Management Process Elective*	3	10
XI	34403	Law and the Manager Elective*	3	10
XII	36402	Corporate Strategy Elective*	3	10

*A minimum of four electives must be taken

**Students must complete all of the following units: 11111 Communication I; 32201 Economy and Society II; 34105 Law and the Legal Process. Where indicated, students should choose one (or two, in semester III) of these subjects, ensuring that normal pre-requisites are observed.

†Unit outlines: see section at rear of calendar where semester-unit details are shown in numerical order within teaching departments.

GRADUATE DIPLOMA IN ADMINISTRATION

The Graduate Diploma in Administration provides generalist training in management and an orientation to a specialist institutional or functional setting. The program is offered over five semesters of part-time study (four semesters for persons with appropriate backgrounds) and leads to a postgraduate award in the A.C.T.A. category PG1.

The program caters for people with a variety of academic and vocational backgrounds who are engaged in, or who are contemplating careers in administration. The program provides an orientation to:

- Management in a specialised institutional setting (in fields such as social services and health); or
- Management at the middle management level (in either the public or private sector); or
- Management of specialised functional areas in public or private sector organisations (such as finance, data management, etc.).

Entrants to the program may have first qualifications in Arts, Economics, Commerce, Social Work, Education, Science, Engineering or other fields, and they may be employed in government or in the private sector. The program provides particularly for the acquisition of the necessary skills for a career re-orientation towards management and administration where previous training has been inadequate, and for improvement in skills for practitioners already in the field. The program is offered only on a part-time basis.

In broad terms the program has the following objectives:

- Professional — To develop generalist professional/vocational skills required for management.
- Disciplinary — To provide further disciplinary training through the study of extant knowledge about organisations and their administration.
- Specialist — To provide an appropriate intellectual orientation to managerial practice in defined institutional or functional settings.
- Personal — To develop personal and intellectual capacities of students.

Admission Requirements

It is anticipated that most students seeking admission to the program will be graduates. However, some non-graduates with considerable and appropriate administrative experience may be accepted. At the same time, a certain minimum level of postgraduate experience will be required of graduate applicants. Applicants will be graded into one of three categories according to the level of formal education they have obtained. Further requirements for each category are listed below.

Category 1

Applicants with disciplinary training to U.G.1 (Degree) level.

Further Requirements:

- (a) A basic level of knowledge and skills in social, economic, political, and

- quantitative analysis. This might have been obtained during degree level study and/or during the preparatory semester to the Graduate Diploma.
- (b) Work experience. At least **two years** in an administrative position appropriate to a tertiary educated student, or in professional activities consequent upon the attainment of the degree (e.g. social work, engineering, teaching, accounting, stockbroking, merchant banking) which might be expected to lead to an administrative position.

Category 2

Applicants with professional training to U.G.2 (Diploma) level.

Further Requirements:

- (a) A basic level of knowledge and skills in social, economic, political and quantitative analysis. It is possible that this level might have been obtained during the course of study leading to the U.G.2 Diploma, but generally applicants will be required to satisfactorily complete all three units in the preparatory semester.
- (b) Work experience. A Minimum of **two years** in an administrative position for which possession of the Diploma was pre-requisite, or two years professional practice with appointment to an administrative position ensured (e.g. on list of appointment as deputy or subject master) or an accountant, stockbroker, merchant banker, etc.
- (c) Evidence of capacity to proceed with a Graduate Diploma program. Candidates must demonstrate in an interview that they have an ability to undertake a course of study at postgraduate level, and will need to show some awareness of administrative/management problems that occur in their field.

Category 3

Applicants with any other formal post-secondary qualifications, whether obtained from an educational institution or professional associations (e.g. AASA: ACA) or otherwise (e.g. in-service certificates).

Further Requirements:

- (a) A basic level of knowledge and skills in social economic, political and quantitative analysis. This could be obtained only by successful completion of all three units in the preparatory semester.
- (b) Work experience. A minimum of **two years** in a senior administrative position and at least **five years** prior experience leading to that position. A senior administrative position is taken to be Level or Grade 7, or higher, within the Commonwealth or State Public Service, or its equivalent; a subject master or deputy head master; a clerk or deputy clerk in Local Government; financial controller, treasurer, company secretary, financial manager, investment manager; or an agency or program head or co-ordinator where the agency or program employs at least 10 full-time staff (or their part-time equivalent) or performs at least five separate functions.
- (c) Evidence of capacity to proceed with a Graduate Diploma program. Candidates must demonstrate in an interview that they have an ability to undertake a course of study at postgraduate level. They will need to demonstrate an awareness of administrative/management problems that occur in their field and a familiarity with administrative/management concepts generally. They will be further required to provide evidence of administrative skills via papers/reports etc. to be reviewed by the interviewers.

Award of the Graduate Diploma

1. The award of the Graduate Diploma normally will require the satisfactory completion of a defined program of 15 semester units divided as follows:

	Semester Units
Preparatory Units	3
Disciplinary Sequence	4
Orientation Sequence	4
Elective Units	2
Skills Units	2

2. Where students' academic backgrounds are such that study of one or more of the 15 defined units would involve duplication of previous training, they may be exempted from such units by the Board of Studies of the School. This exemption is obtained by applying for advanced standing in that unit. It is expected that many students, because of previous undergraduate study will gain exemption from one or more of the preparatory units. It is less likely that advanced standing would be granted in other units. If the number of exemptions granted exceeds three, then the units taken must be increased to at least 12 by the selection of the required number of units from others offered within the program, conditional on pre-requisites being satisfied. Hence a minimum of 12 or a maximum of 15 subjects would need to be satisfactorily completed for the Graduate Diploma to be awarded.
3. The program normally involves five semesters (two and one half years) of part-time study. With exemptions a student may complete it in two years. With the permission of the Board of Studies, students may seek to extend their progress by taking a reduced workload in some semesters. This would only be permitted on a semester by semester basis and would be limited by the requirement that the maximum time allowed for completion of the program is seven semesters.
4. A student who fails a unit must repeat it in a later semester or take another in its place if it is an elective.
5. A student who fails in a unit in a sequence must repeat the unit failed before continuing the sequence.

Structure of the Program

There are three categories of units. After the preparatory semester, students will normally undertake, each semester, one unit from each category.

The structure of the course can be represented as follows:

Preparatory *#	Social	Social	Social
Semester	Dynamics	Statistics A	Economics A
Semester I			
Semester II	Disciplinary	Skills	Orientation
Semester III	Sequence	Subjects and	Sequence
Semester IV		Electives	

The Preparatory Semester consists of three preparatory units designed to equip students with a basic level of knowledge and analytical skills in economic analysis, statistical analysis, and social and political analysis. These units are titled Social Economics A, Social Statistics A, and Social Dynamics. Students who have acquired a basic level of knowledge and skills in one or more of these areas will be exempted where appropriate from components of these units or from one or more of the units in their entirety.

Disciplinary Sequence: A thorough grounding in Administrative Studies is obtained in a disciplinary sequence consisting of four units of study in successive semesters. In order, these units are: Organisation and Management, Individual and Organisation, Organisation Structure and Change, and Organisation Design. This sequence is taken by all students. The final unit of the sequence, Organisation Design, is orientated towards the student's field of specialisation.

Skills Subjects: Provision is made for the development of appropriate managerial skills through a set of defined subjects. Two units from this category are compulsory for all students: Managerial Decision-Making and Management Information Systems.

Other skills subjects may be taken as electives. Subjects in this category include: Law and Administration; Accounting, Finance and Management; Computer Systems; Systems Design; Research Project; and Topics in Finance, Law or Accounting.

Orientation Sequence: The orientation sequence of the course provides students with a set of four consecutive units appropriate to their chosen specialisation.

For the Social Administration specialisation these units are, in order, Deprivation and Intervention, Social Service Systems, Social Policy and Social Administration.

For the Public Administration specialisation, the orientation units are the Public/Private Domain, Public Institutions and Systems, The Policy Process and Management in the Public Sector.

In all cases further specialisation may be obtained by the orientation given to the final disciplinary unit (Organisation Design), by selection of appropriate electives, and by undertaking specialist projects within units in any category.

Electives: Students may choose elective subjects in two ways: they may choose from the semester-units categorised as Skills Subjects, listed above; or they may choose to take subjects listed in Orientation Sequences other than the one appropriate to the specialisation in which they are enrolled. In all cases, defined pre-requisites must be satisfied.

Electives are offered subject to student demand and staff availability.

Patterns of Attendance

The course is offered on a part-time basis with evening attendance. Normally students will attend College two evenings per week during each of two fourteen week semesters per year. Attendance will generally be six hours per week.

Progression of Students

Progression in the program will be by unit, rather than by semester. However, in determining a student's progress consideration will be given to unit pre-requisites or co-requisites, and the maximum time permitted for completion of the Graduate Diploma.

Procedures and Criteria for Student Appeals Against Assessment Results

See description in Bachelor of Business Section

Program Administration

The program is administered by the Director of Postgraduate Studies, School of Financial and Administrative Studies, on behalf of the Head of the School of Financial and Administrative Studies, in conjunction with the Board of Studies of the School.

Typical Course Programs

Typical course programs by specialisation are shown on the following pages.

GRADUATE DIPLOMA IN ADMINISTRATION
Social Administration Specialisation

Semester	Unit Number	Unit†	Nominal Class Contact	Week Hours
Preparatory	35701	Social Dynamics	2	7
	37701	Social Statistics A	2	7
	32701	Social Economics A	2	7
I	36702	Organisation and Management	2	7
	31702	Managerial Decision-making	2	7
	35704	Deprivation and Intervention	2	7
II	36701	Individual and Organisation Management	2	7
	31703	Information Systems	2	7
	35705	Social Service Systems	2	7
III	36801	Organisation Structure and Change	2	7
	35804	Social Policy Elective Unit*	2	7
			2	7
IV	36802	Organisation Design — Social Administration	2	7
	35805	Social Administration Elective Unit*	2	7

†Unit outlines: see section at rear of calendar where semester-unit details are shown in numerical order within teaching departments.

*** Elective Units**

Electives may be chosen from:

Accounting, Finance & Management; Topics in Finance, Law & Accounting; Law & Administration; Media Management; Research Project; Employee Relations Administration; Community Studies; Managing Discrimination; Managing Communication; Computer Systems; and Systems Design.

In addition students may choose electives from the semester units categorised as Skills Subjects (other than those prescribed for their specialisation), or they may choose subjects listed in Orientation Sequences other than the one prescribed for the specialisation in which they are enrolled.

In all cases defined pre-requisites must be satisfied.

Elective units are offered subject to student demand and staff availability.

GRADUATE DIPLOMA IN ADMINISTRATION

Public Administration Specialisation

Semester	Unit Number	Unit†	Nominal Class Contact	Week Hours
Preparatory	35701	Social Dynamics	2	7
	37701	Social Statistics A	2	7
	32701	Social Economics A	2	7
I	36702	Organisation and Management	2	7
	31702	Managerial Decision-making	2	7
	35709	The Public/Private Domain	2	7
II	36701	Individual and Organisation	2	7
	31703	Management Information Systems	2	7
	35710	Public Institutions and Systems	2	7
III	36801	Organisation Structure and Change	2	7
	35809	The Policy Process	2	7
		Elective Unit*	2	7
IV	36802	Organisation Design — Public Administration	2	7
	35810	Management in the Public Sector	2	7
		Elective Unit*	2	7

†Unit outlines: see section at rear of calendar where semester-unit details are shown in numerical order within teaching departments.

* Elective Units

Electives may be chosen from:

Accounting, Finance & Management; Topics in Finance, Law & Accounting; Law & Administration; Media Management; Research Project; Employee Relations Administration; Community Studies; Managing Discrimination; Managing Communication; Computer Systems; and Systems Design.

In addition students may choose electives from the semester units categorised as Skills Subjects (other than those prescribed for their specialisation), or they may choose subjects listed in Orientation Sequences other than the one prescribed for the specialisation in which they are enrolled.

In all cases defined pre-requisites must be satisfied.

Elective units are offered subject to student demand and staff availability.

MASTER OF ADMINISTRATION

The Master of Administration degree is designed for persons who are taking roles as administrators in both for-profit and not-for-profit organisations. It is likely that such persons will have diverse educational backgrounds, but they would not have received formal or extended training in administration.

The objectives of the Master of Administration degree are:

- to develop professional skills and perspectives required by managers working in either the public or private sectors;
- to extend and reinforce disciplinary skills through the study of extant knowledge about organisations and their administration;
- to provide an orientation to management in specialist institutional settings, or at middle management level in either public or business sector settings, or in specialist functional settings;
- to develop an appreciation of the tensions, difficulties and values associated with the conduct of applied research and the use of research findings as inputs to 'policy formation' or 'administrative problem solving' in complex organisational settings as a result of the different expectations and requirements imposed on research processes and outcomes by professionals in 'action' settings and researchers in 'disciplinary' settings;
- to develop both the personal and intellectual capacities of students through the use of appropriate learning strategies, including opportunities for students to orient the program to their perceived needs.

Structure of the Program

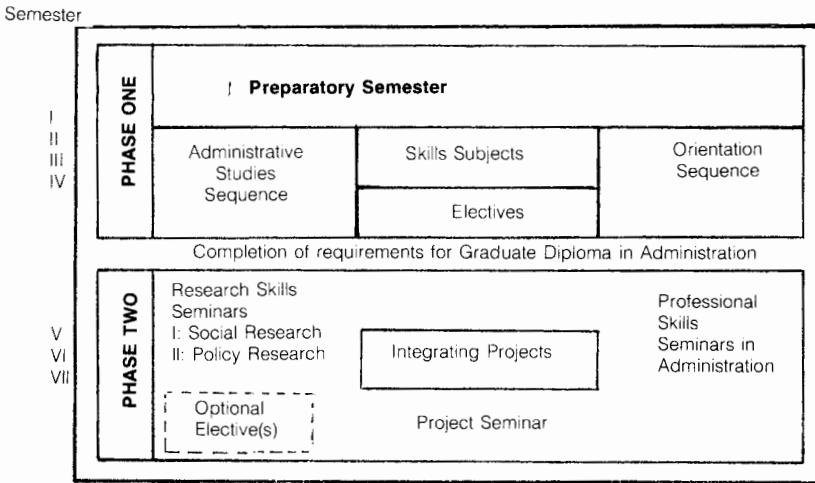
The Master of Administration degree has been designed in two phases. Phase one consists of the Graduate Diploma in Administration, which is offered over four or five semesters of part time study (depending on the student's background). Phase two extends the skills and understandings developed in Phase one, over three semesters of part time study.

Phase one, the Graduate Diploma in Administration, is discussed on the previous pages.

In Phase two, students undertake two sequential Research Skills seminars, two sequential Professional Skills in Administration seminars, and a one semester Project seminar. Provision is made for students to undertake additional electives if they wish. A number of integrating projects may be designed to draw together and explore connections between research processes and outcomes, and the ways in which these become manifest in organisational settings and are used by professional administrators.

The program is schematically represented below.

MASTER OF ADMINISTRATION



Patterns of Attendance

The course is offered on a part-time basis with evening attendance. In some cases weekend attendance may be required, and will substitute for evening attendance with the agreement of the class.

All subjects in Phase One of the course require two hours of classes per week, in each of the two fourteen week semesters per year. In Phase Two, the Project Seminar may require attendance for up to four hours per week, while other seminars require attendance for three hours per week.

Admission Requirements

Since the number of places in Phase Two will be limited, entry will be competitive. Applicants must have successfully completed the Graduate Diploma program with Credits or Distinctions in their final two semesters of the Administrative Studies sequence. It may also be necessary for their results in the final two semesters of their Orientation Sequence to be taken into account when allotting places in the Master of Administration.

Progress of Students

Students shall be assessed formally in each subject and in each semester of their program. Progression is dependent upon success in each subject in each semester, and the general rules of the Board of Studies of the School governing progression are applicable.

Award of the Master of Administration

In addition to the relevant rules relating to the award of the Graduate Diploma in Administration, the following rules will govern the award of a Master of Administration degree.

1. A student who has been awarded a Graduate Diploma in Administration from Kuring-gai College of Advanced Education will not be eligible for an award of a Master of Administration degree unless the former award is relinquished.
2. A student must successfully complete the requirements for a Graduate Diploma in Administration.
3. A student must successfully complete the requirement of a further five defined subjects, including the successful completion of a project.
4. The normal time for the completion of the requirements of a Masters Degree program will be eight semesters (part-time). However, the Masters degree will be awarded to students who complete the requirements in ten semesters (part-time).
5. In special circumstances, the Board of Studies of the School may grant an extension beyond these times or may permit students to complete their programs in less than the normal time.

Procedures and Criteria for Student Appeals against Assessment Results.

See description in Bachelor of Business section.

GRADUATE DIPLOMA IN COMMUNICATION MANAGEMENT

The Graduate Diploma in Communication Management provides training in the management and administration of communication resources and communication processes. It is concerned with the management of human and technical resources at all levels to facilitate the understanding, designing and performing of communication functions in organisation-related contexts. To achieve optimal results it is important to understand communication processes, appropriate technology, management and administration practices.

The program is offered over four semesters of part-time study and leads to a postgraduate award in the A.C.T.A. category PG1.

The course is designed to extend the professional preparation of people located in diverse occupational settings who are engaged in, or anticipate engagement in, the broad field of communication management as:

- **communication technologists and teachers** involved in such areas as: preparation of audio visual material, including videotape; preparation of computing resources; advising and consulting in relation to curriculum development and instructional design and educational contexts, broadly viewed; and those involved in the development and implementation of mass media education within the schools system
- **training and development personnel** engaged in such positions as training officer, industry training and development officer, training resources officer, training co-ordinator or training manager
- **public relations and publicity personnel** engaged in such positions as public relations officer, publicity officer, information co-ordinator, public affairs/communication consultant, corporate communications officer, manager/director of public relations.

It is envisaged that the particular organisational contexts in which such professionals are likely to be engaged include: training centres and departments, both in private industry and the public service; publicity and public relations departments and offices; T.A.F.E.; community information agencies; schools and educational media centres; universities and colleges of advanced education; libraries; publishing organisations; radio, television, and press organisations.

The objectives of the course are:

- To develop the professional skills necessary for undertaking the tasks associated with communication management in terms of the management and administration of communication resources and processes for facilitating communication in organisation-related contexts;
- To acquire the conceptual and analytic skills required by communication managers from the differing perspectives of individual, group, organisational, and mass communication;
- To understand communication manager and client as individuals responding to interpersonal, intraorganisational, and social forces determining the effective practice of communication management;
- To investigate the dynamics of the social, political, and economic forces affecting the nature and practices of communication management in contemporary Australian society;

- To examine the nature of management functions and administrative practices in organisations and the implications of these for practising communication managers;
- To extend knowledge and skills in a specialist area of communication management related to particular professional needs.

Admission Requirements

It is anticipated that most students seeking admission to the program will be graduates. However the requirements are designed to allow some students without graduate status, but with relevant work experience, to be admitted to the program.

Applicants will be classified into one of the following categories according to the level of formal education they have obtained. Further requirements for each category are listed below.

Category 1

Applicants with disciplinary training to U.G.1. degree level.

Further Requirements

Work experience. At least two years working in an appropriate area and at a level of responsibility in communication management in either the public or private sector (e.g. as a communication technologist, in publicity and public relations, or in training and development) consequent upon the attainment of a Degree.

Category 2

Applicants with professional training to U.G.2. diploma level.

Further Requirements

(a) Work experience. At least two years working in an appropriate area and at a level of responsibility in communication management in either the public or private sector (e.g. as a communication technologist, in publicity and public relations, or in training and development) for which the attainment of a U.G.2 diploma was recognised.

(b) Evidence of a capacity to proceed with a graduate diploma program. Candidates must demonstrate in an interview that they have an understanding of the problems of communication management in their field.

Category 3

Applicants with any other post-secondary qualifications, whether obtained from an educational institution or professional association.

Further Requirements

(a) Work experience. At least two years working in an appropriate area and at a level of responsibility in communication management and at least five years prior experience leading to that position, in either the public or private sector (e.g. as a communication technologist, in publicity and public relations, or in training and development).

(b) Evidence of a capacity to proceed with a graduate diploma program. Candidates must demonstrate in an interview that they have understanding of the problems of communication management in their field.

Structure of the Program

The course is designed to enable persons working as communication technologists, communication specialists, or communication managers in educational, business, or public service environments to pursue studies in a way that integrates:

- communication studies, across a full spectrum of communication contexts from interpersonal, through group and organisational, to mass communication
- associated studies in working with adults, organisation and management and in social dynamics, which explore the social, political, and economic forces affecting individuals and organisations
- elective studies relevant to professional specialisations in communication educational technology, training and development, or publicity and public relations
- elective studies of a more general nature as relevant to particular vocational situations (and concerned, for example, with law and administration, introductory accounting, computing, community studies).

The course has been structured to provide three areas of study, which run parallel to one another over four semesters. Students are required to take one unit from each area of study each semester.

Semester

I	CORE STUDIES	ASSOCIATED STUDIES	SPECIALIST ELECTIVES
II			GENERAL ELECTIVES
III			
IV			

Core Studies form a sequence of Communication Studies common to all specialisations and provide the background against which the electives are taught. The core units are, in order: Managing Communication, Group and Organisational Communication, Mass Communication Analysis, and Applications of Communication Theory.

Associated Studies complement the Core Studies in the development of the professional skills necessary for those working in the field of Communication Management. The units are, in order: Working With Adults, Social Dynamics, Organisation and Management, and Individual and Organisation.

Elective Studies allow students to extend their skills and become competent in a specialist area of Communication Management. Depending on their work experience students may specialise in one of three areas — Communication Technology, Training and Development, or Publicity and Public Relations — by selecting the appropriate semester units in Semester I and II. In Semesters III and IV students may choose either general electives which they perceive to be relevant to the professional tasks of communication management in the context in which they are working, or additional specialist electives which would enable them to specialise in two areas of communication management. The unit Communication Management Project is also available for students who wish to undertake a project in their specialist field of Communication Management.

Attendance Patterns

The program is offered on a part-time basis with evening attendance. In some units weekend attendance may be required and if so it will substitute for some evening attendance with the agreement of the classes concerned.

Progression of Students

Progression in the program will be by subject (semester-unit), rather than by semester. However, in determining a student's progress, consideration will be given to subject pre-requisites and the maximum time permitted for completion of the Graduate Diploma.

Specific regulations governing students' progression, particularly in relation to the granting of exemptions, will be determined by the Board of Studies of the School of Financial and Administrative Studies.

Award of the Graduate Diploma in Communication Management

- (i) In order to qualify for the award of the Graduate Diploma in Communication Management, a student must complete a program of 12 defined units, unless exemptions are granted or substitutions permitted as defined in (ii) and (iii) below — in which case not less than 10 approved units must be satisfactorily completed.
- (ii) Credit for relevant studies completed in other institutions may be granted by the Board of Studies up to a maximum of two units. Each case will be considered on its merits, though normally on a unit for unit basis.
- (iii) Students may be permitted to substitute other units offered in the School for those in the defined program. Each case will be considered on its merits, normally on a unit for unit basis.
- (iv) A student who fails in a unit must repeat it in a later semester or take another unit in its place, where this is permitted.
- (v) A student who fails in a unit in a sequence in which its passing is a pre-requisite of the next unit in the sequence must repeat the unit failed.
- (vi) The normal time for the completion of all the requirements of the Graduate Diploma program will be four semesters (part-time). However, the Graduate Diploma will be awarded to students who complete the requirements in six semesters (part-time).

In special circumstances, the Board of Studies of the School may grant an extension beyond these times, or may permit students to complete their programs in less than the normal time.

Procedures and Criteria for Student Appeals Against Assessment Results

See description in Bachelor of Business section.

Program Administration

The program is administered by the Director of Postgraduate Studies, School of Financial and Administrative Studies, on behalf of the Head of the School of Financial and Administrative Studies, in conjunction with the Board of Studies of the School.

Typical Course Programs

Typical course programs by specialisation are shown on the following pages.

GRADUATE DIPLOMA IN COMMUNICATION MANAGEMENT

Communication Technology Specialisation

Semester	Unit Number	Unit†	Nominal Class Contact	Week Hours
I	11706	Managing Communication	2	7
	11710	Working With Adults	2	7
	11730	Communication Media	2	7
II	11707	Group and Organisational Communication	2	7
	35701	Social Dynamics	2	7
	11731	Video Production	2	7
III	11805	Mass Communication Analysis	2	7
	36702	Organisation and Management Elective (from Group A)*	2	7
			2	7
IV	11806	Applications of Communication Theory	2	7
	36701	Individual and Organisation Elective (from Group B)*	2	7
			2	7

† Unit outlines: see section at rear of calendar where semester-unit details are shown in numerical order within teaching departments.

Elective Studies

Group A

- * Training: Methods & Strategies
- * Publicity & Public Relations
- * Computer Systems
- Information & Document Retrieval
- Producing Information
- Accounting, Finance & Management
- Law & Administration
- Social Statistics A

Group B Electives

- Managing Training and Development
- Publicity Practice
- Systems Design
- Financial & Managerial Applications of Computers
- Subject Analysis
- Communication Management Project

* May be done as a sequence as indicated

--> Shows sequences

o---> Shows sequences in which a unit is pre-requisite for the next unit in a sequence.

* By selecting the units Training: Methods and Strategies (Semester III), and Managing Training and Development (Semester IV), students are able to specialise in Training and Development as well as in Communication Technology.

GRADUATE DIPLOMA IN COMMUNICATION MANAGEMENT

Publicity and Public Relations Specialisation

Semester	Unit Number	Unit†	Nominal Class Contact	Week Hours
I	11706	Managing Communication	2	7
	11710	Working With Adults	2	7
	11730	Communication Media	2	7
II	11707	Group and Organisational Communication	2	7
	35701	Social Dynamics	2	7
	11810	Publicity and Public Relations	2	7
III	11805	Mass Communication Analysis	2	7
	36702	Organisation and Management	2	7
	11910	Publicity Practice	2	7
IV	11806	Applications of Communication Theory	2	7
	36701	Individual and Organisation Elective (from Group B)*	2	7
			2	7

† Unit outlines: see section at rear of calendar where semester-unit details are shown in numerical order within teaching departments.

Elective Studies

Group B

Video Production
Systems Design
Financial & Managerial Applications of Computers
Subject Analysis
Communication Management Project

* By selecting the Unit "Video Production", students are able to specialise in Communication Technology as well as in Publicity and Public Relations.

GRADUATE DIPLOMA IN COMMUNICATION MANAGEMENT

Training and Development Specialisation

Semester	Unit Number	Unit†	Nominal Class Contact	Week Hours
I	11706	Managing Communication	2	7
	11710	Working With Adults	2	7
	11720	Training: Methods & Strategies	2	7
II	11707	Group and Organisational Communication	2	7
	35701	Social Dynamics	2	7
	11721	Managing Training & Development	2	7
III	11805	Mass Communication Analysis	2	7
	36702	Organisation and Management	2	7
		Elective (from Group A)*	2	7
IV	11806	Applications of Communication Theory	2	7
	36701	Individual and Organisation	2	7
		Elective (from Group B)*	2	7

† Unit outlines: see section at rear of calendar where semester-unit details are shown in numerical order within teaching departments.

Electives Studies

Group A

* Communication Media
 * Publicity & Public Relations
 * Computer Systems
 Information & Document Retrieval
 Producing Information
 Accounting, Finance & Management
 Law & Administration
 Social Statistics A

Group B Electives

Video Production
 Publicity Practice
 Systems Design
 Financial & Managerial Applications of Computers
 Subject Analysis
 Communication Management Project

* May be done as a sequence as indicated

---→ Shows sequences

○---→ Shows sequences in which a unit is pre-requisite for the next unit in a sequence.

* By selecting the units Communication Media (Semester III), and Video Production (Semester IV), students are able to specialise in Communication Technology as well as in Training and Development.

Course Information

THE COLLEGE OF LAW
functioning as
School of Practical Legal Training

THE COLLEGE OF LAW

SCHOOL OF PRACTICAL LEGAL TRAINING

Those Eligible:

Students who have graduated in Law at the University of Sydney, University of New South Wales, Macquarie University, Australian National University, University of Technology, Sydney, or have otherwise fulfilled the academic requirements laid down by the N.S.W. Solicitors' Admission Board.

Full-time Course:

The course comprises six months full-time intensive training designed to prepare legally qualified people for entry into practice as solicitors. Two courses are offered each year, one in each semester.

Co-operative (Sandwich) Course:

The Practical Legal Training Course is also offered by "sandwich" mode of study. This course has been designed particularly to meet the needs of country and employed students. Entry is open only to those in legal and law related work. The course involves three periods of full-time attendance: for six weeks, four weeks, and a final four weeks. The three full-time periods are to be undertaken at intervals of approximately six months, during which time the students are in employment. External work will also be required between periods of full-time attendance.

Curriculum:

The Practical Legal Training Course provides training relevant to the following aspects of legal practice:

Litigation	including advocacy, criminal law, civil litigation, family law, applications, commercial litigation and workcover
Property/Commercial	including wills, administration of estates, real estate transactions and commercial practice.
Legal Practice	including accounting, professional responsibility, drafting, interviewing, negotiating, research and advising, office management and computers in legal practice.

There are no options within the program.

Features of Instruction:

Members of the full-time professional instructing staff are drawn from the practising profession.

Visiting instructors drawn from the practising profession and other relevant fields, also contribute to the program.

Student groupings are limited to obtain maximum individual attention and participation.

Students work in syndicate groups of fifteen, the members changing groups at least three times during a full-time course.

The ratio of instructors to students is currently 1:15.

Students are issued extensive course materials and practice papers for all topics.

Students conduct matters as a solicitor would in practice. Students concentrate on work in either the Litigation or Property/Commercial area before transferring to the other area approximately halfway through the course. Instruction in the skills of drafting, interviewing, negotiation, office management and research and in accounting and professional responsibility is integrated into these areas of work. Practice courts covering advocacy in various areas of civil and criminal litigation are also undertaken by students.

Each student's work is assessed regularly throughout the course.

No accredited award is issued. A Certificate of Satisfactory Completion is issued, which is a necessary qualification for admission as a solicitor in New South Wales.

Course Information

School of Leisure,
Tourism and Community Studies

SCHOOL OF LEISURE, TOURISM AND COMMUNITY STUDIES

The School of Leisure, Tourism and Community Studies was established in 1986, although programs in the area had commenced in 1979. The School now offers four award programs in the field of leisure and tourism studies: Associate Diploma in Recreation, Bachelor of Arts (Leisure Studies), Graduate Diploma in Leisure Studies and Graduate Diploma in Tourism Management. This range of programs caters for persons wishing to become professional workers in the growing leisure and tourism industries at all levels, from programming and leadership to middle management.

In the field of community studies, the School offers the award program Associate Diploma in Community Organisations, which received national accreditation in 1985. It provides an opportunity for persons involved in the operation of community organisations to improve their management and decision making skills.

PROGRAMS IN LEISURE AND TOURISM STUDIES

ASSOCIATE DIPLOMA IN RECREATION

This two year program has been designed to impart a mixture of conceptual understanding and practical skills which will enable its diplomates to occupy 'operative' or 'front line' positions in the provision of recreation services. Diplomates are employed by a variety of state and local government agencies, by community and other voluntary organisations, by hospitals, nursing homes and other institutionalised care centres, by commercial leisure organisations and by companies providing for the recreation needs of their workforce. Diplomates are employed to organise a wide range of leisure opportunities appropriate to the particular clientele with which they are working. Emphasis in the Associate Diploma in Recreation is upon the acquisition of programming skills.

BACHELOR OF ARTS (LEISURE STUDIES)

The Bachelor of Arts program was introduced to meet the growing demand from both the private and public sectors for professional personnel able to cope with fast-growing and increasingly complex leisure industries. The course aims to develop knowledge and skills relevant to the theory, organisation, planning, administration, marketing and equitable distribution of leisure services. Conceptual knowledge and research skills for the evaluation of leisure services are also developed in an educational climate which fosters personal and professional inquiry.

BACHELOR OF ARTS (TOURISM MANAGEMENT)

Subject to approval from The Office of Higher Education, the School of Leisure, Tourism and Community Studies will offer a Bachelor of Arts (Tourism Management) degree beginning in the academic year 1989. The curriculum will focus on producing graduates with a strong understanding of the distinctive features of tourism and the tourism industry, with the knowledge and range of skills which provide the flexibility to effectively manage in an environment of significant growth and change. The program will also develop students' understanding of tourism as an increasingly important social phenomenon, which will foster an appropriately critical approach to this field of study.

GRADUATE DIPLOMA IN LEISURE STUDIES

The Graduate Diploma was specifically designed to cater for those persons who already have a professional qualification in a related area or who have had long

work experience in the field. Like the Bachelor of Arts program it concentrates on the needs of middle management in the leisure industry to understand the social, economic and institutional context which gives shape to both the leisure choices made by individuals and to the range of opportunities from which they are able to choose.

GRADUATE DIPLOMA IN TOURISM MANAGEMENT

The Graduate Diploma is an advanced and intensive program designed to meet the vocational needs of graduates seeking or pursuing management careers in the tourism industry. The program was introduced in 1988 in response to the growing need in public and private sector firms and organisations for highly skilled managers with detailed knowledge and understanding of tourism systems and their operating environments. The Graduate Diploma is distinctive among tourism programs in that its coverage of the tourism industry encompasses all sectors viewed from a managerial perspective.

PROGRAMS IN COMMUNITY STUDIES

ASSOCIATE DIPLOMA IN COMMUNITY ORGANISATIONS

The Associate Diploma in Community Organisations is a four year part-time program taught off-campus and designed for those working (whether paid or unpaid) in community-based organisations. It is primarily a management course and aims to develop knowledge and skills that will enable students to work more effectively at the management tasks they currently perform and to extend their ability to develop and manage other community projects. The course emphasises practical skills and problem-based learning.

ASSOCIATE DIPLOMA IN RECREATION

Structure of the Program

The Associate Diploma in Recreation comprises three elements:

1. Social Theory

These units are designed to develop in students an understanding of people and their social, political and physical environments.

They include:

- Developmental and Educational Psychology
- Communication and Reasoning
- Work, Organisation and Society
- Political Behaviour
- Organisation Behaviour.

2. Leisure Studies: Core

The aim of these units is to bring students onto common conceptual ground with respect to the philosophy and theory, administrative and organisational structures, and delivery of leisure services. These studies develop in students the technical, analytical, instrumental and personal skills basic to professional competence. Leisure Studies Core units include:

- Introduction to Leisure Studies
- Recreation Leadership
- Recreation Programming
- Managing Small Leisure Service Organisations
- Recreation and Specific Populations

- Work and Leisure
- Field Experience I and II.

3. Leisure Studies: Programming Methods

These units are designed to equip students with specialist programming techniques in a broad range of recreation activities.

Students are required to complete* eight programming methods units, selected from the following list, during their course of study:

- Dance in Recreation I
- Dance in Recreation II
- Drama in Recreation I
- Drama in Recreation II
- Fitness Leadership I
- Fitness Leadership II
- Graphics in Recreation
- Leisure Craft I
- Leisure Craft II
- Music in Recreation
- Outdoor Recreation I
- Outdoor Recreation II
- Sport in Recreation I
- Sport in Recreation II
- Water Based Recreation IA
- Water Based Recreation IB
- Video in Recreation

* The opportunity to substitute two electives for two programming methods units is available to all students. Electives may be undertaken from the Bachelor of Arts (Leisure Studies) or from any other approved College program.

Admission Requirements

Admission to the Associate Diploma in Recreation is available to:

- Students who have completed their secondary education in New South Wales and gained the Higher School Certificate, or the equivalent qualification from another state, and
- Mature aged persons where preference will be given to people with experience in recreation or a related field.

Attendance Patterns

The program is taught on both a full and part-time basis. Student numbers may not allow a unit to be taught both in the day and the evening. Therefore, part-time students will be expected to attend some day classes and full-time students will be expected to attend some evening classes. Part-time students should expect to attend three, three-hour classes each week of the semester and will complete the program in four years. Full-time students will complete the program in two years.

Workload

All units in the Associate Diploma specify three hours per week class contact. Such contact involves lectures, tutorials, workshops, seminars or a combination of these. However, the number of weekly hours and the form of class contact may vary.

The total work load per week for each unit is defined in terms of a 'week-hours' weighting which recognises that class contact is only one part of course work. Each unit is given a 'week hour' weighting of between six and eight hours.

Progression in the Program

Progression in the program will be by unit, rather than by semester. However, in determining a student's progression, consideration will be given to unit pre-requisites or co-requisites, and the maximum time permitted for the completion of the Associate Diploma in Recreation.

Assessment

Assessment is progressive throughout the course. Typical methods would include reports, essays, tutorials, seminar and workshop presentations, resource development, and examinations.

Graduation Requirements

1. In order to qualify for the award of the Associate Diploma in Recreation, a student must complete five Social Theory units, eight Leisure Studies core units and eight Programming Methods units.
2. A student who fails in a unit must repeat it in a later semester or take another unit in its place, where this is permitted.
3. Pre-requisite units must be passed before proceeding to the next unit.
4. The normal time for the completion of all the requirements of the Associate Diploma will be four semesters (full-time) or eight semesters (part-time).
5. Students may receive credit for relevant studies completed at other institutions by applying to the Board of Studies for advanced standing. Requests are considered individually on their merits and students will be expected to provide supporting documentation. The granting of credit depends upon: the degree of similarity to the nominated Kuring-gai equivalent, the level at which the subject was completed, and the length of time elapsed since completion of the subject.

Typical Patterns of Study

Typical patterns of study for full-time and part-time students are shown on the following pages.

N.B. The Associate Diploma in Recreation is undergoing a review. Details of the revised program can be obtained from the School of Leisure, Tourism and Community Studies.

ASSOCIATE DIPLOMA IN RECREATION

A typical full-time program.

Semester	Unit Number	Unit	Class Contact Hours	Week Hours
I	51123	Introduction to Leisure Studies	3	7
	51104	Recreation Leadership	3	6
	51130	Field Experience I (A.D)	1	5
	11106	Communication and Reasoning	3	6
	12105	Developmental & Educational Psychology	3	6
	35103	Work, Organisation & Society (or Political Behaviour)	3	6
II	51203	Recreation Programming	3	7
	51130	Field Experience I (continuing)	1	5
	35102	Political Behaviour (or Work, Organisation & Society)	3	6
		Programming Methods	3	6
		Programming Methods	3	6
		Programming Methods	3	6
III	51206	Managing Small Leisure Service Organisations	3	7
	51230	Field Experience II (A.D.)	1	7
	35203	Sociology of Community	3	6
	36202	Organisation Behaviour	3	6
		Programming Methods	3	6
		Programming Methods	3	6
IV	51304	Work and Leisure	3	6
	51413	Recreation & Specific Populations	3	8
	51230	Field Experience II (Continuing)	1	7
		Programming Methods	3	6
		Programming Methods	3	6
		Programming Methods	3	6

ASSOCIATE DIPLOMA IN RECREATION

A typical part-time program.

Semester	Unit Number	Unit	Class Contact Hours	Week Hours
I	51123	Introduction to Leisure Studies	3	7
	51104	Recreation Leadership	3	6
	12105	Developmental and Educational Psychology	3	6
II		Programming Methods	3	6
		Programming Methods	3	6
III	51203	Recreation Programming	3	7
	35103	Work, Organisation and Society (or Political Behaviour)	3	6
		Programming Methods	3	6
IV	11106	Communication and Reasoning	3	6
	51130	Field Experience I (A.D.)	1	5
	35102	Political Behaviour (or Work, Organisation and Society)	3	6
V	51130	Field Experience I (continuing)	1	5
	36202	Organisation Behaviour	3	6
	35203	Sociology of Community	3	6
		Programming Methods	3	6
VI		Programming Methods	3	6
		Programming Methods	3	6
VII	51206	Managing Small Leisure Service Organisations	3	7
	51230	Field Experience II (A.D.)	1	5
		Programming Methods	3	6
		Programming Methods	3	6
VIII	51304	Work and Leisure	3	6
	51413	Recreation & Specific Populations	3	8
	51230	Field Experience II (continuing)	1	5

BACHELOR OF ARTS (LEISURE STUDIES)

Structure of the Program

The Bachelor of Arts in Leisure Studies comprises three elements:

1. Social Theory

These units are designed to develop in students an understanding of people and their social, political and physical environments. They include:

- Developmental and Educational Psychology
- Communication and Reasoning
- Political Behaviour
- Economy and Society
- Work, Organisation and Society
- Organising Human Services
- Organisation Behaviour

2. Leisure Studies Core

The following units provide a common conceptual grounding in theories of leisure and an understanding of the structure and distribution of leisure services:

- Introduction to Leisure Studies
- Work and Leisure
- Social Psychology of Leisure
- Theoretical Issues in Leisure
- Leisure and Public Policy

The following units develop knowledge and skills relevant to the research, planning, analytic and management tasks performed by professionals in the leisure field:

- Recreation Programming
- Micro-Computers: Leisure and Tourism Applications
- Leisure Research
- Marketing of Leisure Services
- Leisure and Tourism Planning
- Financial Management and Leisure Services

The following units integrate the theoretical and applied facets of leisure studies:

- Field Experience
- Contemporary Issues in Leisure

3. Electives

Group 1: Professional Specialisms (B.A.)

The following units develop knowledge and skills relevant to selected sections of the leisure industry. Students are required to take four of these units:

- Tourism Management I
- Arts and Entertainment Management
- Parks and Natural Areas Management I
- Administration of Australian Sport
- Recreation and Specific Populations

Students may choose an additional 4 electives from one or more of the following groups:

Group 2: Leisure Studies Electives

- Tourism Management II
- Parks and Natural Areas Management II
- Human Ecology
- Leisure and the Law
- Recreation Facility Design and Management
- Recreation Leadership*
- Leisure and Education
- Individual Research Project

* this is a compulsory pre-requisite for Group 3 electives

Group 3: Programming Methods (A.D.)

- Bachelor of Arts (Leisure Studies) students may choose to take the programming methods units available to students in the Associate Diploma in Recreation. If so, they must take two programming methods units to equal one B.A. elective. See the list of programming methods units available in the section on the Associate Diploma in Recreation.

The Associate Diploma in Recreation is currently under review and the units available as programming methods are subject to change in the 1989 academic year.

Group 4: Other College Electives

If they wish, students may use their elective options to pursue a sub-major in a separate area of study offered by another college department. Possible areas of study include: communications, computing, legal studies, health studies, and others.

Admission Requirements

Admission to the Bachelor of Arts (Leisure Studies) is available to:

- Students who have completed their secondary education in New South Wales and gained the Higher School Certificate, or the equivalent qualification from another state, and
- Mature aged persons where preference will be given to people with vocational experience in recreation or a related field, and
- Graduates from the Associate Diploma (Recreation) with a credit (or equivalent) unit average, who will be granted automatic entry.

Admission with Advanced Standing

An applicant who presents qualifications additional to those required for admission may, under College regulations, be granted advanced standing. It is anticipated that applications for advanced standing will come from the following sources:

- a) Students who may have completed part or all of an Associate Diploma in Recreation (either at Kuring-gai or from an interstate college). A student who has completed the Associate Diploma in Recreation may be granted a maximum of 16 units credit in the degree program. This assumes an optimal path and will not likely apply to the majority of students.

- b) Students who have been enrolled in the Associate Diploma program prior to 1988 and who wish to apply for entry to the degree may expect to be granted status in those units for which there is an equivalent in the revised Associate Diploma program. Any other units will be considered on their merit.
- c) From students who may have completed part of the UG1 degree program in Recreation at Mitchell C.A.E.
- d) From students who may have completed part of a degree in a related area of study, notably Social Science or Business Studies, or part of a Leisure/Recreation degree offered by an interstate college.
- e) From students who have been employed in the leisure field, either in a formal capacity or by way of voluntary endeavour.

Applications for advanced standing are considered individually on their merits and students will be expected to provide supporting documentation. The granting of credit depends upon: the degree of similarity to the nominated Kuring-gai equivalent, the level at which the subject was completed, and the length of time elapsed since completion of the subject.

Attendance Patterns

The Bachelor of Arts (Leisure Studies) is taught only on a full-time basis, the pattern of part-time study having ended in 1988. The normal time for completion of the requirements is three years (six semesters). In special circumstances the Board of Studies of the School of Leisure, Tourism and Community Studies may grant an extension of time to complete. Students should be aware that they will be required to attend evening classes as part of their program of study.

Workload

All units in the Bachelor of Arts (Leisure Studies) specify three hours per week class contact. Such contact involves lectures, tutorials, workshops, seminars or a combination of these. However, the number of weekly hours and the form of class contact may vary.

The total work load per week for each unit is defined in terms of a 'week-hours' weighting which recognises that class contact is only one part of course work. Each unit is given a 'week hour' weighting of between six and eight hours.

Progression in the Program

Progression in the program will be by unit rather than by semester. However, in determining a student's progression consideration will be given to unit pre-requisites or co-requisites and the maximum time permitted for the completion of the Bachelor of Arts (Leisure Studies).

Assessment

Assessment is progressive throughout the course. Typical methods would include reports, essays, tutorials, seminars and workshop presentations, resource development, and examinations.

Graduation Requirements

In order to qualify for the award of Bachelor of Arts (Leisure Studies) the student must complete 30 units of study comprising 7 compulsory Social Theory units, 15 Leisure Studies Core units and 8 Elective units.

N.B. The Bachelor of Arts (Leisure Studies) is undergoing a review. Details of the revised program can be obtained from the School of Leisure, Tourism and Community Studies.

Typical Patterns of Study

The typical pattern of study for a full-time student in the program is shown below.

BACHELOR OF ARTS (LEISURE STUDIES)

A typical full-time program

Semester	Unit Number	Unit	Class Contact Hours	Week Hours
I	51123	Introduction to Leisure Studies	3	7
	51203	Recreation Programming	3	7
	11106	Communication & Reasoning	3	6
	12105	Developmental and Educational Psychology	3	6
	35103	Work, Organisation and Society	3	6
II	51106	Social Psychology of Leisure	3	7
	51304	Work and Leisure	3	7
	38209	Micro-Computers: Leisure and Tourism Applications	3	6
	35102	Political Behaviour	3	6
	51120	Field Experience I (B.A.)	1	7
III	51215	Leisure Research	3	8
	36202	Organisation Behaviour	3	6
	32101	Economy and Society I	3	6
	51323	Leisure and Public Policy	3	8
	(51120)	Field Experience I (B.A.) (continuing)	1	7
IV	51215	Leisure Research	3	8
	51306	Marketing and Leisure Services	3	8
	51406	Financial Management and Leisure Services	3	8
	51220	Field Experience II (B.A.)	1	7
	-	Elective		
V	51506	Theoretical Issues in Leisure	3	8
	51523	Leisure and Tourism Planning	3	8
	(51220)	Field Experience II (B.A.) (Continuing)	1	7
	-	Elective		
	-	Elective		
VI	51606	Contemporary Issues in Leisure	3	8
	36205	Organising Human Services	3	6
	-	Elective		
	-	Elective		

BACHELOR OF ARTS (TOURISM MANAGEMENT)

(To be offered subject to approval of the Office of Higher Education.)

The proposed degree of Bachelor of Arts (Tourism Management) was developed as a result of the tourism industry's demand for trained professionals who understand how to manage within this unique operating environment. An advisory committee of tourism industry professionals had input into the development of the program and its curriculum.

The level of demand within the tourism industry for specialist managers has been heightened by current trends such as:

- the increased industrialisation of tourism in Australia;
- the continuing strong growth in Australian inbound and outbound tourism with significant increases in the supporting infrastructure and superstructure which provides for such growth;
- the expansion of the tourism industry leading to some concentration of large, integrated corporations, creating the need for large numbers of qualified personnel in corporate management positions; and
- increasing interest by all levels of government in policy and planning roles for the development and management of tourism.

All these trends point to a growing demand for trained professional managers to cope with the increasing size, complexity and sophistication of the travel and tourism industry in Australia.

Key Aspects of the Proposed Degree

The proposed Bachelor of Arts (Tourism Management) is distinctive in five respects:

1. It follows a broad and holistic approach to the study of tourism. Explicit coverage is given to all essential elements of the tourism phenomenon (including those which are non-industrial), and to the environments with which tourism interacts.
2. The program will be inter-disciplinary. It will make use of systems theory to create a framework for subsequent interdisciplinary description, analysis and enquiry.
3. The program gives full coverage to all of the tourism industry's sectors. The level and breadth of this approach will enable students to develop a comprehensive awareness and understanding of tourism system elements and the tourism industry sectors' significant interrelationships. Within this approach, students will be free to choose whether or not to specialise in any particular industry sector or other aspect of tourism.
4. It is proposed to include a practical 'hands-on' industry operations component in the course. This will be done by developing with TAFE a two-unit module with students choosing either the hospitality sector module or the travel and tourism sector module.
5. It is proposed to have an industry experience component which will include a minimum 10 weeks of work experience during the course. Students will also be required to carry out a major industry related management project. These features will ensure the programs's tourism industry relevance.

Curriculum Content

It is proposed that the program of study will consist of a minimum of 30 units consisting of:

- 6 Foundation/Contextual Units
- 8 Tourism Studies Units
- 14 Professional Studies Units
- 2 Elective Units

The specific titles of the units in each category are as follows:

1. Foundation/Contextual Units

- Introduction to Leisure Studies
- Economy and Society I
- Organisation Behaviour
- Political Behaviour
- Social Psychology of Leisure
- Communication and Reasoning

2. Tourism Studies Units

- Introduction to Tourism Systems
- The Tourism Industry and Tourist Behaviour
- Tourism's Economic and Social Interactions
- Leisure and Public Policy
- Travel and Tourism Law
- Tourism TAFE Module (2 units)
- Tourism Industry Project

3. Professional Skills Units

- A. Financial Skills
 - Introductory Accounting Principles
 - Accounting IV
 - Corporate Finance
- B. Human Resources Skills
 - Employee Relations I
- C. Operational Management Skills
 - Contemporary Management Practices
 - Tourism Management
 - Corporate Strategy
 - Micro-Computers: Leisure and Tourism Applications
- D. Marketing Skills
 - Marketing for Managers
 - Tourism Services Marketing
 - Tourism Marketing Project
- E. Planning/Research Skills
 - Leisure Research (full year - 2 units)
 - Leisure and Tourism Planning

4. Elective Units

2 elective units of the student's choice from the following areas:

- Leisure Planning and the Environment
- Public Relations
- Human Relations
- Communications
- Marketing

in addition to the electives recommended above, units from a range of disciplines within the College are available to the student.

Objectives

In summary, the proposed Bachelor of Arts (Tourism Management) aims to provide the graduate with:

- A vocationally oriented range of skills and level of knowledge which will form the basis for an effective approach to management in a broad range of tourism industry sectors.
- A higher quality professional education qualification, well recognised and highly regarded by industry.
- A qualification which will allow both entry and progression in a general management or marketing career in tourism.
- An understanding of tourism as a social phenomenon, with the ability to critically evaluate its role in our community.
- A realistic understanding of the way the Australian tourism industry functions and interacts, coupled with some experience in its operation.
- An opportunity to develop personal and inter-personal skills in a management framework.

Attendance Patterns

The proposed Bachelor of Arts (Tourism Management) will be taught on a full-time basis only. The normal time for completion of requirements is three years.

GRADUATE DIPLOMA IN LEISURE STUDIES

The Graduate Diploma in Leisure Studies is an intensive program of study inquiring into leisure as an important element of society. It was introduced in 1983 to meet a growing demand in government, commercial and community organisations for professional personnel able to respond effectively to developments in the growing fields of leisure and recreation.

The program is informed by the body of knowledge in the emerging area of leisure studies, a multi-disciplinary field of studies drawing from established disciplines (such as sociology and economics) and areas of professional studies (such as marketing and planning).

The program is offered in conjunction with the Graduate Diploma in Tourism Management and there are linkages between the two in certain subject areas.

Objectives

The objectives of the program are:

- To develop ideas, theory and conceptual knowledge of leisure.
- To develop knowledge and skills in the planning, research, marketing and economic analysis of leisure related services.
- To provide an understanding of the role and function of leisure services within the context of Australian social, cultural, economic and political systems.
- To develop analytic and problem solving skills relevant to leisure and recreation issues.

Structure of the Program

The Graduate Diploma in Leisure Studies requires a pattern of study selected from the following units:

1. **Leisure Studies Core (compulsory units)**
 - Leisure Theory
 - Leisure and Tourism Research
 - Leisure Planning
 - Popular Culture
 - Leisure and Tourism Organisation and Policy
 - Economics of Leisure and Tourism
2. **Electives**
 - a) Electives in Leisure Studies
 - Tourism and Leisure Marketing
 - Leisure Research Project
 - Applied Methods
 - OR
 - b) Electives from Other Departments
 - Communication Studies
 - Administrative, Social and Political Studies
 - Computing Studies
 - Economics
 - Financial and Quantitative Studies
 - Teacher Education

OR

- c) Electives from the Graduate Diploma in Tourism Management
- see the description of this program in this section of the calendar

OR

- d) Electives from other tertiary institutions
- by negotiation students may undertake approved units offered by other colleges and universities.

Admission Requirements

Applicants should hold a degree or equivalent award, preferably in the social sciences or humanities, as a pre-requisite for admission to the program. Some experience in the administration, organisation or delivery of leisure related services is desirable. A limited number of places are reserved for persons without a degree or equivalent award but who have considerable experience in the management, planning or delivery of leisure services. Such persons are admitted to the course on a probationary basis for the first one or two semesters. Applicants may be required to attend an interview prior to an offer of entry being made.

Admission with Advanced Standing

Should study of one or more of the units in the program involve duplication of previous graduate-level study, the student may apply to the Board of Studies of the School for advanced standing in those units. Regardless of the advanced standing granted, it is expected that all students, except those transferring directly from an equivalent postgraduate course, will undertake course work of 1200 semester hours in order to qualify for the award of the graduate diploma. Thus, the granting of advanced standing simply allows students to expand the number of elective subjects taken.

Attendance Patterns

The Graduate Diploma in Leisure Studies begins in February each year.

Students undertaking the full-time program will study five units each semester and, under normal circumstances, will complete the program in one year. This involves twelve hours of class contact during teaching weeks and a total workload of approximately 40 hours per week during each semester.

Students undertaking the part-time program will study 2 or 3 units each semester and, under normal circumstances, will complete the program in two years. This involves six hours of class contact during teaching weeks and a total workload of approximately 20 hours per week during each semester.

Workload

The award of the Graduate Diploma in Leisure Studies requires the satisfactory completion of a program comprising a minimum of 1200 hours of course work. These hours of course work are referred to as either semester hours (the hours of work required in a unit during the semester), or as week hours (the hours of work required in a unit each week). In both cases the number of hours is a total of the time spent in formal class contact and the additional hours required for reading, assignments and other course related work.

Most units are comprised of 100 or 150 semester hours. A 150 hour unit involves 45 hours per semester of classroom instruction and a further 105 hours per semester of course related work. Expressed as week hours this would be 3 hours per week of classroom instruction and a further 6 hours per week of course related work. The detailed unit outlines in the back of the Calendar provide workload information in week hours.

Units offered outside the Department of Leisure Studies are normally 100 hour units. Applied Methods is a flexible unit which may be taken for 50, 100 or 150 hours.

Progression in the Program

Progress in the program will be by unit, rather than semester. Pre-requisites and co-requisites will be specified for some units and will govern entry to those units. Specific regulations governing students' progression, particularly in relation to maximum time for program completion and the granting of 'exemptions' or 'advanced standing' will be determined by the Board of Studies of the School of Leisure, Tourism and Community Studies.

Graduation Requirements

- i) in order to qualify for the award of the Graduate Diploma in Leisure Studies a student must complete a program of at least 1200 semester hours, unless exemptions are granted or substitutions permitted as defined in (ii) and (iii) below.
- ii) Credit for relevant studies completed at the post-graduate level in other institutions may be granted by the Board of Studies up to a maximum of four units. Each case will be considered on its own merits, normally on a unit by unit basis.
- iii) Students may be permitted to substitute other units offered in the College for those in the defined program where duplication of previous studies would result from following the normally prescribed program. Each case will be considered on its merits and on a unit by unit basis.
- iv) A student who fails a unit must repeat it in a later semester or take another unit in its place where this is permitted.
- v) A student who fails a unit in a sequence in which its passing is a pre-requisite of the next unit in the sequence must repeat the unit failed before taking the next unit in the sequence.
- vi) The normal time for the completion of all the requirements of the Graduate Diploma will be two semesters (full-time) or four semesters (part-time). However, the Graduate Diploma may be awarded to students who complete the requirements in six semesters (part-time). In special circumstances the Board of Studies of the School may grant an extension beyond these times, or may permit students to complete their programs in less than the normal time.

Typical Patterns of Study

Typical patterns of study for full-time and part-time students are shown on the following pages.

GRADUATE DIPLOMA IN LEISURE STUDIES

Typical full-time program

Semester	Unit Number	Semester Unit	Hours
I	51712	Leisure Theory*	150
	51707	Leisure & Tourism Research*	150
	51710	Popular Culture*	100
	51711	Leisure Planning*	100
	-	Elective (e.g. Publicity & Public Relations)**	100
II	51709	Leisure and Tourism Organisation & Policy*	150
	51704	Economics of Leisure and Tourism*	150
	-	Elective (e.g. Tourism & Leisure Marketing)**	100
	-	Elective (e.g. Leisure Research Project)**	100
	-	Elective (e.g. Video Production)**	100
Total hours			<u>1200</u>

* indicates a compulsory core unit.

** indicates an elective unit. Elective units may be chosen from the Leisure Studies area, from the Graduate Diploma in Tourism Management, from other college departments or, by negotiation, from other colleges or universities.

Typical part-time program

Semester	Unit Number	Semester Unit	Hours
I	51712	Leisure Theory*	150
	51707	Leisure and Tourism Research*	150
II	51709	Leisure and Tourism Organisation & Policy*	150
	51704	Economics of Leisure & Tourism*	150
III	51711	Leisure Planning*	100
	51710	Popular Culture*	100
	-	Elective (e.g. Publicity & Public Relations)**	100
IV	-	Elective (e.g. Leisure Research Project)**	100
	-	Elective (e.g. Tourism & Leisure Marketing)**	100
	-	Elective (e.g. Applied Methods)**	100
Total hours			<u>1200</u>

* indicates a compulsory core unit.

** indicates an elective unit. Elective units may be chosen from the Leisure Studies area, from the Graduate Diploma in Tourism Management, from other college departments or, by negotiation, from other colleges or universities.

N.B. The Graduate Diploma in Leisure Studies is undergoing a review. Details of the revised program can be obtained from the School of Leisure, Tourism and Community Studies.

GRADUATE DIPLOMA IN TOURISM MANAGEMENT

The Graduate Diploma in Tourism Management is distinctive among tourism programs because its coverage of the tourism industry encompasses all sectors viewed from a managerial perspective. For this reason, the program meets the needs of persons seeking, or already engaged in, management careers in the travel and tourism industry.

The program was introduced in 1988. It is offered in conjunction with the Graduate Diploma in Leisure Studies and there are linkages between the two in certain subject areas.

Objectives

The objectives of the program are to:

- Develop a broad knowledge and understanding of contemporary tourism, especially in terms of its determinants and outcomes.
- Provide specific knowledge and understanding of the structure and function(s) of the travel and tourism industry in the context of Australian economic, social and political systems.
- Develop and reinforce disciplinary knowledge and skills related to management and administration in firms and organisations in the travel and tourism industry.
- Facilitate the re-orientation of people from various academic and career backgrounds toward being effective planners, developers and managers of firms and organisations.
- Develop analytical and problem-solving skills which will assist future managers to develop tourism in ways that are effective and sensitive, not only to market and corporate needs, but to the needs and interests of other affected parties.

Structure of the Program

The Graduate Diploma in Tourism Management requires a pattern of study selected from the following units:

1. *Leisure Studies Core (compulsory units)*

- Tourism Systems
- The Travel and Tourism Industry
- Tourism and Leisure Organisation and Policy

2. *Applied Units*

- Tourism and Leisure Research
- Tourism Management
- Tourism and Leisure Marketing
- Economics of Tourism and Leisure
- Travel and Tourism Law
- Accounting Finance and Management

3. *Electives*

- a) Electives in Tourism Management
 - Tourism and Leisure Planning
 - Tourism Management Project
 - Applied Methods

Or

- b) Electives from Other Departments
- Administrative, Social and Political Studies
 - Computing Studies
 - Communication Studies
 - Economics
 - Financial and Quantitative Studies

Or

- c) Electives from Other Tertiary Institutions
- subject to negotiations, students may be allowed to undertake units offered by Macquarie University, Sydney or the University of Canterbury, Christchurch, New Zealand.

Admission Requirements

- Applicants should hold a recognised degree or equivalent award and have some experience in the planning, management or operation of a travel and tourism industry firm or organisation, or have a definite intention to seek a management career in the travel and tourism industry.
- Applicants who have a degree, but no relevant experience, should be prepared to submit a statement which makes clear their reasons for seeking to undertake the course.
- Applicants with no recognised degree or equivalent award, but with significant experience and a record of progress in the travel and tourism industry, can also apply and will be considered for entry.
- If necessary, prospective entrants will be interviewed to aid the selection process.

Admission with Advanced Standing

Should study of one or more of the units in the program involve duplication of previous study, the student may apply to the Board of Studies of the School for advanced standing in those units. Regardless of the advanced standing granted, it is expected that all students will undertake course work of 1200 semester hours in order to qualify for the award of the graduate diploma. Thus, the granting of advanced standing simply allows students to expand the number of elective subjects taken.

Attendance Patterns

The Graduate Diploma in Tourism Management begins in February each year.

Students undertaking the full-time program will study five units each semester and, under normal circumstances, will complete the program in one year. This involves twelve hours of class contact during teaching weeks and a total work load of approximately 40 hours per week during each semester.

Student undertaking the part-time program will study 2 or 3 units each semester and, under normal circumstances, will complete the program in two years. This involves six hours of class contact during teaching weeks and a total work load of approximately 20 hours per week during each semester.

Workload

The award of the Graduate Diploma in Tourism Management requires the satisfactory completion of a program comprising a minimum of 1200 hours of course work. These hours of course work are referred to as either semester hours (the hours of work required in a unit during the semester), or as week hours (the hours of work required in a unit each week). In both cases the number of hours is a total of the time spent in formal class contact and the additional hours required for reading, assignments and other course related work.

Most units comprise 100 or 150 semester hours. A 150 hour unit involves 45 hours per semester of classroom instruction and a further 105 hours per semester of course related work. Expressed as week hours this would be 3 hours per week of classroom instruction and a further 6 hours per week of course related work. The detailed unit outlines in the back of the calendar provide workload information in week hours.

Progression in the Program

Progress in the program will be by completed unit rather than by semester. Pre-requisites and co-requisites will be specified for some units and will govern entry to those units.

Each student is required to complete each course unit to the satisfaction of the lecturer concerned and to achieve this must complete all prescribed work, assignments and examinations.

Specific regulations governing maximum time for completion, the issuing of advanced standing, and the granting of exemptions are determined by the Board of Studies of the School of Leisure, Tourism and Community Studies.

Graduation Requirements

- i) To qualify for the Graduate Diploma in Tourism Management a student must complete a defined program totalling 1200 semester hours, unless exemptions are granted or substitutions permitted as defined in (ii) and (iii) below.
- ii) Credit for relevant studies completed at graduate level in other institutions may be granted by the Board of Studies up to an equivalent of three 100 semester hour subjects. Each case will be considered on its own merits, normally on a unit by unit basis.
- iii) Students may be permitted to substitute other units offered in the College (or at other institutions) for those in the defined program where duplication of previous studies would result from following the defined program. Each case will be considered on its merits and on a unit by unit basis.
- iv) A student who fails a unit must repeat it in a later semester or take another unit in its place where this is permitted.
- v) A student who fails in a unit which is a pre-requisite for another unit must repeat and pass the failed unit before taking the unit for which it is a pre-requisite.
- vi) The normal time for the completion of all the requirements of the Graduate Diploma will be one year (full-time) and two years (part-time). However, the award can be obtained by part-time students who complete the requirements in six semesters. In special circumstances the Board of Studies can grant extensions beyond these times, or permit students to complete the program in less than the normal time.

Typical Patterns of Study

Typical patterns of study for full-time and part-time students are shown.

GRADUATE DIPLOMA IN TOURISM MANAGEMENT

Typical full-time program

Semester	Unit	Semester Hours
I	Tourism Systems	150
	The Travel & Tourism Industry	100
	Leisure & Tourism Research	150
	Tourism Management	100
	Leisure Planning	100
II	Leisure & Tourism Organisation & Policy	150
	Economics of Leisure & Tourism	150
	Tourism & Leisure Marketing	100
	Travel & Tourism Law	100
	Accounting, Finance & Management	100
		<u>1200 Hours</u>

GRADUATE DIPLOMA IN TOURISM MANAGEMENT

Typical part-time program

Semester	Unit	Semester Hours
I	Tourism Systems	150
	Leisure & Tourism Research	150
II	Tourism & Leisure Organisation & Policy	150
	Economics of Leisure & Tourism	150
III	The Travel & Tourism Industry	100
	Tourism Management	100
	Leisure Planning	100
IV	Tourism & Leisure Marketing	100
	Travel & Tourism Law	100
	Accounting Finance & Management	100
		<u>1200 Hours</u>

ASSOCIATE DIPLOMA IN COMMUNITY ORGANISATIONS

Objectives

The broad aim of the Associate Diploma in Community Organisations is to provide persons already working in community organisations with knowledge and skills which will enable them to work more effectively and efficiently at tasks they currently perform and extend their ability to develop and manage other community projects or endeavours.

Structure of the Program

The program requires four years of part-time study, divided into two distinct parts, during which the student will study 20 subject units. During part one, students will take fourteen units and in part two they will take six further units of study which are based on the knowledge gained during part one of the program. The chart below depicts the pattern of study.

Year 1	Year 2	Year 3	Year 4		
5 units	5 units	4 units	1 unit elective	4 units elective	final unit compulsory
Part I			Part II		

Part I

The fourteen units in Part I contain the basic set of knowledge and skills required by those running community organisations. Students in small groups of 10 to 20 will work their way through the units consecutively with the assistance of a College tutor/facilitator. The units are:

- 55120 Working in the Community Sector
- 55115 Setting up an Organisation
- 55102 Community Practice and Practitioners
- 55108 Government and Political Processes I
- 55105 Funding
- 55117 Structures and Processes in Community Organisations
- 55103 Community Research I
- 55113 Promotion for Community Organisations
- 55111 Local Processes
- 55116 Social Inequalities
- 55110 Group Processes
- 55112 Personnel Practices
- 55106 Money Management I
- 55107 Money Management II

Part II

The second part of the program consists of six units, five of which are electives. This gives students a great deal of flexibility and allows them to develop expertise in particular areas of their own choosing. There is also flexibility in the ways of completing the five elective units. The possibilities include:

1) **Enrolment in Additional Unit Packages**

Students may work through one or more additional unit packages offering more advanced study in topic areas already studied in Part I of the program.

2) Advanced Standing

Students who have completed previous tertiary study may be eligible for advanced standing in relevant subject matter. In this way, students with a completed degree may be eligible for up to five units of advanced standing in Part II, students with a diploma in welfare or social work may be eligible for up to four units of advanced standing and students with TAFE welfare certificate may be eligible for up to three units of advanced standing. Other qualifications will be considered individually on their merits.

3) Electives from other College Departments

Students may, subject to approval, enrol in units taught by other departments at Kuring-gai College. Possible subject areas include: recreation, primary education, communication studies, counselling, administration, and many others.

4) Electives from Other Tertiary Institutions

Students may enrol in up to 5 approved units of study at another tertiary institution. Students considering this option should discuss their plans and the process involved with their program facilitator.

The final unit in Part II, and in the program, is a compulsory unit which integrates the theory taught through all the units in the program with the student's experience as a practitioner in a community based organisation.

Admission Requirements

There are no formal educational requirements for entry to the program.

Those considered for entry to the Associate Diploma in Community Organisations will be persons currently working in community organisations, whether full-time, part-time or voluntarily. They will be working in an administrative or managerial capacity, be co-ordinators, or be involved in service delivery or community development. All will be adults and the majority will be women. They may already have some tertiary education which may be relevant to service delivery but not to co-ordination. The organisations in which candidates work are primarily concerned with children, youth, the handicapped and the aged and with providing care, recreation, work skills, information and community development activities.

Admission with Advanced Standing

Students will be encouraged to seek advanced standing in recognition that many who work with community organisations have already undertaken some recent study or have learned a great deal from work experience. Advanced standing will be awarded on a unit by unit basis and, except in exceptional circumstances, will be granted for units in Part II of the program.

The basis for a request for advanced standing might be:

- 1) Previous completion of an equivalent unit at a university or other college.
- 2) Study at a technical college or in short courses of relevant subject matter where hours of study equal or exceed the hours of program units.
- 3) Extensive work experience in a community organisation. A request in this category would require submission of substantial written work outlining the experience.

Progression in the Program

It is normally expected that a student will complete the requirements for the Associate Diploma in four years. However, it is recognised that students will be in paid employment and will also have a number of other commitments. As a result, students may take up to five years to complete without obtaining special permission from the Board of Studies. Provision also exists for students to take a leave of absence from the program if required.

Assessment

Assessment is normally based on written assignment work and is done on a unit by unit basis.

Course Information

School of
Library and Information Studies

SCHOOL OF LIBRARY AND INFORMATION STUDIES

The formation of the School of Library and Information Studies in 1976 marked a further step in the multi-disciplinary development of the Kuring-gai College of Advanced Education.

The School provides general and special programs for education and training in library and information services which allow for normal and mature age entry, basic and advanced study with varied patterns of attendance. Courses are designed to meet the requirements of the Library Association of Australia as appropriate.

- (a) Bachelor of Arts (Library Science): a three year degree course in general studies and library and information studies which had its last intake in 1985.
- (b) Bachelor of Applied Science (Information): a three year degree course which provides education for information professionals engaged in the collection, storage, processing and dissemination of information.
- (c) Bachelor of Education (Teacher Librarianship): a four year course offered jointly with the School of Teacher Education and designed to provide a dual qualification in Teacher Librarianship and Primary Teaching. (Details under School of Teacher Education).
- (d) Graduate Diploma in Library Science: a one year graduate diploma course in library and information studies for persons with a UG1 degree or UG2 diploma (as defined by the Australian Council on Tertiary Awards) or a university degree. *This course had its last intake in 1988.*
- (e) Graduate Diploma in Teacher Librarianship: a one year graduate diploma course in library and information studies with special emphasis on teacher librarianship, for persons with a UG1 degree or UG2 diploma (as defined by the Australian Council on Tertiary Awards), or a university degree, plus a recognised teaching qualification, plus a minimum of 2 years successful teaching experience. *This course had its last intake in 1988.*
- (f) Graduate Diploma of Applied Science (Information): a one year graduate diploma course in information studies introduced in 1989 for persons with a UG1 degree or UG2 diploma (as defined by the Australian Council on Tertiary Awards), or a university degree, in a discipline other than library or information science.
- (g) Graduate Diploma of Applied Science (Information/Teacher Librarianship): a one year graduate diploma course in library and information studies introduced in 1989 with special emphasis on teacher librarianship for persons with a UG1 or UG2 diploma (as defined by the Australian Council on Tertiary Awards), or a university degree, in a discipline other than library or information science, plus a recognised teaching qualification, plus evidence of successful teaching experience.

- (h) Master of Arts (Library Science): A two year full-time or 3½ year part-time masters degree course in library and information science for persons already professionally qualified in library or information science who wish to undertake advanced study in relation to a conceptual understanding of library and information science and its development as a field of study.

- **Not all programs have intakes each year.**

The School also provides continuing education and professional development programs for information professionals.

- specialist and refresher courses
- short term (2-3 days) courses.
- Consultancy services for library authorities, information agencies, government departments and the corporate sector.

Semester-Unit Weightings

In the section, "Semester-Unit Outlines" at the back of the calendar, each semester-unit is described in terms of Class Contact Hours and Week Hours. These indicate approximately the amount of time a student can expect to devote to the various aspects of the unit: i.e., in formal class contact and overall study per week.

Class Contact Hours: The number of hours per week in which students enrolled in a particular unit are in formal contact with fellow students and teaching staff. Such contact may take the form of lectures, tutorials, workshop classes, laboratory sessions, seminars or discussions or a combination of these sessions.

Week Hours: The approximate amount of time a student is expected to work in the given unit per week, *including* class contact. Week hours can be seen as the minimum amount of work required per week.

Courses have been designed so that generally speaking a student will be required to do between 36 and 44 hours per week in the program, i.e., the total number of week hours of all semester units in which a student is enrolled in any one semester should total between 36 and 44 hours in a full-time program. A part-time program is approximately half this.

Pre-requisite units: These are units which students are required to pass in order to enrol in subsequent units in a sequence.

Co-requisite units: These are units in which students may enrol in the same semester as they enrol in the units for which other units may be co-requisite units, provided those units are available.

BACHELOR OF EDUCATION (TEACHER LIBRARIANSHIP)

Details of this program under School of Teacher Education.

BACHELOR OF ARTS (LIBRARY SCIENCE)

The program provides initial career preparation in library and information studies suited to a range of library and information agencies.

This program normally involves three years full-time study or five to six years part-time study.

NOTE: This course had its last intake in 1985. This information is provided for the benefit of current enrollees.

Structure of the Course

A. General Studies — students elect one of the following sequences:

NOTE: not all electives are available every year.

(a) Education

Foundations of Educational Analysis I	12124
Foundations of Educational Analysis II	12224
Approaches to Education	12324
Education in Australia	12424
Comparative and International Studies in Education	12524
Education and Development	12624

(b) Law

Law and Society	34101
Judicial Process	34205
Foundations of Law I	34305
Foundations of Law II	34405
Foundations of Law III	34505
Law and Justice	34605

OR

Law and Society	34101
Foundations of Law II	34405
Foundations of Law III	34505
Judicial Process	34205
Foundations of Law I	34305
Law and Justice	34605

(c) Political Science

Political Behaviour	35102
An Introduction to American Politics	35202
Community Politics	35301
Politics and Welfare	35402
The Modern State: Theory & Practice	35502
Australian Political Issues	35501

OR

Political Behaviour	35102
Community Politics	35301
The Modern State: Theory & Practice	35502
Australian Political Issues	35501
Organisation Behaviour	36201
Organising Human Services	36205

(d) Accounting	
Financial Accounting I	31101
Financial Accounting II	31201
Managerial Decision Making	31301
Managerial Accounting	31401
Contemporary Professional Issues in Accounting	31302
Contemporary Theoretical Issues in Accounting	31303
(e) Administrative Studies	
Political Behaviour	35102
Organisation Behaviour	36202
Industrial Sociology	36301
Bureaucracy	36404
Organisation Adaptation and Change	36601
Management Theory	36603
(f) Economics	
Economy and Society I	32101
Economy and Society II	32201
Economy and Society III	32301
Financial Institutions and Markets	32402
Competition and Welfare	32502
International Economics	32602

B. Professional Studies

(a) Background Subjects	
Psychology IA	12125
Psychology IIA	12225
Psychology IIIA	12325
Psychology IVA	12425
Society and Culture	35101
Sociology of Community	35203
Communication IB	11112
Communication IIB	11212
(b) Information Subjects	
Information Agencies IA	41105
Information Users IA	41107
Information Users IIA	41207
Information Users IIIA	41307
Information Users IVA	41407
Information Resources IA	41106
Information Resources IIA	41213
Information Resources IIIA	41313
Information Resources IVA	41404
Information Resources IVB	41405
Information Resources IVC	41406
Information Methods IA	41108
Information Methods IIA	41208
Information Methods IIIA	41308
Information Methods IVA	41408
Issues in Librarianship IA	41508

Practice Studies, includes field visits, field trips, field projects as well as placement in libraries and information agencies. Each full-time student is required to undertake a block period of two weeks Practice Studies within each Semester. It is expected that part-time students will be in employment which may necessitate some adaptation to the Practice Studies requirement. Special field work trips (up to 5 days) to libraries and similar agencies either in a region or a state or national centre will be required for all students in the second and third year of their full-time program (corresponding year for part-time program). A number of the subjects in the course include compulsory visits to libraries, information centres and related institutions.

Award of the Degree

1. In order to qualify for the award of the Degree of Bachelor of Arts (Library Science), a student must complete a total of 30 semester units of study, of which 720 semester hours are in one General Studies elective. 700 semester hours are prescribed Background Units for Professional Studies, 1274 semester hours are prescribed and 208 semester hours are elective Information Studies units. Students must undertake and successfully complete 60 semester hours Practice Studies in each Semester.
2. A student who fails in a unit must repeat it in a later semester or take another unit in its place, where this is permitted.
3. A student who fails in a unit in a sequence in which its passing is a prerequisite of the next unit in the sequence must repeat the unit failed or abandon the sequence.
4. The normal time for the completion of all the requirements of the Degree program is six semesters (full-time) or twelve semesters (part-time). However, the Degree will be awarded to students who complete the requirements in eight semesters (full-time) or fourteen semesters (part-time). In special circumstances, the Board of Studies may grant an extension beyond this time.

BACHELOR OF ARTS (LIBRARY SCIENCE)
— Typical Part-time program

Semester	Unit Number	Unit †	Class Contact Hours	Week Hours
I	11112	Communication IB	3	6
	41105	Information Agencies IA	3	6
II	41106	Information Resources IA	3	6
	12125	Psychology IA	3	6
	11212	Communication IIB	3	6
III	12225	Psychology IIA	3	6
	35101	Society and Culture	3	6
	41213	Information Resources IIA	3	8
IV	12325	Psychology IIIA	3	8
	35203	Sociology of Community	3	6
V		General Studies Elective	3	6
	12425	Psychology IVA	3	8
	41313	Information Resources IIIA	3	6
VI		General Studies Elective	3	6
	41108	Information Methods IA	3	6
VII		General Studies Elective	3or4	6or8
	41404	Information Resources IVA	2	8
	41208	Information Methods IIA	3	6
VIII		General Studies Elective	3or4	6or8
	41308	Information Methods IIIA	3	8
IX		General Studies Elective	3or4	6or8
	41107	Information Users IA	3	6
	41408	Information Methods IVA	3	8
X		General Studies Elective	3or4	6or8
	41207	Information Users IIA	3	6
XI	41307	Information Users IIIA	2	8
	41405	Information Resources IVB	2	8
	41406	Information Resources IVC	2	8
XII	41407	Information Users IVA	2	8
	41508	Issues in Librarianship IA	2	8

† Unit outlines: see section at rear of calendar where semester-unit details are shown in numerical order within teaching departments.

BACHELOR OF APPLIED SCIENCE (INFORMATION)

The Bachelor of Applied Science (Information) program provides training for information professionals who will be engaged in the collection, storage, processing and dissemination of information. This program normally will involve three years full-time study or five or six years part-time study.

Structure of the Course

1. Required Studies - incorporating Contextual, Major, Minor, Skill and Professional Studies.

(a) Contextual Studies:		
	The Information Environment	41110
(b) Required Major Study:		
	Information Science 1	41120
	Information Science 2	41220
	Information Science 3	41320
	Information Science 4	41420
	Information Science 5	41520
	Information Science 6	41620
(c) Minor (Supporting) Studies:		
	Introduction to Communication	11100
	Psychology	12126
	Work, Organisation & Society	35103
Minor (Disciplinary) Studies		
	Communication Studies	
	Interpersonal Communication	11111
	Organisational Communication	11414
	Communication in Small Groups or	11314
	Mass Communication	11514
	OR	
	Computing Science	
	CIS II: Personal Computer Applications	38205
	CIS III: Software Engineering	38305
	CIS V: Database Design & Administration	38505
	CIS VI: Networking and System Software	38605
	OR	
	Organisational Studies	
	Political Behaviour	35102
	Organisation Behaviour	36202
	Organising Human Services or	36205
	Government and Business	36302
(d) Skill Units:		
	Administrative Techniques in	
	Information Provision	41415
	Introduction to Computing	41113
	Research Methods 1	41303
	Statistics 1	41202
	Techniques for Information Production	41218
(e) Professional Studies:		
	Professional Studies 1	41119
	Professional Studies 2	41219
	Professional Studies 3	41319
	Professional Studies 4	41419

2. Elective Studies — Category A students choose 9 units total. At least 1 unit must be chosen from each group, with a maximum of 3 units only from Group 2 — Target Group Studies. A minimum of 6 units must be taken from Groups 1 and 2.

Group 1

Information Collection Management	41510
CIS IV: Information Systems Design I	41425
CIS VII: Information Systems Design II	41725
Instructional Design	12226
Management for Information Provision	41515
Marketing in Information Provision	35104
Information Dissemination	41418
Research Methods 2	41403
Statistics 2	41302
Video Production	11105
Subject Information Resources	41310

Group 2 - Target Group Studies

Business	41601
Children/Young Adult	41602
Education	41603
Ethnic Communities	41604
Government	41605
Health	41606
Recreation	41607
Welfare	41608

Category B: students may elect to complete an elective major in Computer Information Systems. The major comprises

Computer Information Systems I	Introduction to Information Systems
Computer Information Systems II	Personal Computer Applications
Computer Information Systems III	Software Engineering
Computer Information Systems IV	Information Systems Design I
Computer Information Systems V	Database Design and Administration
Computer Information Systems VI	Networking and System Software
Computer Information Systems VII	Information Systems Design II

Award of the Degree

1. In order to qualify for the award of Bachelor of Applied Science (Information) a student must complete 31 semester units, including 6 units in the major study; 3 units in minor disciplinary studies (4 units if the sequence chosen is in Computing Science); 3 minor supporting studies units; 4 units in professional studies; 5 skill units; 9 elective studies units (8 units if Computing Science sequence is chosen as minor disciplinary study).
2. A student who fails in a unit must repeat it in a later semester or take another unit in its place, where this is permitted.
3. A student who fails in a unit in a sequence in which its passing is a prerequisite of the next unit in the sequence must repeat the unit failed or abandon the sequence.
4. The normal time for the completion of all the requirements of the degree program is six semesters (full-time) or twelve semesters (part-time). However, the degree will be awarded to students who complete the requirements in eight semesters (full-time) or fourteen semesters (part-time). In special circumstances, the Board of Studies may grant an extension beyond this time.

**BACHELOR OF APPLIED SCIENCE (INFORMATION) —
Typical Full-time Program**

Semester	Unit Number	Unit †	Class Contact Hours	Week Hours
I	41110	The Information Environment	3	6
	41120	Information Science 1	4	8
	12126	Psychology	3	8
	35103	Work, Organisation & Society	3	6
	11100	Introduction to Communication	3	6
	41125	Introduction to Information Systems	3	8
II	41220	Information Science 2	4	8
	41119	Professional Studies 1	2	6
	41218	Techniques for Information Production	3	6
	41202	Statistics 1	3	8
		<i>Minor (Disciplinary) Study*</i>	3	6
III	41320	Information Science 3	4	8
	41219	Professional Studies 2	2	6
	41303	Research Methods 1	3	8
		<i>Elective**</i> <i>Minor (Disciplinary) Study*</i>	3	6
IV	41420	Information Science 4	4	8
	41415	Administrative Techniques in Information Provision	3	8
		<i>Elective**</i>	3	6
		<i>Elective**</i>	3	6
		<i>Minor (Disciplinary) Study* or</i> <i>Elective**</i>	3	6
V	41520	Information Science 5	4	8
	41319	Professional Studies 3	2	8
		<i>Elective**</i>	3	6
		<i>Elective**</i>	3	6
		<i>Minor (Disciplinary) Study* or</i> <i>Elective**</i>	3	6
VI	41620	Information Science 6	4	8
	41419	Professional Studies 4	2	8
		<i>Elective**</i>	3	6
		<i>Elective**</i> <i>Elective**</i>	3	6

* Students must complete 3 Units of Minor (Disciplinary) Studies, if the area chosen is Organisational Studies or Communication Studies; 4 units must be completed if Computing Science is chosen.

** Students must complete 9 electives (or 8 if Computing Science is the Minor (Disciplinary) Study chosen), ensuring that the normal pre-requisites are observed.

† Unit outlines: see section at rear of calendar where semester unit details are shown in numerical order within teaching departments.

**BACHELOR OF APPLIED SCIENCE (INFORMATION) —
Typical Part-time Program**

Semester	Unit Number	Unit †	Class Contact Hours	Week Hours
I	41110	The Information Environment	3	6
	41120	Information Science 1	3	6
	12126	Psychology	3	8
II	41220	Information Science 2	4	8
	35103	Work, Organisation & Society	3	6
III	41320	Information Science 3	4	8
	11100	Introduction to Communication	3	6
	41125	Introduction to Information Systems	3	8
IV	41420	Information Science 4	4	8
	41218	Techniques for Information Production	3	6
V	41520	Information Science 5	4	8
		<i>Elective**</i>	2	6
VI	41620	Information Science 6	4	8
	41202	Statistics 1	3	8
		<i>Minor (Disciplinary) Study*</i>	3	6
VII		<i>Elective**</i>	3	6
		<i>Elective**</i>	3	6
		<i>Minor (Disciplinary) Study*</i>		
VIII	41119	Professional Studies 1	2	6
		<i>Elective**</i>	3	6
		<i>Minor (Disciplinary) Study*</i>	3	6
		<i>or</i> <i>Elective**</i>	3	6
IX	41219	Professional Studies 2	2	6
	41303	Research Methods 1	3	8
		<i>Minor (Disciplinary) Study*</i>		
		<i>or</i> <i>Elective**</i>	3	6
X	41415	Administrative Techniques in Information Provision	3	8
		<i>Elective**</i>	3	6
		<i>Elective**</i>	3	6
XI	41319	Professional Studies 3	2	8
		<i>Elective**</i>	3	6
XII	41419	Professional Studies 4	2	8
		<i>Elective**</i>	3	6

* Students must complete 3 Units of Minor (Disciplinary) Studies, if the area chosen is Organisational Studies or Communication Studies; 4 units must be completed if Computing Science is chosen.

** Students must complete 9 electives (or 8 if Computing Science is the Minor (Disciplinary) Study chosen), ensuring that the normal pre-requisites are observed.

† Unit outlines: see section at rear of calendar where semester unit details are shown in numerical order within teaching departments.

GRADUATE DIPLOMA IN LIBRARY SCIENCE

Pre-requisite: a UG1 degree or UG2 diploma as defined by the Australian Council on Tertiary Awards or a university degree. The program provides initial career preparation at graduate level in library and information studies suited to a range of library and information agencies.

N.B. This course had its last intake in 1988. This information is provided for the benefit of students currently enrolled.

Structure of the Course

Communication IC	11702
Information Agencies IB	41101
Information Users IB	41114
Information Users IIB	41214
Information Resources IB	41103
Information Resources IIB	41112
Information Resources IIIB	41215
Information Resources IIIC	41216
Information Methods IB	41104
Information Methods IIB	41204
Issues in Librarianship IB	41201
* Practice Studies	42701

* Practice Studies: includes field visits, one field trip and one placement. Each full-time student is required to undertake a block period of two weeks Practice Studies within each Semester. Each part-time student is required to undertake a block period of two weeks Practice Studies in each semester of the second year of their course, although some adaptation of the program may be appropriate for students already employed by an information agency.

Typical Part-time Program

Semester	Unit Number	Unit†	Class Contact Hours	Week Hours
I	41101	Information Agencies IB (block)	2**	6
	11702	Communication IC	2	4
	41103	Information Resources IB	3	6
II	41112	Information Resources IIB	2	5
	41114	Information Users IB	4	8
	41215	Information Resources IIIB	2	5
III	41104	Information Methods IB	3	6
	41216	Information Resources IIIC	2	5
	41214	Information Users IIB	2	4
IV	41204	Information Methods IIB	6	15
	41201	Issues in Librarianship IB	2	6

†Unit outlines: see section at rear of calendar where semester-unit details are shown in numerical order within teaching departments.

** Information Agencies IB is offered as a block unit in the first two weeks of Semester I. For students unable to attend classes during the day, this involves attendance on one or two Saturdays in addition to week night classes in the first two weeks. The remaining two units of the Semester I program commence in week 3.

GRADUATE DIPLOMA IN TEACHER LIBRARIANSHIP

Pre-requisite: a UG1 degree or UG2 diploma as defined by the Australian Council on Tertiary Awards or a university degree, plus a recognised teaching qualification, plus a minimum of two years successful teaching experience. The program provides initial career preparation at graduate level in library and information studies with special emphasis on school librarianship.

N.B. This course had its last intake in 1988. This information is provided for the benefit of students currently enrolled.

Structure of the Course

Communication IC	11702
Information Agencies IB	41101
Information Users IB	41114
Information Users IIB	41214
Information Resources IB	41103
Information Resources IIB	41112
Information Resources IIIB	41215
Information Resources IIIC	41216
Information Methods IB	41104
Information Methods IIB	41204
Issues in Librarianship IB	41201
*Practice Studies	42702

* Practice Studies: includes field visits, one field trip and one placement. Each full time student is required to undertake a block period of two weeks Practice Studies within each Semester. Each part time student is required to undertake a block period of two weeks Practice Studies in each semester of the second year of their course.

Typical Part-time Program

Semester	Unit Number	Unit†	Class Contact Hours	Week Hours
I	41101	Information Agencies IB (block)	2**	6
	11702	Communication IC	2	4
	41103	Information Resources IB	3	6
II	41112	Information Resources IIB	2	5
	41114	Information Users IB	4	8
	41215	Information Resources IIIB	2	5
III	41104	Information Methods IB	3	6
	41216	Information Resources IIIC	2	5
	41214	Information Users IIB	2	4
IV	41204	Information Methods IIB	6	15
	41201	Issues in Librarianship IB	2	6

†Unit outlines: see section at rear of calendar where semester-unit details are shown in numerical order within teaching departments.

**Information Agencies IB is offered as a block unit in the first two weeks of Semester I. The remaining two units of the Semester I programme commence in week 3.

Students in this program and the Graduate Diploma in Library Science have common lectures, but all tutorials, group work, assignments, projects and practice studies must be undertaken within the general area of educational libraries, their users, services, resources, and methods and within the specific area of the school library.

Award of the Graduate Diploma in Library Science and the Graduate Diploma in Teacher Librarianship

1. In order to qualify for the award of the Graduate Diploma in Library Science and Graduate Diploma in Teacher Librarianship, a student must complete a total of 780 semester hours of study, of which 728 semester hours are prescribed units and 52 semester hours comprise an elective unit. Students must undertake and successfully complete 60 semester hours of Practice Studies in each semester.
2. A student who fails in a unit must repeat in a later semester or take another in its place, where this is permitted.
3. A student who fails in a unit in a sequence in which passing is a pre-requisite of the next unit in the sequence must repeat the unit failed, or abandon the sequence.
4. The normal time for the completion of all the requirements of both the Graduate Diploma programs is two semesters (full-time) or four semesters (part-time). However, the respective Diploma will be awarded to students who complete the requirements in four semesters (full-time) or six semesters (part-time). In special circumstances, the Board of Studies in Library and Information Studies may grant an extension beyond this time.

GRADUATE DIPLOMA OF APPLIED SCIENCE (INFORMATION)

Pre-requisite: a UGI degree or UG2 diploma as defined by the Australian Council on Tertiary Awards, or a university degree in a discipline other than library or information science. The program educates information professionals who will be engaged in the provision of information for use by others using special skills in analysing, evaluating and repackaging information, particularly in the subject areas of their undergraduate studies.

Structure of the Course

a. Information Studies	
Foundation Information Studies	41751
Subject Analysis	41753
User Analysis	41754
Information Presentation	41851
Information and Document Retrieval	41852
b. Technical Studies	
Foundation Technical Studies	41752
Management of Information Provision	41755
Research and Quantitative Methods I	41853
Producing Information	41756
c. Integrating Studies	
Information Consolidation	41854

Typical Full-time Program

Semester	Weeks *	Unit No.	Unit†	Class Contact Hours	Week Hours
I	1-3	41751	Foundation Information Studies	10	25
	1-3	41752	Foundation Technical Studies	5	13
	4-14	41753	Subject Analysis	4	12
	4-14	41754	User Analysis	4	12
	4-14	41755	Management of Information Provision	3	8
	4-14	41756	Producing Information	3	8
II	1-8	41851	Information Presentation	5	13
	1-8	41852	Information and Document Retrieval	5	13
	1-8	41853	Research & Quantitative Methods I	5	13
	9-14	41854	Information Consolidation	15	35

*Refers to the weeks of semester during which teaching of the unit would occur. Each semester is 17 weeks long, with class work occurring in 14 weeks.

†Unit outlines: See Section at back of calendar where semester-unit details are shown in numerical order within teaching departments.

Typical Part-time Program

Semester	Weeks *	Unit No.	Unit†	Class Contact Hours	Week Hours
I	1-3**	41741	Foundation Information Studies	10	25
	4-14	41754	User Analysis	4	12
	4-14	41756	Producing Information	3	8
II	1-3**	41752	Foundation Technical Studies	5	13
	1-8	41853	Research & Quantitative Methods I	5	13
	3-14	41753	Subject Analysis	4	12
III	1-7	41851	Information Presentation	5	13
	8-14	41852	Information and Document Retrieval	5	13
	4-14	41755	Management of Information Provision	3	8
IV	1-14	41854	Information Consolidation	15	35

*Refers to the weeks of semester during which teaching of the unit would occur. Each semester is 17 weeks long, with class work occurring in 14 weeks.

**For part-time students, Foundation Information Studies and Foundation Technical Studies involve some weekend attendance as well as week-day evening classes, during the first three weeks of Semesters I and II.

†Unit outlines: See Section at back of calendar where semester-unit details are shown in numerical order within teaching departments.

Award of the Graduate Diploma of Applied Science (Information)

1. In order to qualify for the award of the Graduate Diploma of Applied Science (Information) a student must satisfactorily complete 10 units: Information Studies (5 units); Technical Studies (4 units); Integrating Studies (1 unit).
2. A student who fails in a unit must repeat it in a later semester.
3. A student who fails a unit in a sequence must repeat the unit failed before continuing the sequence.
4. The normal time for completion of all of the requirements for the Graduate Diploma of Applied Science (Information) is 2 semesters (full time) **OR** 4 semester (part-time). However, the graduate Diploma of Applied Science (Information) will be awarded to students who complete the requirements in 4 semesters (full-time) **OR** 6 semesters (part-time). In special circumstances, the Board of Studies in Library and Information Studies may grant an extension beyond this time.

GRADUATE DIPLOMA OF APPLIED SCIENCE (INFORMATION/TEACHER LIBRARIANSHIP)

Pre-requisite: a UG1 degree or UG2 diploma as defined by the Australian Council on Tertiary Awards, or a university degree in a discipline other than library or information science; a recognised teaching qualification; and evidence of successful teaching experience. This program educates information professionals who will be engaged in the provision of information for use by others, particularly within the education environment.

Structure of the Course

a. Information Studies	
Foundation Information Studies	41751
Subject Analysis	41753
User Analysis	41754
Information Presentation	41851
Information and Document Retrieval	41852
b. Technical Studies	
Foundation Technical Studies	41752
Management of Information Provision	41755
Research and Quantitative Methods I	41853
Producing Information	41756
c. Special Studies	
Topics in Teacher Librarianship	42751
d. Integrating Studies	
Information Consolidation	41854

**GRADUATE DIPLOMA OF APPLIED SCIENCE
(INFORMATION/TEACHER LIBRARIANSHIP)
— Typical Full-time Program**

Semester	Weeks *	Unit		Class Contact Hours	Week Hours
		No.	Unit		
I	1-3	41751	Foundation Information Studies	10	25
	1-3	41752	Foundation Technical Studies	5	13
	4-14	41753	Subject Analysis	4	12
	4-14	41754	User Analysis	4	12
	4-14	41755	Management of Information Provision	3	8
	4-14	41756	Producing Information	3	8
	**	42751	Topics in Teacher Librarianship	-	65
II	1-8	41851	Information Presentation	5	13
	1-8	41852	Information and Document Retrieval	5	13
	1-8	41853	Research and Quantitative Methods I	5	13
	9-14	41854	Information Consolidation	15	35
	**	42751	Topics in Teacher Librarianship	-	65

*Refers to the weeks of semester during which teaching of the unit would occur. Each semester is 17 weeks long, with class work occurring in 14 weeks.

**Classes conducted during the Classes Suspended period.

†Unit outlines: See Section at back of calendar where semester-unit details are shown in numerical order within teaching departments.

**GRADUATE DIPLOMA OF APPLIED SCIENCE
(INFORMATION/TEACHER LIBRARIANSHIP)
— Typical Part-time Program**

Semester	Weeks*	Unit No.	Unit	Class Contact Hours	Week Hours
I	1-3**	41751	Foundation Information Studies	10	25
	4-14	41754	User Analysis	4	12
	4-14	41756	Producing Information	3	8
	***	42751	Topics in Teacher Librarianship Part A	-	30
II	1-3**	41752	Foundation Technical Studies	5	13
	1-8	41853	Research and Quantitative Methods I	5	13
	4-14	41753	Subject Analysis	4	12
	***	42751	Topics in Teacher Librarianship Part B	-	35
III	1-7	41851	Information Presentation	5	13
	4-14	41755	Management of Information Provision	3	8
	8-14	41852	Information and Document Retrieval	5	13
	***	42751	Topics in Teacher Librarianship Part C	-	30
IV	1-14	41854	Information Consolidation	15	35
	***	42751	Topics in Teacher Librarianship Part D	-	35

*Refers to the weeks of semester during which teaching of the unit would occur. Each semester is 17 weeks long, with class work occurring in 14 weeks.

**For part-time students, Foundation Information Studies and Foundation Technical Studies involve some weekend attendance as well as week-day evening classes, during the first three weeks of Semesters I and II.

***Classes conducted during the Classes Suspended period.

†Unit outlines: See Section at back of calendar where semester-unit details are shown in numerical order within teaching departments.

Award of the Graduate Diploma of Applied Science (Information/Teacher Librarianship)

1. In order to qualify for the award of the Graduate Diploma of Applied Science (Information/Teacher Librarianship) a student must satisfactorily complete 11 units: Information Studies (5 units); Technical Studies (4 units); Special Studies (1 unit); Integrating Studies (1 unit).
2. A student who fails in a unit must repeat it in a later semester.
3. A student who fails a unit in a sequence must repeat the unit failed before continuing the sequence.
4. The normal time for completion of all of the requirements for the Graduate Diploma of Applied Science (Information/Teacher Librarianship) is 2 semesters (full time) **OR** 4 semesters (part-time). However, the Graduate Diploma of Applied Science (Information/Teacher Librarianship) will be awarded to students who complete the requirements in 4 semesters (full-time) **OR** 6 semesters (part-time). In special circumstances, the Board of Studies in Library and Information Studies may grant an extension beyond this time.

MASTER OF ARTS (LIBRARY SCIENCE)

Pre-requisite: a degree in librarianship **OR** a degree in a discipline other than librarianship and a post graduate diploma in librarianship, archives or information science and at least three years professional experience in librarianship, archives or information science.

The program has been designed for persons who wish to undertake advanced study in relation to a conceptual understanding of library and information science and its development as a field of study.

Structure of the Course

The course is offered over four semesters (2 years) full-time study and seven semesters (3½ years) part-time study.

Library and Information Science I	41715
Library and Information Science II	41815
Research Design and Methods I	41716
Research Design and Methods II	41816
Learning Process and Curriculum Design	41717
Research Project	41817

Award of the Master of Arts (Library Science)

1. In order to qualify for the award of the degree of Master of Arts (Library Science) a student must complete a program of six defined units.
2. A student who fails in a unit must repeat that unit in a later semester.
3. A student who fails in a unit which is a pre-requisite for a later unit in the sequence or the Research Project must repeat and pass the unit failed before proceeding.

4. The normal time for the completion of all requirements for the Master of Arts (Library Science) is four semesters (full-time) or seven semesters (part-time). However the degree will be awarded to students who complete the requirements in six semesters (full-time) or nine semesters (part-time). In special circumstances the Board of Studies in Library and Information Studies may grant an extension beyond this time.

SUGGESTED PART TIME PROGRAM

Semester	Unit	
	Number	Unit
I	41715	Library & Information Science I (Part I)
II	41715	Library & Information Science I (Part II)
III	41815	Library & Information Science II (Part I)
	41716	Research Design & Methods I
IV	41815	Library & Information Science II (Part II)
	41816	Research Design & Methods II
V	41717	Learning Process & Curriculum Design
VI	41817	Research Project (Part I)
VII	41817	Research Project (Part II)

Course Information

School of Nursing

SCHOOL OF NURSING

The School of Nursing was founded by College Council on October 16, 1986. Programs in the area were commenced in 1985, in response to the movement by the Government of N.S.W. of nursing education out of hospitals and into colleges of advanced education. In 1989 the School of Nursing is offering the following program:

- Diploma of Applied Science (Nursing).

The Diploma of Applied Science (Nursing) is a program of studies intended to prepare people for registration as comprehensive nursing practitioners. The philosophical foundations of nursing as laid down by the School of Nursing, Kuring-gai College are reflected in the purpose, aims and content of the program. The assessed needs of the prospective student, the health care sector, and society are linked with the philosophy, thereby stating a balance between a declared value system and a needs assessment approach to establishing and stating the educative processes.

The aims of the course are to prepare people:

- (i) who are intellectually able to provide effective nursing practice in a culturally, technologically, and bureaucratically complex society;
- (ii) who perceive themselves as responsible, possessing the attributes of professionalism and who are personally committed to achieving as full a development as possible of their own, as well as others' optimal health. Implicit in this concept of health, is not only physical health, but personal maturity and authenticity.

To these ends the prospective nurse is provided with opportunities to engage in disciplined investigations of:

- (i) the nature of the unique relationship that characterises the nurse/patient interaction;
- (ii) the structure and function of the human body;
- (iii) the meaning of health and disease, pain and suffering;
- (iv) the problems created, eliminated or minimised by the increasing application of technology in the delivery of health care services;
- (v) aspects of the disciplines of law and moral philosophy, social and political behaviour;
- (vi) humanity and the human condition as reflected in literature, art and music through the ages.

The program consists of 30 Semester units across 5 courses of studies:

- Studies in the discipline of nursing.
- Studies in the biological sciences.
- Studies in social sciences.
- Studies in ethics, life sciences and sociality.
- Legal studies for nursing practice.

These units are organised over six semesters; students in the nursing program share units of study common to some other programs within the College. Students have the opportunity of electives within the program.

Electives

The Social Sciences strand offers elective disciplinary sequences in four fields:

- | | |
|-------------------|--------------------|
| (1) Communication | (2) Sociology |
| (3) Politics | (4) Administration |

Students are required to take Communication I and II and an elective disciplinary sequence is obtained by taking Communication IIIA and IVA provided class sizes are viable.

There is a core of two units introducing major concepts in sociology, politics and administration, namely Political Behaviour and Work, Organisation and Society; these form a foundation to which students may build a disciplinary sequence in sociology, politics or administration provided class sizes are viable. The number of electives offered may be reduced without notice.

Elective Disciplinary Sequences

Communication

Communication I — Interpersonal Communication.
Communication II — Argumentation and Reasoning.
Communication IIIA — Communication in Small Groups
Communication IVA — Organisational Communication.

Sociology

Work, Organisation and Society.
Sociology of Community
Social Inequality and Social Action.

Politics

Political Behaviour
Community Politics
Politics and Welfare.

Administration

Work, Organisation and Society
Political Behaviour
Organisation Behaviour
Organisation of Human Services.

Clinical Experience

Students have varied clinical learning experiences. The type and duration of these experiences change with the development of nursing practice throughout the program. The experience will range from several hours to several weeks duration and will be conducted in a variety of health care settings which include medical/surgical units, psychiatric, developmental disability, rehabilitation units, maternal and child care units, geriatric and community health care settings. Students may opt to do an elective in Nursing Studies VI, Nursing Practice Experience which allows them to move into rural settings throughout NSW or other metropolitan hospitals beyond those always used by Kuring-gai College of Advanced Education.

The School of Nursing operates, in co-operation with the NSW Health Department, the Kuring-gai Playgroup for pre-school children with disabilities. The Playgroup meets twice a week under the guidance of staff from the Area Health Services. Nursing students visit the centre as part of their clinical experience in Developmental Disabilities.

Admission to the program

General requirements for admission to Kuring-gai College of Advanced Education will pertain to this course, i.e. students shall normally be admitted for enrolment to an undergraduate course on the basis of their achievement in the Higher School Certificate examination or its equivalent.

Provision shall exist for admission to the College of mature-age students on the basis of other qualifications where, in the opinion of the Academic Board, the candidate for admission has reached a standard of education acceptable to the Board and has given evidence of probable success in the course chosen. For this purpose consideration shall be given to such factors as academic background, relevant employment experience and evidence of interest in personal and social development.

Semester Unit Weightings

In the section 'Semester-Unit Outlines' at the back of the calendar, each semester unit is described in terms of Class Contact Hours and Week Hours. These approximately indicate the amount of time a student can expect to devote to the various aspects of the unit, ie, in formal class contact and overall study per week.

Class Contact Hours: The number of hours per week in which students enrolled in a particular unit are in formal contact with fellow students and teaching staff. Such contact may take the form of lectures, tutorials, workshops, laboratory sessions, seminars or discussions or a combination of these sessions. All units in the program require nominally three hours per week, class contact. However, the number of weekly hours and the form of class contact used may be varied, depending on their educative value in the study of a particular unit or their necessity for a particular pattern or style of teaching. Some units, for example, may require no class contact.

Week Hours: The approximate amount of time a student is expected to work in the given unit per week, including class contact. Week hours can be seen as the minimum amount of work required per week. Courses have been designed so that generally speaking a student will be required to do between 36 and 44 hours per week in the program, ie, the total number of week hours of all semester units in which a student is enrolled in any one semester should total between 36 and 44 hours in a full-time program.

Award of the Diploma

1. In order to qualify for the award of the Diploma of Applied Science (Nursing) a student must complete a total of 30 semester units of study.
2. Pre-requisite units must be passed before proceeding to the next unit.
3. The normal time for the completion of all the requirements of the Diploma program is six semesters (full-time). However, the Diploma will be awarded to students who complete the requirements in eight semesters (full-time). In special circumstances, the Board of Studies may grant an extension beyond this time.
4. Credit for relevant studies completed in other institutions may be granted by the Board of Studies. Each case will be considered on its merits, but it is expected that a maximum credit will be determined by the Board of Studies.

DIPLOMA OF APPLIED SCIENCE (NURSING)

Full-time program

Semester	Unit Number	Unit†	Class Contact Hours	Week Hours
I	61105	Nursing Studies I	4	10
	61108	Ethics, Life Sciences and Sociality I	3	6
	18105	Biological Sciences I	5	8
	11111	Communication I	3	6
	35103	Work, Organisation and Society*	3	6
II	61205	Nursing Studies II	4	10
	61208	Ethics, Life Sciences and Sociality II	3	6
	18205	Biological Sciences II	5	8
	11211	Communication II	3	6
	35102	Political Behaviour*	3	6
III	61305	Nursing Studies III	4	10
	61308	Ethics, Life Sciences and Sociality III	3	6
	18305	Biological Sciences III	5	8
		Social Science Elective #	3	8
	34105	Law and the Legal Process	3	6
IV	61405	Nursing Studies IVA	5	10
	61406	Nursing Studies IVB	5	10
	61408	Ethics, Life Sciences and Sociality IV	3	8
		Social Science Elective#(optional)	(3)	(8)
	34209	Health and Welfare Law	3	6
	18405	Biological Sciences IV	3	6
V	61505	Nursing Studies VA	5	10
	61506	Nursing Studies VB	5	10
	61507	Nursing Studies VC	2	8
	61508	Ethics, Life Sciences and Sociality V	3	8
	34307	Law and Nursing Practice I	3	8
VI	61605	Nursing Studies VIA	3	8
	61606	Nursing Studies VIB	0	8
	61607	Nursing Studies VIC	4	8
	61608	Ethics, Life Sciences and Sociality VI	3	6
	34407	Law and Nursing Practice II	4	8

See "course information" for details on elective sequences.

† Unit outlines: see section at rear of calendar where semester-unit details are shown in numerical order within teaching departments.

* Work Organisation and Society and Political Behaviour may be taken interchangeably in either Semester I or II.

Course Information

School of Teacher Education

SCHOOL OF TEACHER EDUCATION

The School of Teacher Education offers courses at both undergraduate and postgraduate levels. Courses at undergraduate level are designed for people with no previous training or experience who wish to become teachers. The Graduate Diploma in Education is designed to provide preparation for secondary teaching to university or college graduates. Other postgraduate courses are designed to provide for trained and experienced teachers, an extension or enlargement of their professional skills to enable them to take on new roles.

Courses offered to new students in 1989 at undergraduate level are:

- Bachelor of Education (Primary Education) Sandwich Course
- Bachelor of Education (Physical Education)
- Bachelor of Education (Teacher Librarianship)

Postgraduate courses to be offered in 1989 are:

- Graduate Diploma in Educational Studies: Primary Music
- Graduate Diploma in Educational Studies: Special Education
- Graduate Diploma in Educational Studies: Reading Education
- Graduate Diploma in Children's Literature.
- Graduate Diploma in Education
- Master of Arts in Childrens' Literature and Reading

Students awarded the Diploma of Teaching or Bachelor of Education are qualified to be employed as teachers in New South Wales and in other states of Australia.

Semester-Unit Weightings

In the section "Semester-Unit Outlines" later in the Calendar, each semester-unit is described in terms of Class Contact Hours and Week Hours. The figure for Week Hours for each unit indicates the amount of time a student is expected to work in the unit during a week. The figure given includes any scheduled hours of class contact, such as lectures, seminars, workshops, laboratory sessions, or a combination of these. The figure for Class Contact Hours for each unit is nominal, and may be varied, depending on the teaching and learning activities required and the stage of development reached by the students.

Courses have been designed so that generally a full-time student will be required to work for 36 to 44 hours per week, and a part-time student half this amount.

DIPLOMA OF TEACHING/BACHELOR OF EDUCATION (PRIMARY EDUCATION)

This is a "sandwich" type program, with three distinct phases:

- Phase I** : 3 years full-time, leading to the award of a Diploma of Teaching;
- Phase II** : 120 days satisfactory professional experience including 60 days continuous experience; this experience may be obtained concurrently with enrolment in Phase III;
- Phase III** : 2 years part-time, leading to the award of the Bachelor of Education degree.

The Diploma of Teaching awarded at the end of Phase I will, for some students be a terminal award; that is, teachers need not return to Phase III if they do not wish to, the diploma being the only necessary qualification for primary teachers.

NOTE: The structure outlined below is for students who first enrolled in 1986 or later. Those who first enrolled before this should see the 1985 Calendar for details of the course structure.

The structure of the degree is as follows:

- PHASE I**
- A disciplinary sequence in Education Studies over six semesters.
 - A group of units of Teaching Studies in all the areas of the Primary School curriculum.
 - Several units of Background Studies.
 - A disciplinary sequence in elective General Studies over six semesters.
- PHASE III**
- A continuation of the disciplinary sequence in Education Studies (four units)
 - Four units of Advanced Teaching Studies.

PHASE I

Semester	Education Studies	Teaching Studies	Background Studies	General Studies	Class/Week Contact/Hrs
I	Principles & Practices of Teaching I, Developmental Psychology I, Teaching Practicum I	English Teaching I Maths Teaching I Science Teaching I Music Teaching I	Australian Studies I	i	18/38
II	Principles & Practices of Teaching II Developmental Psychology II, Teaching Practicum II	English Teaching II, Art/Craft Teaching I, Health Teaching I	Australian Studies II, Computer Awareness	II	19/40
III	Principles & Practices of Teaching III, Social Bases of Education I, Teaching Practicum III	Social Studies Teaching I, Art/Craft Teaching II, Physical Education Teaching I, English Teaching III.	—	III	19/42
IV	Principles & Practices of Teaching IV, Teaching Practicum IV	Maths Teaching II, Science Teaching II Music Teaching II Water Safety	—	IV	18/43
V	Teaching Children with Learning Difficulties Teaching Practicum V	Maths Teaching III, English Teaching IV Health Teaching II	Communication in Educational Environment	V	17/39
VI	Design of Educational Programs, Philosophical Bases of Education I, Teaching Practicum VI	Maths Teaching IV, English Teaching V Social Studies Teaching II Physical Education Teaching II	Elective	VI	17/42

PHASE II

120 days satisfactory professional experience, including 60 days continuous experience.

PHASE III

Semester	Education Studies	Advanced Teaching Studies	Class/Week Contact/Hrs
VII	Any two Education electives to be selected from the following: Mainstreaming, Curriculum Development, The Social Context of Childhood, Implementing Educational Change, Supervision of the Practicum, School & Community Relations	—	6/20
VIII	As for Semester VII	—	6/20
IX	—	Any two teaching Studies electives to be selected from the following: Teaching Music, Teaching Music, Performance, Analysis and Teaching of Motor Skills Environmental Education, Teaching Science, Teaching Social Studies: An Intercultural Approach, Aboriginal Studies, Sexism in Education, Craft & the Performing Arts, Mass Media in Education, Video in Education, Issues in the Development of Language, Computers in K-6 Education, Curriculum & Resource Design in Mathematics, Human Communication.	6/20
X	—	As for Semester IX	6/20

Concentration

While the program does not provide for formal specialisation in either early childhood or primary education, there are opportunities within the course structure for students to concentrate on the infants area of the primary school or the Class 3 to 6 area. In some Teaching Studies areas alternative units are provided, while in other areas concentration may occur within common units. In the Practicum element of Education Studies a concentration on one area may be made in Semester IV, V and VI.

The Education Studies Sequence

This is the central disciplinary backbone of the program. It is designed to ensure that teachers can practise their profession in a thoroughly informed and competent fashion, soundly directed by theoretical principles drawn from all relevant fields of study.

The sequence consists of two integrated strands. Strand A is concerned with the principles and practices of teaching, while Strand B requires students to achieve an understanding of education as a social process and of their potential involvement in that process.

Semester	Strand A	Strand B
I	Principles & Practices of Teaching I	Developmental Psychology I
II	Principles & Practices of Teaching II	Developmental Psychology II
III	Principles & Practices of Teaching III	Social Bases of Education
IV	Principles & Practices of Teaching IV	—
V	Teaching Children with Learning Difficulties	—
VI	Design of Educational Programs.	Philosophical Bases of Education I

Practicum

In-school activities are basic components of the Education Studies sequence. The activities are undertaken in a Practicum which provides for a graded sequence of experience across the six semesters of the diploma phase of the program. There is a systematic progression in the scope and sophistication of the teaching competencies which the practicum experiences demand, in order to cater for the progressive development of the student's understanding of the educative process and increasing competence in planning learning situations.

A special feature of the Practicum is the Community Experience in Semester III. This is designed to give students the opportunity to broaden their professional competencies in an educational setting that is not necessarily a school.

General Studies

Each student is required to select a sequence of six units in a General Studies subject chosen from this list: Art Studies; Drama and the Theatre Arts; English; Health Studies; History; Mathematics; Music Studies; Science.

It should be noted that all of these may not be available in any given year; and that, even if listed, a subject may not be offered if insufficient students elect it.

Background Studies

Two units of Australian Studies and a unit in Computer Awareness are taken in Semesters I and II and a unit in Communication in the Educational Environment in Semester V or VI. In Semester VI students may develop their skills in an area of interest to them by choosing one elective from this list: Art in Australia; Australian Natural History; The Crafts in Australia; Educational Drama; Introductory Statistics; Music and Society; Oral Interpretation; Urban Studies; Family History Studies; Computing Skills in Education; Science and Technology in Australia; Communication IIIA.

BACHELOR OF EDUCATION: PHASE III

The program for this final phase of the degree is devoted entirely to advanced professional studies. Four elective units of Education Studies and four elective units of Advanced Teaching Studies are selected and undertaken over a period of two years, part-time.

BACHELOR OF EDUCATION (PHYSICAL EDUCATION)

This is a four-year full-time program. Its structure is as follows:

- a series of Preparatory Studies units, to lay the foundations of study in Human Movement Education;
- a disciplinary sequence in Human Movement Studies; 15 Performance Studies units are required.
- a disciplinary sequence of Education Studies over six semesters;
- a sequence of Curriculum Studies, concerned with methods and approaches in the teaching of Physical Education;
- a disciplinary sequence of elective General Studies over at least four semesters followed by a second teaching method (minor);
- A teaching practicum in each semester;
- general electives: students must complete 7 elective units. No more than two of these units can be from first year units. Students majoring in Science or Mathematics must complete an additional elective unit.

BACHELOR OF EDUCATION (PHYSICAL EDUCATION)

Course Structure

Semester	Unit Number	Unit	Nominal Class Contact	Week Hours
I	Preparatory Studies			
	18137	Science I (Human Biology)	3	6
	15515	Computer Awareness	3	6
	Human Movement Studies			
	17136	Performance Studies IA (Conditioning & Developmental Gym)	2	3
	17137	Performance Studies IB (Dance I)	2	3
	17139	Performance Studies IC (Basic Motor Skills)	2	3
	Education Studies			
	12140	Principles & Practices of Teaching I	3	5
	12141	Developmental Psychology I	2	5
	09901	Teaching Practicum I (Primary School)		
	Curriculum Studies			
	17135	Practices of Teaching P.E. I (Teaching P.E. in Primary School)	2	4
	General Studies			
		General Studies Unit (Level I)	<u>3</u>	<u>6</u>
		<u>22</u>	<u>41</u>	
II	Preparatory Studies			
	17132	Functional Anatomy	3	6
	18202	Mechanics of Human Motion	3	6
	11111	Communication I — Interpersonal Com.	2	6
	Human Movement Studies			
	17236	Performance Studies IIA — Gymnastics II	2	3
	17239	Performance Studies IIC — Track & Field	2	3
	Education Studies			
	12243	Principles of Teaching II	2	5
	12234	Developmental Psychology IIP	2	5
	09902	Teaching Practicum II (Secondary School)		
	Curriculum Studies			
	17235	Practices of Teaching P.E. II (Intro. to P.E. in Secondary School)	2	4
	General Studies			
		One General Studies Unit (Level II)	<u>3</u>	<u>6</u>
		<u>21</u>	<u>44</u>	
III	Preparatory Studies			
	18203	Human Physiology	3	8
	Human Movement Studies			
	17310	Kinesiology	3	8
	17339	Performance Studies IIIC — Swimming and Lifesaving	2	3
	17337	Performance Studies IIIB (Dance II)	2	3
	Education Studies			
	12343	Principles of Teaching III	2	5
	12341	Social Bases of Education	2	5
	09903	Teaching Practicum III (Secondary School)		
	Curriculum Studies			
	17335	Practices of Teaching P.E.III (Teaching P.E. in Secondary School II)	2	4
	General Studies			
		General Studies Unit (Level III)	<u>3</u>	<u>8</u>
			<u>19</u>	<u>44</u>

Semester	Unit Number	Unit	Nominal Class Contact	Week Hours
IV		Preparatory Studies		
	15112	Mathematics I — Statistics A	3	6
		Human Movement Studies		
	17703	Social Basis of Sport & Recreation	3	8
	17537	Performance Studies VB — Intermediate Dance	2	3
		Education Studies		
	12543	Human Ability & Disability	3	6
	12431	Philosophical Bases & Sec. Sch. Issues	2	4
	09904	Teaching Practicum IV (Camping or Community Practice)		
		Curriculum Studies		
	17431	Adapted Physical Education.	2	4
		General Studies		
		General Studies Unit (Level IV)	<u>3</u>	<u>9</u>
			<u>18</u>	<u>40</u>
V		Human Movement Studies		
	17330	Physiological Efficiency of Human Movement	3	10
	17539	Performance Studies VC (Sport)(elective)	2	3
	17629	Performance Studies VI (Int. Sport)	2	4
		Education Studies		
	12633	Design of Educational Programs	2	6
	09905	Teaching Practicum V (Special Education)		
		Curriculum Studies		
	17432	Curriculum Physical Education IA (Programming & Teaching Gymnastics and Dance)	2	4
	17430	Organisation & Administration of Physical Education	2	4
		General Elective		
	One Unit	<u>2-5</u>	<u>6-10</u>	
		<u>15-18</u>	<u>37-41</u>	
VI		Human Movement Studies		
	17513	Biomechanical Efficiency of Movement	3	10
	17639	Performance Studies VIC (Sport)(elective)	2	3
	17839	Performance Studies VIIC (Outdoor Pursuits)	2	4
		Education Studies		
	09906	Teaching Practicum VI (Secondary P.E. & 2nd Methodology)		
		Curriculum Studies		
	17433	Curriculum Physical Education IB (Programming & Teaching Track & Field and Swimming)	2	4
		Second Method	3	6
		General Elective		
		One Unit	2-5	6-10
	One Unit	<u>2-5</u>	<u>6-10</u>	
		<u>16-22</u>	<u>39-47</u>	

Semester	Unit Number	Unit	Nominal Class Contact	Week Hours
VII	Human Movement Studies			
	17705	Measurement & Development of Physical Ability	2	5
	17739	Performance Studies VIIC (Sport)(elective)	2	4
	17829	Performance Studies VII (Intermediate Sport)	2	4
	Education Studies			
	12965	Curriculum Development (P.E.)	3	10
	09907	Teaching Practicum VII (Secondary P.E. & 2nd Methodology)		
	Curriculum Studies			
	17434	Curriculum Physical Education IC (Programming & Teaching Sport)	2	4
		Second Method	3	6
	General Elective			
		One elective unit	<u>3-5</u> <u>17-19</u>	<u>8-10</u> <u>41-43</u>
	VIII	Human Movement Studies		
17706		Prevention & Care of Athletic Injuries	2	5
Education Studies				
09908		Teaching Practicum VIII (Secondary P.E. & 2nd Methodology)		
Curriculum Studies				
17435		Curriculum Physical Education ID (Outdoor Education)	2	4
		Second Method	3	6
General Elective				
		One elective unit	2	10
		One elective unit	2-5	8-10
	One elective unit	<u>3-5</u> <u>14-19</u>	<u>8-10</u> <u>41-45</u>	

PERFORMANCE STUDIES COMPULSORY UNITS:

Students require 15 performance studies units. Compulsory units are:

17136, 17137, 17139, 17236, 17239, 17337, 17339, 17336, 17537, 17629, 17829, 17839.

Three performance studies electives to be chosen from:

17439,	17539,	17639,	17739,	17939
IVC Sport	VC Sport	VIC Sport	VIIC Sport	IXC Sport

General Electives:

Students intending to complete graduation requirements in 1989 should have completed seven elective units.

No more than two of these units can be from first year units.

Those students majoring in science or mathematics must complete an additional elective unit.

CONVERSION PROGRAM FOR BACHELOR OF EDUCATION (PRIMARY)

The School offers arrangements to assist holders of a recognised Diploma of Teaching (Primary, Infants or Early Childhood Education) to enter Phase III of the Bachelor of Education (Primary Education) program. Holders of such a diploma may apply for entry to the Phase III program and if admitted to the program they will be directed towards one of the two following options:

- 1) An applicant currently holding a permanent teaching appointment in a school will be required to undertake two additional units in Phase III, these units to be drawn from either the Education offerings or the Advanced Teaching Studies.
- 2) An applicant who has been out of the classroom for three years or more will be required to undertake three units from the pre-service phase (Phase I) of the B. Ed., preferably at third year level; such units will be completed in addition to the eight units within the Phase III program and will be determined in consultation with the co-ordinator of Phase III.

Applications to enter the Phase III program from holders of such a diploma may be made for the beginning of each year and for the mid-year if there is a mid-year intake to the Phase III program. Applications for the beginning of the following year will be due in October of each year and for the mid-year will be due in May of each year.

BACHELOR OF EDUCATION (PHYSICAL EDUCATION) CONVERSION

A one semester part-time course for holders of a recognised Diploma of Teaching (Physical Education). Successful completion of the course allows entry to the final phase of the Bachelor of Education (Physical Education).

Successful applicants for the Conversion Course are required to complete three semester-units:

- Social Bases of Education I OR Philosophical Bases of Education I
- Kinesiology and Applied Anatomy
- Statistics A

BACHELOR OF EDUCATION (TEACHER LIBRARIANSHIP)

A four-year full-time course designed to prepare people to become both classroom teachers and teacher-librarians in primary schools. The structure of the course is as follows:

- a disciplinary sequence in Education Studies over eight semesters
- a group of units of Teaching Studies in all the areas of the primary school curriculum
- a sequence of Library Studies units to develop the competencies of a teacher-librarian
- several units of Background Studies
- a disciplinary sequence in elective General Studies over six semesters
- a sequence of Practicum experiences over eight semesters in schools or other relevant professional work places.

Semester	Education Studies	Teaching Studies	Library Studies	Background Studies	General Studies	Class/Week Contact/Hrs
I	Principles & Practices of Teaching I, Developmental Psychology I	English Teaching I, Science Teaching I, Health Education Teaching I	Information Users IC, Information Resources IC	Australian Studies I	—	19/40
II	Principles & Practices of Teaching II, Developmental Psychology II	English Teaching II, Maths Teaching II, Art/Craft Teaching I, Music Teaching I	Techniques for Information Production	Australian Studies II	—	18/38
III	Principles & Practices of Teaching III, Social Bases of Education	Social Stud. Teaching I, English Teaching III, Maths Teaching II	—	Computer Awareness	I	18/37
IV	Principles & Practices of Teaching IV	Maths Teaching III, Science Teaching II,* Phys. Ed. Teaching I,	Information Methods IA	—	II	18/39
V	Individual Differences	Art/Craft Teaching II,* Music Teaching II*	Information Users IIC, Information Resources IIC.	—	III	17/40
VI	Philosophical Bases of Education	Social Stud. Teaching II,* Health Education Teaching II,* Water Safety	Information Methods IIC	Communication	IV	18/42
VII	Analysis of Educational Practice	English Teaching IVA, English Teaching V,* Maths Teaching IV,* Phys. Ed. Teaching II*	Information Methods IIIC	—	V	20/47
VIII	Program Design, Implementing Educational Change	—	Information Users IIC, Information Users IVC	—	VI	15/40

* Students choose 5 out of 8 units marked with asterisk

GRADUATE DIPLOMA IN EDUCATION

This is a one year full-time program for graduates of universities or colleges of advanced education, or persons with equivalent qualifications, who have had no previous teacher training, but who wish to prepare for secondary school teaching. The essential aim of the program is to provide a sound theoretical basis for effective decision making in any learning situation, and to focus on the practice of teaching and classroom management.

Students need to satisfy requirements in three strands:

Education Studies

The aim of these studies is to provide students with a broad understanding of educational issues and of the general concept of "Education". Particular aspects of education, for example, learning theories, child growth and development and curriculum construction, will be examined in depth.

Curriculum Studies

Elective Curriculum Studies are available in these secondary school subject groupings: Science; Mathematics; History; English.

Students must elect to undertake studies in the Curriculum Studies area in which they have academic qualifications at degree level (or equivalent pre-requisites), e.g., students will be admitted to the Science major course only if they have a Science degree or an equivalent qualification.

Practical Experience

All students are required to undertake practical experience in both semesters. This involves demonstration lessons and school visits. Students must successfully complete periods of practice teaching as required.

PART I (SEMESTER I)

Education Studies and Practical Experience:

Unit Number	Unit Name	Class Contact Hours	Week Hours
12704	Psychological Bases of Secondary Education	3	6
12803	Philosophical Bases of Secondary Education	2	4
15830	Computers in Education	2	4
17701	Sport in the Secondary School	2	4
09701	Practical Experience (20 days + school visits)	0	0

In addition, students undertake subjects in the Curriculum areas which they have elected.

Curriculum areas:

Unit Number	Unit Name	Class Contact Hours	Week Hours
18702	Science Method I	5	10
	Two of:		
18706	Advanced Science Method IA	3	6
18707	Advanced Science Method IB	3	6
18708	Advanced Science Method IC	3	6
18709	Advanced Science Method ID	3	6
15703	Secondary Mathematics IA	4	10
15704	Secondary Mathematics IB	4	10
13704	Secondary English Method I	5	10
19702	History Method I	5	10

PART II (SEMESTER II)

Education Studies and Practical Experience:

Unit Number	Unit Name	Class Contact Hours	Week Hours
12802	Sociological Bases of Secondary Education	2	4
12804	Curriculum Development in Secondary Education	3	6
11802	Communication and Media Studies	2	2
14701	Health Education	1	2
09801	Practical Experience (20 days + school visits)	0	0

In addition, students undertake subjects in the Curriculum areas which they have elected.

Curriculum areas

Unit Number	Unit Name	Class Contact Hours	Week Hours
18802	Science Method II	4	10
	Two of:		
18706	Advanced Science Method IA	3	6
18707	Advanced Science Method IB	3	6
18708	Advanced Science Method IC	3	6
18709	Advanced Science Method ID	3	6
15803	Secondary Mathematics IIA	4	10
15804	Secondary Mathematics IIB	4	10
13804	Secondary English Method II	5	10
19801	History Method II	5	10

GRADUATE DIPLOMA IN CHILDREN'S LITERATURE

This is a part-time program extending over 4 or 6 semesters designed for qualified teachers, librarians and youth workers who wish to acquire specialist qualifications in children's literature.

It will be of value to practising teachers involved with implementing literature programs, school and children's librarians responsible for reading guidance and library extension activities. It will also prepare consultants concerned with the role of literature in language and reading development and be of value to writers, editors and publishers of children's literature.

Entry requirements include a degree or a 3 year diploma and at least 2 years professional experience.

A FOUR SEMESTER PART-TIME SEQUENCE

Semester	Unit No.	Unit Name	Class Contact Hours	Week Hours
I	13723	Literature I	2	4
	13727	The Reader and Response I	2	4
	09711	Practicum I		
II	13724	Literature II	2	4
	13728	The Reader and Response II	2	4
	09712	Practicum II		
III	13823	Literature III	2	4
	13827	The Reader and Response III	2	4
	09811	Practicum III		
IV	13820	Literature in Action	2	8
	09812	Practicum IV		

GRADUATE DIPLOMA IN EDUCATIONAL STUDIES: PRIMARY MUSIC

This is a part-time program of four semesters duration designed for practising teachers who wish to extend their knowledge and skills in the area of primary school music teaching. The course will enable participating students to pursue in-depth studies in the areas of theoretical and practical musicianship and music education so that they will be capable of implementing a school-based, sequential program in music education from K to 6.

Entry requirements include a degree or a 3 year diploma and at least one year of successful teaching experience.

A FOUR SEMESTER PART-TIME SEQUENCE

Semester	Unit No.	Unit Name	Class Contact Hours	Week Hours
I	16616	Musicianship I	1	3
	16617	Music Curriculum I	1	3
	16618	Performance IA (Vocal)	2	6
	16619	Performance IB (Movement)	2	6
II	16716	Musicianship II	1	3
	16717	Music Curriculum II	1	3
	16718	Performance IIA (Recorder)	2	6
	16719	Performance IIB (Percussion)	2	6
III	16816	Musicianship III	1	3
	16817	Music Curriculum III	1	3
	16804	Integrated Classroom Activities	2	6
	16802	Ensemble Skills	2	6
IV	16916	Musicianship IV	1	3
	16917	Music Curriculum IV	1	3
	16904	Listening	2	6
	16903	Instrumentarium	2	6

GRADUATE DIPLOMA IN EDUCATIONAL STUDIES: READING EDUCATION

This is a part-time program extending over 4 or 6 semesters designed to provide a specialist qualification in Reading Education for teachers of infants, primary and secondary school children.

The course will prepare graduates to take up positions in schools as Reading specialists, to act as curriculum advisers or to lecture in tertiary institutions.

Entry requirements include a degree or 3 year diploma and at least 2 years of successful teaching.

A FOUR SEMESTER PART-TIME SEQUENCE

Semester	Unit No.	Unit Name	Class Contact Hours	Week Hours
i	13709	Reading Process I	2	4
	13710	Evaluation in Reading	1	2
	13711	Language and Reading I	1	2
	13712	Literature and Reading I	2	4
	09702	Practicum in Reading I		
II	13713	Reading Process II	2	4
	13714	Evaluation in Reading II	1	2
	13715	Language and Reading II	1	2
	13716	Literature and Reading II	2	4
	13717	Research in Reading I	1	2
	09703	Practicum in Reading II		
III	13809	Reading Process III	2	4
	13810	Evaluation in Reading III	1	2
	13811	Language and Reading III	1	2
	13812	Literature and Reading III	2	4
	13817	Research in Reading II	1	2
	09802	Practicum in Reading III		
IV	13818	Research Project (OR)	3	6
	13819	Implementing Reading)		
	09803	Practicum in Reading IV		

GRADUATE DIPLOMA IN EDUCATIONAL STUDIES: SPECIAL EDUCATION

This is a program extending over two semesters (full-time) or four semesters (part-time). It is designed to extend the competencies of qualified teachers who intend to teach in special classes, special centres or other situations where there are pupils with significant behaviour problems, learning difficulties, and/or general intellectual retardation.

Although most of the students in the full-time program will be teachers released from Department of Education schools, applications for admission to both full-time and part-time programs would be welcomed from other qualified applicants.

Applicants for admission will be required to have:

- satisfactorily completed an appropriate degree or diploma course;
- completed at least two years of satisfactory teaching experience.

The full-time structure of the course is as follows:

Semester	Unit No.	Unit Name	Class Contact Hours	Week Hours
I	12707	Teaching Exceptional Children	3	8
	12719	Teaching Practicum I	4	10
	12740	Teaching Basic Skills I	3	8
	12808	Behaviour Management	3	8
	15741	Teaching Basic Skills II	2	6
	15715	Introductory Statistics for Teachers	1	2
II	12722	Parent & Teacher Consultancy	2	6
	12819	Teaching Practicum II	4	10
	12820	Research Review	2	6
	12840	[Teaching the Severely Handicapped I	3	8]
	12841	[Teaching the Severely Handicapped II	3	8]
	12847	[Development and Disability OR	2	6]
	12850	[Assessment and Remediation I	3	8]
	15851	[Assessment and Remediation II	3	8]
	12821	[Resource Teaching Services	2	6]

MASTER OF ARTS IN CHILDREN'S LITERATURE AND READING

This Masters degree by course work is designed to produce graduates with a high degree of appreciation of literature for children and young adults and an equally high level of competence in reading education. Students with backgrounds in teaching, librarianship, writing, editing and the book industry, generally, will find the course particularly suited to their professional needs.

Entry requirements will be a Bachelor's degree **and** a postgraduate diploma in either children's literature or reading education. Applicants with equivalent qualifications will be considered. The course will be offered full-time (1 year) and part-time (2 years).

Students will be expected to extend their previous studies in breadth and depth by completing a range of courses and by preparing a final paper of a critical nature. Flexibility will be permitted to cater for a variety of backgrounds and interests. An elective studies segment is offered.

Unit No.	Unit Name	Class Contact hours
13730	Studies in Related Discipline: Children's Literature	3))1 to be)completed
13830	Studies in Related Discipline: Reading Education	3))
13731	Seminar on Advanced Children's Literature	3
13831	Seminar on Advanced Reading Education	3
13732	Curriculum, Literature and Literacy	3))
13733	Drama, Literature and Literacy	3))
13734	Library, Literature and Literacy	3))
13735	Media, Literature and Literacy	3)2 to be)completed
13736	Writing, Literature and Literacy	3)
13828	Seminar on Research Methodology	2
13829	Major Study	

Semester Unit Outlines

Semester units are generally presented in numerical order, except in some cases where sequences of units are presented consecutively, regardless of unit number.

Subject numbers are compiled on the following basis:

- The first two numerals refer to the Department which is offering the unit.
- The third numeral refers to the semester in which the unit may first be taken within a programme of study.
- The last two numerals distinguish the unit from those offered within the Department in the same semester, e.g. Number 12345: the numerals 1 and 2 refer to the Education Studies Department, the numeral 3 to the third semester of a programme of study and the numerals 4 and 5 distinguish this unit from those offered by the Department in the same semester.

The following are the teaching departments, showing the pages on which their units commence:

Administrative, Social and Political Studies	333
Art/Craft	209
Communication Studies	213
Computing Studies	351
Economic Studies	320
Education Studies	223
English	238
Financial and Quantitative Studies	310
Health Education	256
Information Studies	356
Legal Studies	324
Leisure Studies	379
Mathematics	261
Music	270
Nursing	405
Physical Education	279
Practical Experience	198
Science	291
Social Science	303

BACHELOR OF EDUCATION (PRIMARY EDUCATION)

THE PRACTICUM:

In-school activities are basic components of the teaching and assessment within the Education Studies sequence. The activities are undertaken in a practicum which provides for a graded sequence of experiences across six semesters of the course. The nature of the practicum experiences is determined by the objectives of the Education units and by the requirements of the various Teaching Studies units.

Organisation of the Practicum:

09911	Teaching Practicum I	Semester I	Block
09912	Teaching Practicum II	Semester II	Block
09913	Teaching Practicum III	Semester III	Community practice
09914	Teaching Practicum IV	Semester IV	Block: infants and primary concentration
09915	Teaching Practicum V	Semester V	Block: infants and primary concentration; children with special needs
09916	Teaching Practicum VI	Semester VI	Block

09911 TEACHING PRACTICUM I

Semester: I

12 days

Co-requisite:

Principles & Practices of Teaching I

Organisation:

Block

Objectives:

Students will plan, implement and evaluate teaching based on the exposition model.

09912 TEACHING PRACTICUM II

Semester: II

15 days

Co-requisite:

Principles & Practices of Teaching II

Organisation:

Block

Objectives:

In addition to the objectives of Practicum I, students will implement relevant principles from reinforcement theory in analysing significant problems associated with classroom management and discipline.

09913 TEACHING PRACTICUM III

Semester: III

90 hours minimum

Organisation:

(Community Practice) Distributed and/or block

Objectives:

The purpose of the Community Practice is to enable students to work within a broad educational environment, generally outside a school, so that they will gain an understanding of the aims, activities, organisation and structure of agencies, institutions and people whose work complements that of schools.

09914 TEACHING PRACTICUM IV

Semester: IV

15 days

Co-requisite:

Principles & Practices of Teaching IV

Organisation:

Block

Objectives:

As for Practicum I & II, plus — this unit in the Infants concentration will provide students with opportunities to assess children's performance on entering school and in the stages of early school achievement, and demonstrate competence in preparing appropriate teaching/learning tasks; examine two teaching models, cognitive-developmental and exploratory, and apply them to teaching in the infants school; develop skills in organising activity-oriented classrooms; review all teaching models and make appropriate selections: demonstrate proficiency in using technological and other forms of educational aids.

The Primary concentration will provide students with the opportunity to show competence in selecting and organising appropriate teaching/learning experience for the child in the primary school; design suitable systems for evaluating and recording pupil progress; show skill in planning and programming appropriately for specific classroom contexts, demonstrate proficiency in using technological and other forms of educational aids.

09915 TEACHING PRACTICUM V

Semester: V

15 days

Co-requisite:

Teaching Children with Learning Difficulties

Organisation:

Block

Objectives:

As for Practicum IV, plus — this unit will provide students with opportunities to demonstrate skills in the teaching of special groups of pupils, including the skills of selecting appropriate reinforcers, selecting instructional materials and activities, communicating thoughts and feelings, and keeping detailed records of performance.

09916 TEACHING PRACTICUM VI

Semester: VI

15 days

Co-requisite:

Design of Educational Programs

Organisation:

Block

Objectives:

As for Practicum V, plus — this unit will provide students with opportunities to undertake an examination and evaluation of the curriculum operating in the school, using principles drawn from theory work related to programming.

BACHELOR OF EDUCATION (TEACHER LIBRARIANSHIP)

Organisation of the Practicum:

09911	Teaching Practicum I	Semester I	Block
09912	Teaching Practicum II	Semester II	Block
42301	Teaching Practicum III	Semester III	Block: Information Agency placement
09914	Teaching Practicum IV	Semester IV	Block

09911 TEACHING PRACTICUM I

Semester: I

12 days

Co-requisite:

Principles & Practices of Teaching I

Organisation:

Block

Objectives:

To plan, implement and evaluate teaching based on the Exposition Model.

09912 TEACHING PRACTICUM II

Semester: II

15 days

Co-requisite:

Principles & Practices of Teaching II

Organisation:

Block

Objectives:

To plan, implement and evaluate teaching based on the Exposition Model; to implement behaviour management principles in the management of class behaviour and discipline.

42301 PRACTICUM III (INFORMATION AGENCY PLACEMENT)

Semester: III

15 days

Organisation:

Block

Objectives:

To develop an awareness of the types of agency which provide information; to gain an appreciation of the overall pattern of information provision within the community; to develop greater social awareness and sensitivity to community needs; to work with people of diverse backgrounds outside the school environment; to build and maintain relationships with 'learners' which differ qualitatively from the traditional teacher/pupil relationship.

09914 TEACHING PRACTICUM IV

Semester: IV

15 days

Co-requisite:

Principles & Practices of Teaching IV

Organisation:

Block

Infants concentration: To assess children's performance on entering school and in stages of early achievement, and demonstrate competence in preparing appropriate teaching/learning tasks; to examine two teaching models, cognitive, developmental and exploratory, and apply them to teaching in the infants school; to develop skills in organising activity-oriented class-rooms; to review all teaching models and appropriate selections; to demonstrate proficiency in using technological and other forms of educational aids.

Primary concentration: To show competence in selecting and organising appropriate teaching/learning experiences for the child in the primary school; to design suitable systems for evaluating and recording pupil progress; to show skill in planning and programming appropriately for specific classroom contexts; to demonstrate proficiency in using technological and other forms of educational aids.

Gain an understanding of the role and function of the library within the total school environment; to analyse the role of the teacher-librarian in selecting, acquiring, producing, evaluating, organising and promoting resources.

GRADUATE DIPLOMA (CHILDREN'S LITERATURE)

09711 PRACTICUM I

(Graduate Diploma in Children's Literature)

Objectives:

With reference to a child who is a beginning reader, the student will:

Assess that child's reading readiness in terms of linguistic development, cognitive skills, interest and motivation; bring to that child a variety of literary experiences; the sharing of books, story reading, story telling, poetry speaking/reading; observe, record and analyse response; employ discussion and/or activity appropriate to the child and the occasion.

09712 PRACTICUM II

(Graduate Diploma in Children's Literature)

Pre-requisite:

Practicum I

Objectives:

With reference to individuals and groups of developing readers, the student will:

Assess the range of individual differences, the needs and interests of the group, any special needs within the group; select literature, both print and non-print, suitable for the group and individuals within the group; share that literature appropriately; explore the possibility of individual and group activity as a means of measuring response and/or deepening response; demonstrate the ability to guide reading and stimulate an interest in a wide range of literature.

09811 PRACTICUM III

(Graduate Diploma in Children's Literature)

Pre-requisite:

Practicum II

Objectives:

With reference to individuals and groups of advanced readers the student will:

Assess the range of individual differences, the developmental needs and capabilities of the group, and any special need within the group; select literature, both print and non-print, suited to the needs and interests of the group and individuals within the group; devise and introduce strategies for developing both extensive and intensive reading; explore the possibility of individual and/or group activity as a means of both measuring and deepening response — orally, in writing, through art, drama or other forms of expression; demonstrate the ability to guide reading and stimulate an interest in a wide range of literature.

09812 PRACTICUM IV

(Graduate Diploma in Children's Literature)

Pre-requisite:

Practicum III

Objectives:

Practicum IV is closely linked with the Literature in Action unit which is the focal activity of the semester. The aim of the practicum is to provide an opportunity for students to put their investigations into action; to work through the practical aspects of the project undertaken.

GRADUATE DIPLOMA IN EDUCATION

09701 TEACHING PRACTICUM I

Semester: I

Objectives:

Students will undertake approximately 20 days of practice teaching in secondary schools in their appropriate subject(s).

09801 TEACHING PRACTICUM II

Semester: II

Objectives:

Students will undertake approximately 20 days of practice teaching in secondary schools in their appropriate subject(s).

GRADUATE DIPLOMA (READING EDUCATION)

09702 PRACTICUM IN READING I

(Graduate Diploma in Reading Education)

Pre-requisite:

None

Objectives:

With reference to a child who is a beginning reader, the student will select and use appropriate evaluation techniques and carry out an effective teaching program relevant to a child at this stage.

09703 PRACTICUM IN READING II

(Graduate Diploma in Reading Education)

Pre-requisite:

Practicum in Reading I

Objectives:

With reference to individuals and groups of developing readers and remedial readers the student will select and use appropriate evaluation techniques and carry out an effective teaching program relevant to children at this stage.

09802 PRACTICUM IN READING III

(Graduate Diploma in Reading Education)

Pre-requisite:

Practicum in Reading I

Objectives:

With reference to individuals and groups of advanced readers and remedial readers the student will select and use appropriate evaluation techniques and carry out an effective teaching program relevant to children and adults at this stage.

09803 PRACTICUM IN READING IV

(Graduate Diploma in Reading Education)

Pre-requisite:

Practicum in Reading I, II, III

Objectives:

To carry out the practical outcomes of the Reading Project or Implementing Reading.

BACHELOR OF EDUCATION (PHYSICAL EDUCATION)

THE PRACTICUM:

In-school activities are basic components of the teaching and assessment within the Education Studies sequence. The activities are undertaken in a practicum which provides for a graded sequence of experiences across the eight semesters of the course. The nature of the practicum experiences is determined by the objectives of the Education units and the requirements of the various Curriculum Studies units.

ORGANISATION OF THE PRACTICUM:

09901	Teaching Practicum I	Semester I	Block practice in primary school
09902	Teaching Practicum II	Semester II	Block practice in secondary school (physical education)
09903	Teaching Practicum III	Semester III	Block practice in secondary school (physical education)
09904	Teaching Practicum IV	Semester IV	Camping or Community Practice
09905	Teaching Practicum V	Semester V	Special education. Block practice in special school or special class in secondary school
09906	Teaching Practicum VI	Semester VI	Block practice in secondary school; and second methodology
09907	Teaching Practicum VII	Semester VII	Block practice in secondary school; physical education, and second methodology
09908	Teaching Practicum VIII	Semester VIII	Block practice in secondary school; physical education and second methodology

09901 TEACHING PRACTICUM I

Semester: I

12 days

Co-requisite:

Principles & Practices of Teaching I; Practices of Teaching P.E. I

Organisation:

Block practice in primary school.

Objectives:

Students will plan, implement and evaluate teaching based on the exposition model.

09902 TEACHING PRACTICUM II

Semester: II

approx. 13 days

Co-requisite:

Principles & Practices of Teaching II; Practices of Teaching P.E. II

Organisation:

Block practice in secondary school (physical education).

Objectives:

In addition to the objectives of Practicum I, students will implement relevant principles from reinforcement theory in analysing significant problems associated with classroom management and discipline.

09903 TEACHING PRACTICUM III

Semester: III

approx. 13 days

Co-requisite:

Principles and Practices of Teaching III; Practices of Teaching P.E. III

Organisation:

Block practice in secondary school (physical education).

Objectives:

In addition to the objectives for Practicum II, students will undertake an analysis of student behaviour, apply appropriate techniques in the study and evaluation of teacher-pupil interactions; and demonstrate competence in small-group and individual teaching in physical education.

09904 TEACHING PRACTICUM IV

Semester: IV

approx. 10 - 15 days

Organisation:

Camping or Community.

Objectives:

For the Camping or Community Practice, in addition to the objectives for Practicum III, students will demonstrate developing professional competence in whatever teaching/learning situation is selected, especially the skills of self-evaluation. **N.B.** The Camping Practicum involves teaching in two camps during a school term.

09905 TEACHING PRACTICUM V

Semester: V

approx. 13 days

Organisation:

Special Education (physical education) Block practice in special school or special class in secondary school.

Pre-requisites:

Human Ability and Disability; Adapted Physical Education.

Related Unit:

Educational Programming.

Objectives:

As for Semester III plus demonstrate skills in the teaching of special groups of pupils including the skills of selecting appropriate reinforcers, selecting instructional materials and activities, communicating thoughts and feelings, and keeping detailed records of performances.

09906 TEACHING PRACTICUM VI

Semester: VI

approx. 13 days

Organisation:

Block practice in secondary school; physical education and second methodology.

Co-requisites:

Second Methodology I.

Related Units:

Curriculum P.E. IA; Curriculum P.E. IB; Analysing Classroom Interaction.

Objectives:

Concentration is on secondary school teaching with major emphasis on physical education and a second methodology. In addition to the objectives of Practicum V, students will also undertake teaching in their second specified subject area in line with the stated objectives of the subject taken in this semester.

09907 TEACHING PRACTICUM VII

Semester: VII

approx. 13 days

Organisation:

Block practice in secondary school; physical education and second methodology.

Co-requisite:

Second Methodology II.

Related Units:

Curriculum P.E. IC; Curriculum Development.

Objectives:

Concentration is on secondary school teaching with major emphasis on physical education and a second methodology. In addition to the objectives of Practicum V, students will also undertake teaching in their second specified subject area in line with the stated objectives of the subject taken in this semester.

09908 TEACHING PRACTICUM VIII

Semester: VIII

approx. 13 days

Organisation:

Block practice in secondary school; physical education and second methodology.

Co-requisite:

Second Methodology III.

Related Unit:

Outdoor Education.

Objectives:

As for Teaching Practicum VI and VII.

ART/CRAFT — UNDERGRADUATE UNITS

BACHELOR OF EDUCATION (PRIMARY)

BACHELOR OF EDUCATION (TEACHER LIBRARIANSHIP)

This Department offers a major disciplinary sequence in Art Studies which focuses on people as makers of objects, and selects from a broad field of practical and theoretical experience in the visual arts and crafts. The units in the sequence are as follows:

10120	Art Studies I	— Western Art 1940-1989 — The Articulation of Surfaces
10220	Art Studies II	— Western Art 1940-1989 — The Definition of Space
10320	Art Studies III	— Makers and their Societies — Cultures and their Traditions
10420	Art Studies IV	— Makers and their Societies — Artisans, Artists and Industrial Designers
10520	Art Studies V	— Communication and Marketing
10620	Art Studies VI	— Aesthetics and Problem Solving

Teaching Studies

10121 ART AND CRAFT TEACHING I

Semester: I or II

2 class contact hours
4 week hours

Objectives:

Students will demonstrate an understanding of basic media and associated skill sequences for teaching children, and for further personal and professional development of the student; develop an academic basis for the teaching of the above skills by examining the artistic development of children, adolescents and adults; develop a frame of reference for evaluation and appreciation.

10221 ART AND CRAFT TEACHING II

Semester: III

3 class contact hours
7 week hours

Pre-requisite:

Art and Craft Teaching I

Objectives:

Students will extend the basic media and associated skill sequences in Art and Craft I by evaluating the concepts of expression and creativity; undertake media sequences appropriate to various developmental levels of children, with attention to contemporary cultural influences; develop their design and composition skills in two and three dimensions, with the associated perception theory; appreciate an appropriate historical background for evaluation and criticism.

General Studies

- 10120 ART STUDIES I — Western Art 1940-1989**
The Articulation of Surfaces
Semester: I 4 class contact hours
6 week hours
- Objectives:**
Students will achieve perspectives on significant changes and, by implication, important continuities evident in the history of western art, craft and associated technology in the period from World War II to the present; establish nodes within these perspectives to act as focal points for the multitude of isms and technical developments which characterise this period; begin an investigation of the major interpretations of art history in order that they may develop an awareness of the techniques of evaluation as a basis for informed criticism.
- 10220 ART STUDIES II — Western Art 1940-1989**
The Definition of Space
Semester: II 4 class contact hours
6 week hours
- Objectives:**
Further development in objectives stated for Art Studies I.
- 10320 ART STUDIES III — Makers and their Societies**
Cultures and their Traditions
Semester: III 4 class contact hours
8 week hours
- Pre-requisite:**
Art Studies II
- Objectives:**
Students will develop an understanding of all the relationships between artists and craftpersons within the societies in which they work. Due consideration will be given to the aesthetic, ergonomic, technical, economic and environmental implications.
- 10420 ART STUDIES IV — Makers and their Societies**
Artisans, Artists and Industrial Designers
Semester: IV 4 class contact hours
9 week hours
- Pre-requisite:**
Art Studies III
- Objectives:**
To make a detailed examination of the relationships between craftpersons, artists and industrial designers in western society; to examine the impact of industrialisation on craftpersons and artists; continue the practical investigations of media, using more complex tools and techniques.

**10520 ART STUDIES V — Communication and Marketing
The Industry of Art and Craft Consumerism**
Semester: V 5 class contact hours
10 week hours

Pre-requisite:

Art Studies I, II, III and IV

Objectives:

Students will develop a basic understanding of the major institutions associated with the preservation, promotion and marketing of the products of art, craft and industry; have the capacity to identify a problem, evolve a solution and to market the product or idea; develop a frame of reference as informed consumers.

**10620 ART STUDIES VI — Aesthetics and Problem Solving
Art Modes Interpretation, Attitudes and Beliefs**
Semester: VI 5 class contact hours
10 week hours

Pre-requisite:

Art Studies I, II, III, IV and V

Objectives:

Students will develop a basic understanding of the ideas that have been and are being expressed about art in its various manifestations; exercise opportunities to solve design problems.

Background Studies

10618 ART IN AUSTRALIA — The Australian Australian
Semester: VI 3 class contact hours
8 week hours

Objectives:

To introduce and consider the development of Australian figurative art, with specific reference to current art work in both 2D and 3D forms. Factors to be evaluated will include, social, political, economic influences in the 30-50's and their direct bearing on art now. Intrusive art forms (mass media) and non-art forms will be considered, as will the critics, their work and their function. Both practical and theoretical work will be completed with the emphasis on practical work being painting, design and drawing as a direct result of studies and research in the work of realists, symbolists, abstractionists and primitives. To identify, understand, develop awareness and to appreciate.

10619 THE CRAFTS IN AUSTRALIA — The Australian at Home
Semester: VI 3 class contact hours
8 week hours

Objectives:

To examine the historical background of Australian housing and architecture, the influences on Australian design, and specific influences in the revival of crafts. Practical expression will involve model making of early colonial buildings and pioneer furniture, spinning and weaving, leather work and exercises in other early Australian crafts.

POSTGRADUATE UNITS

BACHELOR OF EDUCATION (PRIMARY) PHASE III

Advanced Teaching Studies

10901 CRAFT AND THE PERFORMING ARTS

Semester: II

3 class contact hours
6 week hours

Objectives:

To show how Art/Craft may be used to enrich classroom experiences in the expressive and performing arts, through the related art approach, to make an analysis of the teaching strategies and learning processes during interdisciplinary experiences; develop confidence and practical ability through problem solving exercises.

COMMUNICATION STUDIES

The Department of Communication Studies offers a specialisation in Communication Studies, as follows:

11111	Communication I	— Interpersonal Communication
11211	Communication II	— Argumentation and Reasoning
11314	Communication IIIA	— Communication in Small Groups
11414	Communication IVA	— Organisational Communication
11514	Communication VA	— Mass Communication
11614	Communication VIA	— Applied Communication Theory and Research.

The full specialisation is offered in the Bachelor of Business program within the School of Financial and Administrative Studies.

As well, minor elective specialisations or disciplinary sequences are offered in programs presented by the Schools of Nursing, Recreation and Community Studies and Library and Information Studies.

Other core or elective subject-units are offered in programs within the School of Teacher Education.

11100 INTRODUCTION TO COMMUNICATION

Semester: I

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To examine the nature of interpersonal communication and communication models; to consider communication processes in group and organisational settings; to determine the uses and effects of mass communication; to examine the relation between language and communication.

11105 VIDEO PRODUCTION (U/G)

Semester: II

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To extend the range of skills in information production which are introduced in the unit "Techniques for Information Production". The orientation of Video Production is practical and students will carry out extensive work in the studio and on location. At the completion of the unit students will have the capacity to plan and produce a video-based information product.

11106 COMMUNICATION AND REASONING

Semester: I

3 class contact hours

6 week hours

Pre-requisite:

None

Objectives:

To develop an understanding of the nature of human communication and the factors which affect communication; to provide an understanding of argumentation, reasoning and persuasion as factors in communication; to develop skills of oral presentation for informing and persuading.

11111 COMMUNICATION I — INTERPERSONAL COMMUNICATION

Semester: I and II

3 class contact hours

6 week hours

Pre-requisite:

None

Objectives:

To affect willingness to participate in quality interpersonal communication; to develop understanding of the nature of face-to-face interaction; to examine the factors influencing interpersonal communication; to develop interpersonal communication skills.

11116 INTRODUCTION TO PUBLIC RELATIONS

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Communication and Reasoning

Objectives:

To focus on the theory and practice of public relations; to build on introductory courses in communication by introducing students to the practice of internal and external organisational communication; to survey the origins and development of public relations practice and its contemporary applications; to help students understand the influence of public opinion on organisations and, broadly, how to measure and interpret public opinion; to provide a framework for analysing, executing and managing the internal and external communication function for organisations.

11201 TRAINING FOR HUMAN RESOURCE DEVELOPMENT

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Communication and Reasoning

Objectives:

To determine the scope of the Human Resource Development field and the role of training within this field; to identify and develop the communication competencies, roles and processes associated with training from a systems oriented perspective.

- 11211 COMMUNICATION II — ARGUMENTATION AND REASONING**
Semester: I and II 3 class contact hours
6 week hours
- Pre-requisite:**
Communication I
- Objectives:**
To develop understanding of argumentation and reasoning as a factor in communicating; to develop analytical skills, with particular reference to the fallacies of argument, the assessment of evidence, and the truth of statements; to develop skills in constructing written and oral argument in presenting a reasoned assessment of evidence.
- 11216 PUBLIC RELATIONS PRACTICE**
Semester: I 3 class contact hours
8 week hours
- Pre-requisite:**
Communication and Reasoning
- Objectives:**
This unit is skills-oriented with the aim of providing students with the ability to develop message strategies for a range of communication needs; to develop skills in identifying appropriate channels of communication for the occasion and to prepare communication plans for controlling the process; to develop skills in planning, writing, producing and delivering material for publication by print and broadcast media; to develop skills in oral presentation.
- 11314 COMMUNICATION IIIA — COMMUNICATION IN SMALL GROUPS**
Semester: I and II 3 class contact hours
8 week hours
- Pre-requisite: (Bachelor of Business students only)**
Communication II
- Objectives:**
To create an awareness of groups as part of the wider structural contexts in which they operate; to provide an understanding of the major concepts, theories and current research in small group communication; to develop a conceptual framework from which to observe small group behaviour and communication performance; to develop insights and skills in the presentation of self in small group contexts.
- 11315 INSTRUCTIONAL TECHNOLOGY**
Semester: III
- Objectives:**
To introduce the principles underlying the use of audio-visual equipment in the classroom, and to permit students to achieve competency in the operation of this equipment.

11414 COMMUNICATION IVA — ORGANISATIONAL COMMUNICATION

Semester: I and II

3 class contact hours
8 week hours

Pre-requisite: (Bachelor of Business students only)

Communication II

Objectives:

To determine the nature and scope of communication in organisational contexts; to analyse the purposes of organisational communication; to analyse the relationship between organisational communication processes and relevant theoretical frameworks; to define and analyse elements of the communication process in organisational contexts in order to build a theoretical perspective; to analyse the impact of communications technology upon organisations; to illustrate specific professional applications of communication processes in organisational contexts.

11514 COMMUNICATION VA — MASS COMMUNICATION

Semester: I

3 class contact hours
10 week hours

Pre-requisite: (Bachelor of Business students only)

Communication II

Objectives:

To determine the nature and scope of mass communication technologies; to analyse the relationship between mass communication processes and relevant theoretical frameworks; to explore the theoretical bases of mass communication research; to analyse the socio-cultural impact of the mass communication media as revealed by research; to examine the control and support of mass communication media with particular reference to the Australian experience.

11604 ADVERTISING AND MEDIA MANAGEMENT

Semester: II

3 class contact hours
10 week hours

Pre-requisite:

Communication VA-Mass Communication or permission of Head of Department

Objectives:

To provide students with the knowledge and skills necessary for promotional advertising and the management of media in the modern organisational or business environment. To examine the historical development of advertising and promotion, the implications of regulation and deregulation of the advertising industry, and the advantages and disadvantages of selected communication media. To develop a practical understanding of the key processes of private, public and non-profit advertising management, and practice in the analytical tools used in the design and evaluation of advertising and promotional campaigns.

11614 COMMUNICATION VIA — APPLIED COMMUNICATION THEORY AND RESEARCH

Semester: II

3 class contact hours
10 week hours

Pre-requisite:

Communication IIIA, IVA, VA or any two with the other as co-requisite.

Objectives:

To examine the varying assumptive positions which form the basis of communication theory building and associated research and practice and to develop an understanding of the methodologies used in communication research; to explore the obstacles to the development of holistic communication theory and to analyse attempts to integrate communication theories originating from varying communication contexts; to apply knowledge of communication theory and research to address issues and problems in professional fields such as staff training and development, publicity and public relations, information campaigns, health and industrial safety and law.

11702 COMMUNICATION IC

Semester: I

2 class contact hours
4 week hours

Pre-requisite:

None

Objectives:

To examine the role and nature of communication, both intra and inter-personal and of various models of the communication process; to study the nature, potential and limitations of communication media against a background of their historical development; to assess the mutually reinforcing effects of the mass media and attitude formation and social behaviour; to examine the roles and applications of specific media in the context of present and future technological developments and assess their costs and benefits.

11706 MANAGING COMMUNICATION

Semester: I

2 class contact hours
7 week hours

Pre-requisite:

None

Objectives:

To demonstrate the importance and extent of interactive face-to-face communication at the interpersonal-organisational interface; to develop understanding of the factors affecting interpersonal communication in management/administrative settings, with particular attention to the role of person perception and impression formation; to explore the notion of communication competence as it applies in management/administrative settings, and to identify components of managerial communication competence; to provide practice in selected interpersonal-organisational communication skills with the objective of affecting the students' willingness to transfer them to improve the quality of interpersonal communication in work environments.

11707 GROUP AND ORGANISATIONAL COMMUNICATION

Semester: II

2 class contact hours

7 week hours

Pre-requisite:

Managing Communication

Objectives:

To develop an understanding of small group and organisation communication practice and theory as a tool in communication management; to understand methods of assessing the communication needs and performances of groups and organisations by examining appropriate methodologies; to delineate the impact of factors such as structural and environmental properties and new communications technologies upon human resources within groups and organisations; to acquire and practise skills in techniques used for analysing and improving group and organisational communication; to acquire and develop competencies in managing communication in groups and organisations.

11710 WORKING WITH ADULTS

Semester: I

2 class contact hours

7 week hours

Pre-requisite:

None

Objectives:

To acquire an appreciation of the factors that are important in working with adults in different types of educational settings; to develop an understanding of the interrelationship between adult development and learning; to examine theories of learning and assess their relevance in working with adults; to study different approaches to the development of adult learning theory, and examine the implications for practice; to examine the strategies used in working with adults, assessing their advantages and limitations in particular situations; to gain experience in program planning for working with adults particularly in a non-formal learning context; to apply the concepts and skills acquired to the practice of communication management in the areas of communication technology, training and development, and publicity and public relations.

11720 TRAINING: METHODS AND STRATEGIES

Semester: I

2 class contact hours

7 week hours

Pre-requisite:

None

Objectives:

To examine the role of training in the practice of communication management; to examine training as a method for meeting organisational needs and goals; to identify and examine important competencies and skills needed by training professionals; to consider and apply a variety of specific training techniques; to demonstrate effectiveness in the delivery of selected training techniques; to evaluate learning.

11721 MANAGING TRAINING AND DEVELOPMENT

Semester: II

2 class contact hours
7 week hours

Pre-requisite:

Training: Methods and Strategies

Objectives:

To examine the contribution of training and development programs to the practice of communication management; to explore facets of administering and managing training and development functions; to analyse training and development functions; to analyse training and development programs as they relate to the attainment of organisational goals; to understand differing methods of organisational assessment and diagnosis as they relate to training and development programs; to examine the process of planning, implementing and evaluating training and development programs in organisations.

11730 COMMUNICATION MEDIA

Semester: I

2 class contact hours
7 week hours

Pre-requisite:

None

Objectives:

To provide an overview of modern communication media and associated technologies; to develop skills in the analysis, selection, use, and evaluation of communication media software resources; to develop skills in the design and production of selected communication media software; to develop skills in the management of communication systems and resources.

11731 VIDEO PRODUCTION (P/G)

Semester: II

2 class contact hours
7 week hours

Pre-requisite:

None

Objectives:

To provide an awareness of the potential and limitations of television as a communication medium; to develop skills fundamental to the production and presentation of quality television programs; to encourage a creative and innovative approach to the conception, scripting and production of television programs; to understand basic technical principles underlying television production; to develop skills in the management of resources and personnel associated with television production.

11802 COMMUNICATION AND MEDIA STUDIES IN EDUCATION

Semester: II

2 class contact hours
4 week hours

Pre-requisite:

None

Objectives:

This unit aims to develop an understanding of interpersonal and mass communication practice and theory within the applied context of contemporary education. Students will also examine the implications of new communication technology and research evidence on the impact of media on children, and investigate communication education in Australian schools.

11805 MASS COMMUNICATION ANALYSIS

Semester: I

2 class contact hours

7 week hours

Pre-requisite:

Group and Organisational Communication

Objectives:

To develop an understanding of mass communication practice and theory as an integral component of communication management; to assess the impact of mass communication media with respect to managing communication within the organisational and wider social context; to acquire an understanding of, and skills in, using differing modes of analysing the content of mass mediated messages and to show how such approaches assist in the effective management of communication; to explore various approaches to audience analysis, complementing message analysis in communication management; to examine media organisation in terms of internal and external constraints on media production and distribution, with particular emphasis on the Australian context.

11806 APPLICATIONS OF COMMUNICATION THEORY

Semester: II

2 class contact hours

7 week hours

Pre-requisite:

Mass Communication Analysis

Objectives:

To examine the influences of varying assumptive positions or conceptual perspectives upon communication theory building and associated research and practice; to analyse attempts to integrate communication theories originating from different assumptive positions and/or communication contexts; to apply knowledge of communication theory and research to address a variety of communication issues and problems, including communication management problems.

11809 COMMUNICATION MANAGEMENT PROJECT

Semester: II

2 class contact hours

7 week hours

Co-requisite:

Applications of Communication Theory

Objectives:

To provide an opportunity for students to undertake a project in the field of communication management individually or as a member of a small group; to identify, analyse, and evaluate the literature in the student's chosen project area; to identify methodologies appropriate to the execution of the project; to provide a forum in which students may share their experiences.

11810 PUBLICITY AND PUBLIC RELATIONS

Semester: I

2 class contact hours
7 week hours

Pre-requisite:

None

Objectives:

To develop understanding of publicity and public relations as communication processes and as forms of communication management; to analyse the nature of public opinion, its measurement, and its influence; to develop competencies in publicity and public relations in relation to objective setting, planning, implementation, and evaluation; to examine ethical considerations relevant in the practice of publicity and public relations.

11901 HUMAN COMMUNICATION

Semester: II

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To understand the processes of interpersonal communication and its influence in the school; to understand the importance of non-verbal communication in the classroom; to be able to identify the variables that affect information processing in the classroom; to develop skills in, and evaluate the process of, small group communication; to identify variables that affect teacher influence in the classroom; to understand the nature of communication barriers in the classroom; to become familiar with the educational ramifications of intercultural communication.

11902 MASS MEDIA IN EDUCATION

Semester: I

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To understand the processes of mass communication and their influences on schools; to examine ways in which the media of mass communication affect children and their learning; to analyse the implications of present and future technological developments for mass communication and their relevance to education; to develop skills in the design of media studies programs for schools; to explore the potential of different forms of media for communication within the school, and between the school and its client groups.

11903 VIDEO IN EDUCATION

Semester: I

3 class contact hours
6 week hours

Pre-requisite:

None. However, students are advised to complete (11901) Human Communication and (11902) Mass Media in Education in that order, **before** undertaking this unit.

Objectives:

The aim of this unit is to provide educators with practical production experience, informed by an understanding of relevant, related theory. Specifically, students will be expected to analyse, evaluate and use educational television material in the classroom setting. They will also be required to produce their own programs.

11904 COMMUNICATION IN THE EDUCATIONAL ENVIRONMENT

Semester: I and II

2 class contact hours
4 week hours

Pre-requisite:

None

Objectives:

This unit examines the processes of interpersonal and group communication in the broader context of the professional relationships engaged in by classroom teachers; it will provide teacher education students with a range of basic communication competencies which can be applied to the expanding roles teachers will be expected to play as educators.

11910 PUBLICITY PRACTICE

Semester: II

2 class contact hours
7 week hours

Pre-requisite:

Publicity & Public Relations

Objectives:

To develop competencies in the selection and development of communication strategies for a range of publicity needs; to develop skills in the planning, writing, production and delivery of material for publication by print and broadcast media; to develop competencies in the briefing of artists, designers, photographers, printers and other suppliers, and management of the production of print and audio materials.

EDUCATION STUDIES — UNDERGRADUATE UNITS

BACHELOR OF APPLIED SCIENCE (INFORMATION)

12126 PSYCHOLOGY

3 class contact hours
8 week hours

Pre-requisite:

None

Objectives:

To provide knowledge of major psychological concepts and theories contributing to the discipline of information science; to develop curiosity about human behaviour and our physical, biological and social environment; to understand the purposes of psychology, the nature of its subject matter and its limitations; to gain knowledge of psychological topics including biological background of behaviour, perception, the learning process, motivation, individual differences and social interaction; to develop an appreciation of scientific methods, a readiness to apply them to problems of human behaviour, and an awareness of the limitations of these methods; to develop a critical attitude towards generalisations about human behaviour and increase ability to discriminate between reasonable and unreasonable generalisations in terms of the evidence on which they are based; to develop ability to apply knowledge gained and intellectual skills developed to new situations.

12226 INSTRUCTIONAL DESIGN

Semester: II

3 class contact hours
6 week hours

Pre-requisite:

Psychology; Information Science V; Introduction to Communication

Objectives:

At the completion of the unit, students should be able to explain the instructional process, by describing the basic elements and the relationships between and among these; match appropriate instructional strategies to desired learning outcomes and justify their choice of strategies by reference to appropriate theoretical constructs; plan, implement and evaluate teaching based on selected principles of instructional design.

ASSOCIATE DIPLOMA IN RECREATION BACHELOR OF ARTS (LEISURE STUDIES)

12105 AN INTRODUCTION TO DEVELOPMENTAL AND EDUCATIONAL PSYCHOLOGY

Semester: I

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

By the end of the unit students should be able to: indicate how a study of psychology — educational and developmental, assists in understanding human

behaviour and in making professional decisions; describe and discuss the determinants and general features of human growth and development across the life span; identify and describe the determinants and general features of physical, cognitive and social/emotional growth and development across the life span; employ appropriate general principles of learning to sustain or modify the behaviour of target populations.

BACHELOR OF EDUCATION (PRIMARY)
BACHELOR OF EDUCATION (TEACHER LIBRARIANSHIP)
BACHELOR OF EDUCATION (PHYSICAL EDUCATION)

12140 PRINCIPLES AND PRACTICES OF TEACHING I

Semester: I

3 class contact hours
5 week hours

Pre-requisite:

None

Objectives:

To describe the basic elements in the teaching-learning process; to indicate the major factors influencing contemporary approaches to teaching; to state the distinguishing features of major teaching models or approaches; to discuss the psychological rationale underlying the exposition approach to teaching; to plan, implement and evaluate teaching based on the exposition model.

12141 DEVELOPMENTAL PSYCHOLOGY I

Semester: I

2 class contact hours
5 week hours

Pre-requisite:

None

Objectives:

To develop an understanding of the general features of human growth and development from conception to adulthood; to identify and describe the intra-individual and environmental determinants of human growth and development; to demonstrate proficiency in gathering and interpreting observational information relating to human behaviour.

12234 DEVELOPMENTAL PSYCHOLOGY IIP

Semester: II

2 class contact hours
5 week hours

Pre-requisite:

None

Objectives:

This unit is designed to help students examine the nature and extent of individual differences and how such differences may be provided for both in the school context and beyond. Particular emphasis will be given to differences in: the physical and motor domain; the cognitive domain; motivation, and the nurturance of social competence. The unit also presents a number of different views of 'the person' associated with selected major theories of development so that students are required to examine individual differences from a range of theoretical perspectives.

12240 PRINCIPLES AND PRACTICES OF TEACHING II

Semester: II

3 class contact hours

5 week hours

Pre-requisite:

None

Objectives:

To explain the teaching-learning process in terms of reinforcement theory; to identify and select principles from reinforcement theory in analysing problems associated with classroom management and discipline; to devise suitable strategies to solve these problems; to evaluate the effects of these strategies to establish and/or maintain effective management in the classroom; to deduce implications for professional self-development in practical teaching situations.

12241 DEVELOPMENTAL PSYCHOLOGY II

Semester: II

2 class contact hours

5 week hours

Pre-requisite:

None

Objectives:

This unit is designed to help students examine the nature and extent of individual differences and how such differences may be provided for, both in the school context and beyond. Particular emphasis will be given to differences in: the physical and motor domain; the cognitive domain; motivation, and the nurturance of social competence. The unit also presents a number of different views of "the person" associated with selected major theories of development so that students are required to examine differences from a range of theoretical perspectives.

12243 PRINCIPLES OF TEACHING II

Semester: II

2 class contact hours

5 week hours

Pre-requisite:

Principles and Practices of Teaching I; Practices of Teaching Physical Education I

Co-requisites:

Practices of Teaching Physical Education II; Developmental Psychology II

Objectives:

Students will: describe the administrative structure of New South Wales secondary schools; identify the factors of secondary school organisation which relate to the teaching of Physical Education; state the basic principles and concepts of behavioural theories of learning; relate behaviour modification theory to teacher centred models of teaching and teaching styles in Physical Education; apply behaviour management principles to the management of class behaviour and problems with discipline.

12317 ADOLESCENT PSYCHOLOGY I

Semester: III

2 class contact hours
4 week hours

Pre-requisite:

Developmental Psychology II; or equivalent

Co-requisite:

None

Objectives:

Students will be able to demonstrate a knowledge and understanding of a range of theoretical constructs of the psychology of adolescence; be able to give an account of the psychological correlates of significant aspects of physical, sexual, social, emotional and intellectual development in the adolescent period.

12340 PRINCIPLES AND PRACTICES OF TEACHING III

Semester: III

2 class contact hours
4 week hours

Pre-requisite:

Principles and Practices of Teaching II, and any **two** of Principles and Practices of Teaching I; Developmental Psychology I,II

Objectives:

To know the basic concepts and principles of the group-process and inquiry models of teaching; to understand the theory of group dynamics; to observe and analyse the nature of class-room interaction; to increase pupil participation in the teaching-learning process through planning of appropriate strategies such as class/small group discussion, role-playing, problem-solving and individual study.

12341 SOCIAL BASES OF EDUCATION

Semester: III

2 class contact hours
5 week hours

Pre-requisite:

None

Objectives:

To identify and analyse the characteristics of social systems in a variety of contexts; to demonstrate a knowledge of how the established child rearing/educational practices of a culture produce functionally recognisable members of that culture; to analyse education in both formal and informal contexts in terms of its socio-cultural determinants, with specific reference to the home, the school and the media; to interpret the significance of social classification data for education; to account for the development of Australian valuations of education; to interpret the directions of social change, and the educational implications of such.

12343 PRINCIPLES OF TEACHING III

Semester: III

2 class contact hours

5 week hours

Pre-requisite:

Principles of Teaching II; Practices of Teaching Physical Education II

Co-requisite:

Practices of Teaching Physical Education III

Objectives:

Students will identify how secondary schools provide for individual differences; explain the basic concepts and procedures of measurement and evaluation; state the basic principles and concepts of cognitive-field theory; and apply their knowledge of cognitive-field theory to process and discovery based models of teaching.

12404 MANAGEMENT OF BEHAVIOUR PROBLEMS

Semester: I

3 class contact hours

6 week hours

Pre-requisite:

None

Objectives:

Students will analyse behaviour and the conditions for changing behaviour; describe some systematic applications of procedures for behaviour change; evaluate alternative approaches to the management of behaviour; demonstrate skills in the management of behaviour in classrooms.

12424 EDUCATION IN AUSTRALIA

Semester: IV

4 class contact hours

8 week hours

Pre-requisite:

Philosophical Bases and Secondary School Issues

Objectives:

To consider the development of education in the Australian context, using the conceptual framework and critical skills established in previous units; to undertake a critical-examination, analysis and evaluation of the contemporary scene in Australian education with particular reference to the nature and implications of change and to salient issues and controversies; to develop skills in the selection and use of primary materials and sources of information.

12431 PHILOSOPHICAL BASES AND SECONDARY SCHOOL ISSUES

Semester: IV

2 class contact hours

5 week hours

Pre-requisite:

None

Objectives:

At the end of this unit students will be developing a reasoned and informed approach to teaching based on an understanding of some major educational issues that confront secondary teachers today; have analysed alternative approaches to key educational problems in terms of their philosophical underpinnings; have begun the process of determining the educational stance which they as teachers intend to adopt in relation to some current and contentious areas of educational policy.

12440 PRINCIPLES AND PRACTICES OF TEACHING IV

Semester: IV

3 class contact hours

9 week hours

Pre-requisite:

Principles and Practices of Teaching I, II, III; Developmental Psychology I, II

Objectives:

Students will be drawing on child development data, as well as their understanding of teaching models, principles and practices in order to review and apply features of cognitive and social-emotional growth of the child from 4 to 12 years; to analyse the cognitive, developmental and exploratory teaching models; to assess children's performance; to show skill in planning and organising for children within classroom contexts in the infants and primary school.

12540 TEACHING CHILDREN WITH LEARNING DIFFICULTIES

Semester: V

3 class contact hours

8 week hours

Pre-requisite:

Principles and Practices of Teaching I, II, III, IV; Developmental Psychology I, II

Objectives:

Students will demonstrate awareness of individual differences and of the learning problems of children; assess pupils' performance in basic skills; write individual mastery programs in the basic skills; describe strategies for improving language performance of pupils with learning difficulties; describe ways of mainstreaming children in regular classrooms.

12543 HUMAN ABILITY AND DISABILITY

Semester: IV

3 class contact hours

6 week hours

Pre-requisite:

Developmental Psychology I, II

Objectives:

This is an introductory unit for studies relating to services for people who are disabled or socially devalued. The unit aims to challenge attitudes towards "different" people as well as to provide basic information about special needs and special services. Students will describe significant deviations from expected patterns of development; relate variations in human development to constitutional and environmental factors; and describe special services currently provided. Also, through a variety of media and experiences, students will be made aware of the personal significance of handicaps and of the universality of human needs and aspirations.

12617 INTERACTIONAL ANALYSIS

Semester: VI

3 class contact hours

10 week hours

Pre-requisite:

Principles of Teaching I, II and III

Co-requisite:

Practicum VI, VII or VIII

Objectives:

At the end of this unit students will analyse interaction in terms of teacher-pupil interaction models; apply their understanding of teacher-pupil interaction in

interpreting the contribution of group dynamics to class climate and classroom communication; demonstrate skill in applying systematic observation and analysis techniques to self-evaluation of teaching strategies; communicate pupil information to relevant others in a meaningful and co-operative manner.

12624 EDUCATION AND DEVELOPMENT

Semester: VI

4 class contact hours
8 week hours

Pre-requisite:

Philosophical Bases and Secondary School Issues

Objectives:

To examine assumptions underlying cross-cultural educational planning and concurrent theories of development. With the employment of this frame of reference, to study developments in theory and practice in international education, and the influence of such activities on the provision of formal education. To further examine a particular educational context through this framework, and with the assistance of primary sources and materials.

12640 DESIGN OF EDUCATIONAL PROGRAMS

Semester: VI

2 class contact hours
6 week hours

Pre-requisite:

Principles and Practices of Teaching I, II, III, IV; Developmental Psychology I, II

Objectives:

Students will: translate general aims of education into statements of objectives that are appropriate to particular class situations with due regard to specialist implementation at infants/primary levels of instruction; formulate behavioural objectives; select and design teaching/learning programs; evaluate teaching/learning programs; and modify programs in the light of feed-back gained from evaluation procedures.

12643 DESIGN OF EDUCATIONAL PROGRAMS

Semester: V

2 class contact hours
6 week hours

Pre-requisite:

Principles and Practices of Teaching I; Practices of Teaching II, III; Developmental Psychology I, II; Principles and Practices of Teaching Physical Education; Human Ability and Disability

Objectives:

Students will: translate general aims of education into statements of objectives that are appropriate to particular class situations with due regard to specialist implementation at the secondary physical education level of instruction; formulate behavioural objectives; select and design teaching/learning programs, evaluate teaching/learning programs; and modify programs in the light of feed-back gained from evaluation procedures.

12641 PHILOSOPHICAL BASES OF EDUCATION

Semester: VI

2 class contact hours

6 week hours

Pre-requisite:

None

Objectives:

To develop a reasoned and informed approach to teaching based on an understanding of some major educational issues that confront teachers today; to analyse alternative approaches to key educational problems in terms of their conceptual underpinning; to evaluate alternative educational aims which emerge from the adoption of certain educational policies, and thereby to begin the process of determining the educational stance which they as teachers intend to adopt.

12965 CURRICULUM DEVELOPMENT (P.E.)

Semester: VIII

3 class contact hours

10 week hours

Pre-requisite:

Design of Educational Programs; Philosophical Bases of Education

Objectives:

To consider contemporary issues and trends in curriculum development and to develop skills in the application of appropriate models of curriculum development and organisation to the design of school-based curriculum. Competency in school-based curriculum development will be fostered by group workshop activities and field studies.

BACHELOR OF EDUCATION (TEACHER LIBRARIANSHIP) YEAR 4

12732 IMPLEMENTING EDUCATIONAL CHANGE

Semester: VII or VIII

3 class contact hours

10 week hours

Pre-requisite:

None

Objectives:

To provide teachers with skills and knowledge appropriate for seeking and implementing change in schools. This will entail developing skills in negotiating and working with others in the school community for goals related to the betterment of the school, and in presenting submissions to educational authorities. Students will also identify the requirements of successful implementation of educational innovations and develop the ability to effectively evaluate an educational innovation.

12961 SCHOOL AND COMMUNITY RELATIONS

Semester: VII or VIII

3 class contact hours

10 week hours

Pre-requisite:

None

Objectives:

To focus on the relationship between a school and its community. This will entail an analysis of present and past policies of community involvement in Australian schools and an investigation of modes of school organisation and administration relevant to community involvement. Students will examine the development of school and community based programs and will explore the nature of the parent-teacher-student relationship and its bearing upon the professional status of teachers. The development of skills in working co-operatively with parents and other community service agencies will be promoted.

GRADUATE DIPLOMA IN EDUCATION

12704 PSYCHOLOGICAL BASES OF SECONDARY EDUCATION

Semester: I

3 class contact hours

6 week hours

Pre-requisite:

None

Objectives:

Strand A — By the end of the unit, students should be able to:

indicate how a study of psychology assists in understanding learning behaviour; explain the processes of teaching and learning in terms of selected theoretical models; identify variables which account for individual differences; apply knowledge of the learner and learning processes to achieve changes in behaviour in the classroom

Strand B — By the end of the unit, students should be able to:

state appropriate objectives when planning lessons; identify the major elements in any teaching-learning situation; plan lessons and justify decisions made; indicate basic control strategies to maintain effective order and discipline in the classroom.

12802 SOCIOLOGICAL BASES OF SECONDARY EDUCATION

Semester: II

2 class contact hours

4 week hours

Objectives:

Students will: relate relevant sociological concepts and theories to the description of the social structure of secondary schools in Australia; analyse Australian society in terms of social class, race, religion, sex, family and the work force; identify the social organisation of Australian education in its community setting; explain the directions of social change and the educational implications of change for social policy and educational planning; interpret the implication of these factors for the "function of schools".

12803 PHILOSOPHICAL BASES OF SECONDARY EDUCATION

Semester: I

2 class contact hours
4 week hours

Objectives:

To develop a reasoned and informed approach to teaching based on an understanding of some major educational issues that confront secondary teachers today; analyse alternative approaches to key educational problems in terms of their philosophical underpinnings; begin the process of determining the educational stance which they, as teachers, intend to adopt in relation to some current and contentious areas of educational policy.

12804 CURRICULUM DEVELOPMENT IN SECONDARY EDUCATION

Semester: II

3 class contact hours
6 week hours

Objectives:

Students will: participate meaningfully in a curriculum team to develop a curriculum appropriate to a particular school and community situation; formulate and justify appropriate aims and objectives for a specific school and community situation; select appropriate content and teaching/learning experiences to fulfil particular aims and objectives; adopt appropriate techniques of assessment; develop a curriculum in such a way that: (i) a knowledge of the major curriculum models is demonstrated, and (ii) a knowledge of the interrelationship of the curriculum elements is demonstrated; analyse methods for evaluating both curricula and curricula-in-action.

GRADUATE DIPLOMA IN EDUCATIONAL STUDIES (SPECIAL EDUCATION)

12707 TEACHING EXCEPTIONAL CHILDREN

Semester: I

3 class contact hours
8 week hours

Objectives:

This unit aims at assisting students: to develop skill in observing and interpreting children's behaviour; to apply the procedures of behaviour analysis and data-based instruction to individual pupils and small groups, and to examine research on the learning performance of exceptional children.

12719 TEACHING PRACTICUM I

Semester: I

4 class contact hours
10 week hours

Objectives:

Students will demonstrate their skills in assessing the performance of developmentally disabled or learning disabled pupils, establishing objectives, planning and organising the conditions of learning, and managing pupils and the learning environment.

12722 PARENT AND TEACHER CONSULTANCY

Semester: II

2 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To observe and recognise the attitudes of parents and siblings to children with disabilities; to increase parents' and teachers' skill in managing problem behaviour; to guide parents and teachers in the selection and teaching of developmental activities; to communicate effectively with other professionals in the team situation; to develop effective teacher-parent and teacher-teacher co-operation.

12740 TEACHING BASIC SKILLS I

Semester: I

3 class contact hours
8 week hours

Objectives:

To study the language performance of children with disabilities or with learning difficulties; to examine techniques for observation, assessment, programming and management of language learning.

12808 BEHAVIOUR MANAGEMENT

Semester: I

3 class contact hours
8 week hours

Objectives:

The unit provides opportunities for students to: analyse operant behaviour and the conditions for changing behaviour; examine some systematic applications of procedures for behaviour change; examine some alternative to the behaviour-analysis approach; and develop skills in the management of behaviour in classrooms.

12819 TEACHING PRACTICUM II

Semester: II

4 class contact hours
10 week hours

Pre-requisite:

Teaching Practicum I

Objectives:

The second practicum unit will provide students with opportunities to develop and demonstrate the following competencies: design individual programs for learners with disabilities; use recorded data to modify the teaching program; provide in-service education for teachers and other professionals.

12820 RESEARCH REVIEW

Semester: II

2 class contact hours
6 week hours

Pre-requisite:

Introductory Statistics for Teachers

Objectives:

To study intensively the research on a specific topic in special education which is seen by the individual student as being important in that student's professional development; improve skills and knowledge of conventions in preparing material for a journal article or for a proposal for project funding.

12821 RESOURCE TEACHING SERVICES

Semester: II

2 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To define the population of school pupils for whom resource teacher services are appropriate; to design programs and management systems for individual progress in the basic skills; to compare and evaluate ways of organising services within the school for pupils with learning difficulties; to plan a resource room, given a defined cluster of problems in a school; to describe ways of enhancing pupils' self-concept; to establish priorities, and justify them for teaching across a wide range of individual differences.

12840 TEACHING THE SEVERELY HANDICAPPED I

Semester: II

3 class contact hours
8 week hours

Pre-requisite:

Teaching Exceptional Children

Objectives:

This unit will introduce teacher-students to issues in providing educational services to developmentally delayed learners. The design, development and evaluation of instructional materials and programs for students traditionally labelled as moderately, severely and profoundly retarded will be stressed. The major activities will include readings and class discussion; participation in a group "task force", investigation and evaluation of published curriculum materials; construction, implementation and evaluation of an instructional program emphasising task analysis, data based program modifications and programming for generalisation and maintenance of a functional age-appropriate skill.

12841 TEACHING THE SEVERELY HANDICAPPED II

Semester: II

3 class contact hours
8 week hours

Pre-requisite:

Teaching Basic Skills I

Objectives:

To provide teachers with assessment, programming and management techniques to improve the communication skills and repertoire of severely or multiply handicapped people; the unit will be concerned with both the elicitation of speech and the teaching of non-speech alternatives.

12847 DEVELOPMENT AND DISABILITY

Semester: II

2 class contact hours

6 week hours

Objectives:

To provide teachers with detailed knowledge of the development of young children so that they will be able to identify sequences in physical, intellectual, social and emotional development; to study the causes and correlates of major disabling conditions; to relate both of these sets of information to programming and management of exceptional children.

12850 ASSESSMENT AND REMEDIATION I

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Teaching Basic Skills I

Objectives:

To examine issues in the teaching of reading and other language skills to pupils with learning problems or disabilities; to study relevant assessment techniques, programming, teaching techniques and materials; to develop skills in these areas.

BACHELOR OF EDUCATION (PRIMARY) PHASE III

12732 IMPLEMENTING EDUCATIONAL CHANGE

Semester: VII or VIII

3 class contact hours

10 week hours

Pre-requisite:

None

Objectives:

To provide teachers with skills and knowledge appropriate for seeking and implementing change in schools. This will entail developing skills in negotiating and working with others in the school community for goals related to the betterment of the school, and in presenting submissions to educational authorities. Students will also identify the requirements of successful implementation of educational innovations and develop the ability to effectively evaluate an educational innovation.

12734 MAINSTREAMING

Semester: VII or VIII

3 class contact hours

10 week hours

Pre-requisite:

None

Objectives:

To increase teacher-students' skills in managing and teaching children with learning problems in the regular classroom. The acquisition of these skills will be related to a study of current issues and policies of mainstreaming.

12760 ANALYSING CLASSROOM INTERACTION

Semester: VII

3 class contact hours
10 week hours

Pre-requisite:

None

Objectives:

Students will consciously select the most appropriate teaching method for the task in hand and modify the approach in accordance with feedback gained from assessment of classroom interaction; analyse classroom interaction in terms of group dynamics and teacher-pupil interaction; apply their understanding of classroom interaction in interpreting the contribution of group dynamics to classroom climate; evaluate research into teacher effectiveness; and demonstrate skill in applying systematic observation and analysis techniques to self-evaluation of classroom strategies.

12761 THE SOCIAL CONTEXT OF CHILDHOOD

Semester: VII or VIII

3 class contact hours
10 week hours

Pre-requisite:

None

Objectives:

To critically analyse the theory and implications of contemporary social reports and policy documents relating to children; review and evaluate the literature and research relating to topics such as change in family function and structure, children of the unemployed, children of working parents, children in foster care, institutionalised children and child delinquency; identify the rights of children and their guardians and the implications for schooling; identify supporting government and community agencies with which teachers need to liaise and/or consult; analyse current school practice and plan appropriate change; identify the legal rights and constraints of school personnel.

12805 SUPERVISION IN THE PRACTICUM

Semester: VIII

3 class contact hours
10 week hours

Pre-requisite:

- A recognised pre-service teaching qualification.
- At least 60 consecutive days of satisfactory professional teaching experience.

Objectives:

This unit is concerned with developing a range of basic supervisory skills which will enable the classroom teacher to contribute positively and effectively to the development of professional competency in student teachers. By the end of the unit, students should be able to demonstrate knowledge, understanding and skill in interpersonal communication and a variety of supervision techniques. In addition to this, students will develop an awareness of the competencies by which students are assessed throughout the practical experiences program.

12860 INDIVIDUALISING INSTRUCTION

Semester: VIII

3 class contact hours

10 week hours

Pre-requisite:

None

Objectives:

Students will interpret, analyse and evaluate published materials on assessment and teaching strategies as related to individualising instruction; identify the learning needs of individuals through the application of appropriate assessment procedures; prescribe learning goals according to the perceived characteristic of the learner; plan appropriate intervention strategies based upon assessment of learning needs and abilities of the individual and the availability of teaching resources.

12961 SCHOOL AND COMMUNITY RELATIONS

Semester: VII or VIII

3 class contact hours

10 week hours

Pre-requisite:

None

Objectives:

To focus on the relationship between a school and its community. This will entail an analysis of present and past policies of community involvement in Australian schools and an investigation of modes of school organisation and administration relevant to community involvement. Students will examine the development of school and community based programs and will explore the nature of the parent-teacher-student relationship and its bearing upon the professional status of teachers. The development of skills in working co-operatively with parents and other community service agencies will be promoted.

12964 CURRICULUM DEVELOPMENT (Primary)

Semester: VII or VIII

3 class contact hours

10 week hours

Pre-requisite:

None

Objectives:

To consider contemporary issues and trends in curriculum development and to develop skills in the application of appropriate models of curriculum development and organisation to the design of school-based curriculum. Competency in school-based curriculum development will be fostered by group workshop activities and field studies.

ENGLISH — UNDERGRADUATE UNITS

The Department of English offers two sequences of general studies, available to students in the Bachelor of Education (Primary Education), Bachelor of Education (Physical Education) and Bachelor of Education (Teacher Librarianship). They may also be taken by other students in the College requiring a major disciplinary sequence.

DRAMA AND THE THEATRE ARTS

This sequence involves students in both the theory and practice of drama. It provides a general survey of world theatre, both ancient and modern, and moves towards an understanding of the drama of today. Stage crafts and design skills in terms of light, space, function and style are developed.

The sequence is as follows:

13140	Drama and the Theatre Arts I	—	Introduction to World Theatre
13240	Drama and the Theatre Arts II	—	Acting
13340	Drama and the Theatre Arts III	—	The Craft of the Theatre
13440	Drama and the Theatre Arts IV	—	Themes, Symbols and Archetypes in Drama
13540	Drama and the Theatre Arts V	—	Dramatic Form
13640	Drama and the Theatre Arts VI	—	Direction, Production and Acting

It should be noted that practical hours additional to the notional number of class hours will be required in all units.

ENGLISH

This sequence seeks to deepen students' understanding of the functions of language and to develop and refine their response to literature, which, including its extensions in the modern mass media, is considered in the context of the society which produced it and upon which it is a major influence.

The units in the sequence are as follows:

13141	English I	—	Language and Literature
13241	English II	—	Form and Meaning
13341	English III	—	The Victorians and After
13441	English IV	—	Revolution and Romanticism
13541	English V	—	Elizabethans and Jacobeans: The Emergence of Modern Language and Literature
13641	English VI	—	Australian Literature and Language

A sequence of English Teaching units is also offered to students within the Bachelor of Education (Primary Education), Bachelor of Education (Physical Education) and Bachelor of Education (Teacher Librarianship) degrees. Other sequences of units are offered by the Department of English within the various graduate courses provided by the School of Teacher Education. These courses are:

- Graduate Diploma in Children's Literature
- Graduate Diploma in Educational Studies (Reading Education)
- Master of Arts in Children's Literature and Reading

ASSOCIATE DIPLOMA IN RECREATION

13104 DRAMA IN RECREATION I

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

At the end of this course students will be able to: use and understand the function of different modes of drama e.g., games, role play, analogy, improvisation, simulation mime, movement; exercise some discrimination in the choice of drama mode for use with various community groups with differing orientations; select and adapt resource material to the demands of dramatic form and the needs of community groups; evaluate the potential of drama as theatre and drama as a medium in recreation; identify and use the elements of theatre in a variety of recreational contexts.

13204 DRAMA IN RECREATION II

3 class contact hours
6 week hours

Pre-requisite:

Drama and Recreation I

Objectives:

At the end of this course students will be able to plan, execute and assess short term and long-term drama projects in various recreational contexts; participate in the production of a piece of theatre; select and use drama techniques in specific community contexts; identify number of uses of drama in the community and diagnose their suitability for recreational purposes.

BACHELOR OF EDUCATION (PRIMARY)
BACHELOR OF EDUCATION (TEACHER LIBRARIANSHIP)
BACHELOR OF EDUCATION (PHYSICAL EDUCATION)

Teaching Studies

13112 ENGLISH TEACHING I

Semester: I

2 class contact hours
4 week hours

Pre-requisite:

None

Objectives:

Students will demonstrate some knowledge of the nature and functions of language, including literary language; recognise the skills of listening, speaking and drama; demonstrate personal competence in these skills and apply this competence to teaching.

13212 ENGLISH TEACHING II

Semester: II

2 class contact hours

4 week hours

Pre-requisite:

None

Objectives:

Students will recognise the skills of literacy and develop personal competence in these skills, demonstrate knowledge of the development of early reading and writing, and the experience, teaching and resources necessary to the development of those skills, demonstrate an understanding of the role of literature in the development of literacy skills.

13312 ENGLISH TEACHING III

Semester: III or IV

3 class contact hours

6 week hours

Pre-requisite:

English Teaching I or II

Objectives:

Students will develop an understanding of the reading interests of children and young people and of the literature which best meets and extends these interests. They will develop an awareness of the role of literature in the growth of language skills and personal growth, and the uses of literature in the classroom.

13412 ENGLISH TEACHING IV

Semester: V or VI

2 class contact hours

4 week hours

Pre-requisite:

English Teaching I or II

Objectives:

Students will develop an understanding of the specific skills required by the developing reader and the techniques of teaching these skills to pre-primary and primary children. They will examine the place of reading in the total language/literature environment. They will examine the place of reading in the total language environment, reading across the curriculum and some special problems in reading.

13414 ENGLISH TEACHING V Teaching English as a Second Language

Semester: V or VI

2 class contact hours

4 week hours

Pre-requisite:

English Teaching I or II

Objectives:

To develop understanding of the language difficulties (including differences in literacy background) of the migrant child; to develop contrastive analysis skills across languages; to provide practical experience in Teaching English as a Second Language.

General Studies — Drama

13140 DRAMA AND THE THEATRE ARTS I Introduction to World Theatre

Semester: I

3 class contact hours
6 week hours

Objectives:

Students will be able to identify and assess differences between the origins, place and nature of drama in different societies and different periods; to recognise and assess influences which have affected modern theatre; and to evaluate their own position through performance.

13240 DRAMA AND THE THEATRE ARTS II Acting

Semester: II

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

Students should recognise and demonstrate different styles of acting and assess and develop relationships between movement, language and location, in historical perspective.

13340 DRAMA AND THE THEATRE ARTS III The Craft of the Theatre

Semester: III

3 class contact hours
8 week hours

Pre-requisite:

Drama and the Theatre Arts I or II

Objectives:

Students will be able to select and use appropriate costume, scenery, lighting and make-up for specific stage productions; be able to work as a theatre team in the production process and be able to produce drawings, models and stage details for a production.

13440 DRAMA AND THE THEATRE ARTS IV Themes, Symbols and Archetypes in Drama

Semester: IV

3 class contact hours
9 week hours

Pre-requisite:

Drama and the Theatre Arts I, II, and III

Objectives:

Students will be able to identify the source and significance of themes and symbols in drama; to evaluate archetypes in drama and to use themes, symbols and archetypes in production.

13540 DRAMA AND THE THEATRE ARTS V

Dramatic Form

Semester: V

3 class contact hours
10 week hours

Pre-requisite:

Drama and the Theatre Arts, I, II, III, and IV

Objectives:

Students will come to understand, through a study of recent critical commentary, the nature of tragedy and comedy and the relationship between tragedy and comedy and changes in society. They will relate language function and effect in writing for the theatre, and will participate in the production of a tragedy or comedy, and will interpret the comic and tragic elements in drama.

13640 DRAMA AND THE THEATRE ARTS VI

Direction, Production and Acting

Semester: VI

3 class contact hours
10 week hours

Pre-requisite:

Drama and the Theatre Arts V

Objectives:

Students will demonstrate acting, direction and production ability in a theatre form not previously studied in detail. These forms could include puppet theatre, reader's theatre, children's theatre, street theatre, experimental theatre and theatre-in-education. They will select a genre and script appropriate to the available resources and demonstrate the ability to create the dramatic moment and to relate this to the work of the playwright.

General Studies — English

13141 ENGLISH I Language and Literature

Semester: I

3 class contact hours
6 week hours

Objectives:

To provide insights into the operation of language, and to examine its uses and development in different periods; to examine some literature of different periods and to show how a knowledge of language can enlighten the appreciation of literature and a reading of literature can deepen the understanding of language; to show the relationship between the language and literature of a period and its social context; to foster critical perception; to develop the ability to support a considered point of view.

13241 ENGLISH II
Form and Meaning

Semester: II

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To show how meaning is a function of form, structure and content; to show how form as well as content, is a product of the society and culture from which it emerges; to study, in the light of the above, some major literary works of different periods, with special emphasis on twentieth century literature and its relationship to modern mass media.

13341 ENGLISH III
The Victorians and After

Semester: III

3 class contact hours
8 week hours

Pre-requisite:

English I or II

Objectives:

To study in depth some of the major works of Victorian and early modern English, American and Australian literature in the context of the social and intellectual forces which shaped them; to consider the language of the works studied both in the context of the shaping social and intellectual forces, and as the expression of the thought and feeling of the individual writer concerned; to consider the critical approaches to literature in the Victorian and modern periods, so as to show how these are also the product of the culture of the time. Critical and creative writing will be studied in conjunction.

13441 ENGLISH IV
Revolution and Romanticism

Semester: IV

3 class contact hours
9 week hours

Pre-requisite:

Two of English I, II and III

Objectives:

To introduce students to the social and intellectual forces which shaped English literature in the late 18th and early 19th centuries, and to compare them to the forces which have shaped the culture of 20th century western society; to consider the aesthetic theories which emerged from these social and intellectual forces and their embodiment in the literature of the period; to consider the theories of language, especially the theories of poetic and literary language which emerged in the period and to relate them to the literature of the time; to study closely some of the major works of literature of the late 18th and early 19th centuries in the light of above objectives; to consider relationships between the literature and culture of the Romantic period and that of our own time.

13541 ENGLISH V

Elizabethans and Jacobeans: The Emergence of Modern Language and Literature

Semester: V

3 class contact hours
10 week hours

Pre-requisite:

Two of English I, II, III and IV.

Objectives:

Students will be introduced to the pre-Renaissance "picture" of human kind, society and the cosmos, and consider the social and intellectual forces which began to modify this picture in England during the 16th and 17th centuries, leading to modern concepts of humanity and the universe. They will study some of the major works of English literature of the Elizabethan and Jacobean periods in the light of the above object, and bring out their relevance for an understanding of society today; and will consider some of the major critical approaches to Elizabethan and Jacobean literature (especially to the study of Shakespeare), thus developing an awareness of the way each age interprets the culture of the past in terms of its own needs and insights.

13641 ENGLISH VI

Australian Literature and Language

Semester: VI

3 class contact hours
10 week hours

Pre-requisite:

Three of English I, II, III, IV and V

Objectives:

Students will explore the development of Australian language and literature in the context of its origins in the culture of Britain, Europe and North America. They will consider the relationship between Australian literature and language and the development of Australian society and culture (with some emphasis on modern mass media) and study selected works of Australian poets, dramatists and prose writers in the light of the above objectives.

Background Studies

13618 EDUCATIONAL DRAMA

Semester: VI

3 class contact hours
8 week hours

Pre-requisite:

None

Objectives:

To study drama as a means of self-development and as a tool to promote learning through drama. Students will identify the skills required in working in educational drama, demonstrate competency in those skills and produce source material suitable for use in professional activities.

BACHELOR OF EDUCATION (PHYSICAL EDUCATION)

Secondary Method — Drama

13651 DRAMA IN EDUCATION I

Semester: VI

3 class contact hours
6 week hours

Pre-requisite:

English I and II or Drama and the Theatre Arts I and II

Objectives:

To give students knowledge of, and experience in, the use of drama in education by providing: the historical background of drama and theatre in education; a consideration of the role of drama in the classroom and community; understanding the nature of dramatic form; the elements of theatre in education; verbal and non-verbal communication in learning and teaching; skills in drama as a teaching method across the curriculum; practice in the modes of drama such as games, simulation, role-play, mime, movement, improvisation.

13751 DRAMA IN EDUCATION II

Semester: VII

3 class contact hours
6 week hours

Pre-requisite:

Drama in Education I

Objectives:

Students will acquire appropriate skills in the implementation of educational drama in schools by exploring drama and language; verbal and non-verbal communication in learning and teaching; oral interpretation; the elements of theatre in education with consideration of space, light, sound, audience and costume; selecting materials for study and implementing these through the various modes of drama; programming in drama; sequencing units of work, according to student needs.

13851 DRAMA IN EDUCATION III

Semester: VIII

3 class contact hours
6 week hours

Pre-requisite:

Drama in Education I and II

Objectives:

Student will develop at least one area of specialisation in drama production. They will explore two of the following. One to be selected as a major study in which all aspects of production are to be considered:

- Production for proscenium stage.
- Production for theatre-in-the-round.
- Presentation of a documentary play.
- Production using video.
- Production using film.
- Readers' theatre production.
- A theatre-in-education project.

Secondary Method — English

13650 ENGLISH SECONDARY METHOD I

Semester: VI

3 class contact hours

6 week hours

Pre-requisite:

At least 4 units of English

Objectives:

The student will develop an understanding of how competency in language usage is achieved, how effective communication and self-expression can be fostered, and how a discriminating response to literature and media may be developed; examine the syllabus in English for Years 7 to 10 and to consider its implications in terms of developing language skills and integrating English work; translate the objectives and principles of the syllabus into reality by developing sound, sensitive and creative classroom procedures.

13750 ENGLISH SECONDARY METHOD II

Semester: VII

3 class contact hours

6 week hours

Pre-requisite:

English Secondary Method I

Objectives:

The student will develop an understanding of how competency in language usage is achieved with special emphasis on writing, and on developing a discriminating approach to the media; to examine the syllabus in English for years 7 to 10 and consider its implications for the teaching of writing and the media; consider the issues of English teaching in the multicultural classroom.

13850 ENGLISH SECONDARY METHOD III

Semester: VIII

3 class contact hours

6 week hours

Pre-requisite:

English Secondary Method I and II

Objectives:

The student will further develop an understanding of how competency in language usage is achieved with special emphasis on reading, and developing a discriminating response to literature; examine the syllabus in English for Years 7 to 10 and consider its implications for the teaching of literature; examine the syllabus in English for Years 11 and 12 and consider its implications for the integration of literature and language work in the senior school; develop sensitive, imaginative and creative classroom procedures for implementing the objectives of the syllabus.

POSTGRADUATE UNITS

GRADUATE DIPLOMA IN EDUCATION

13704 SECONDARY ENGLISH METHOD I

Semester: I

5 class contact hours

10 week hours

Objectives:

To develop an understanding of how competency in language usage is achieved, how effective communication and self-expression can be fostered, and how an appreciation of literature is achieved; examine the secondary school syllabus in English and to analyse the content in terms of achieving literacy and oracy; give the students the competency of skill to translate the syllabus into reality by developing imaginative, creative and sound classroom procedures.

13804 SECONDARY ENGLISH METHOD II

Semester: II

5 class contact hours

10 week hours

Pre-requisite:

Secondary English Method I.

Objectives:

To further consider issues in the teaching of high school English, especially the teaching of Literature and the Media, and to consider assessment and evaluation in English Teaching.

GRADUATE DIPLOMA IN READING EDUCATION

13709 READING PROCESS I

2 class contact hours

4 week hours

Objectives:

Students will identify the processes operating in fluent reading and the factors influencing these; analyse and compare selected models of reading; identify the processes and the major tasks operating in beginning reading with special reference to perceptual, cognitive, linguistic and other development factors; identify the range of individual differences among children aged 4 to 6 and consider the implications of these for teaching reading; evaluate approaches, materials and strategies used in beginning reading.

13713 READING PROCESS II

Pre-requisite:

Reading Process I

2 class contact hours

4 week hours

Objectives:

Students will identify the processes operating in the developing reader with special reference to perceptual, cognitive and linguistic factors; relate developing reading to the child aged 7 to 11; identify the range of individual differences among developing readers and consider the implications for practice; select and make use of varied approaches, materials and strategies for teaching the developing reader.

13809 READING PROCESS III

Pre-requisite: 1 class contact hour
Reading Process I 2 week hours

Objectives:

Students will examine in depth the processes and major tasks operating in the advanced reader; relate social and emotional behaviours to the reader at this stage; analyse and evaluate materials and strategies used in the secondary schools with a view to maximum use; show awareness of the range of individual differences and make provisions for these in the classroom and across school organisation.

13710 EVALUATION IN READING I

1 class contact hour
2 week hours

Objectives:

Students will make use of reliable observational techniques in drawing valid inferences in regard to early reading behaviours; apply tests of reading readiness and associated behaviours; select appropriate techniques for the evaluation of materials and programs for the teaching of reading.

13714 EVALUATION IN READING II

Pre-requisite: 1 class contact hour
Evaluation in Reading I 2 week hours

Objectives:

Students will apply appropriate observational techniques and published tests in assessment of the developing reader; construct, administer and interpret the results of teacher-made tests in the evaluation of reading; expand and refine techniques of evaluation of materials and programs in reading education; develop techniques for monitoring, recording and reporting the progress of developing readers.

13810 EVALUATION IN READING III

Pre-requisite: 1 class contact hour
Evaluation in Reading II 2 week hours

Objectives:

Students will be able to apply appropriate achievement and diagnostic tests to the assessment of reading behaviours in the secondary school; make use of suitable techniques in monitoring, recording and reporting pupil progress in reading; apply appropriate techniques to the evaluation of tests and testing techniques; evaluate materials, methods and programs for reading education in the secondary school; apply suitable techniques to teacher self-evaluation in the teaching of reading.

13711 LANGUAGE AND READING I

1 class contact hour

2 week hours

Objectives:

Students will examine the central role of language in the reading process; analyse English orthography with special reference to its relevance to the reading process; study selected linguistic aspects of early reading materials, of process writing material and have practice in writing for children; examine language skills related to the reading process with emphasis on the competence of the oral language ability of the child and the teacher's language model.

13715 LANGUAGE AND READING II

Pre-requisite:

Language and Reading I

1 class contact hour

2 week hours

Objectives:

Students will examine the language development of the child in the middle years; examine the language of reading matter throughout the curriculum and have practice in writing for children; study related language and reading aspects peculiar to the bilingual child; examine the language limitations of the printed word as a communication medium.

13811 LANGUAGE AND READING III

Pre-requisite:

Language and Reading I

1 class contact hour

2 week hours

Objectives:

Students will examine language development during the secondary years with special emphasis on the problems of differences in dialect and the effects of the mass media upon the language and, hence, reading ability of the child; examine the language of reading materials across the curriculum in the secondary school and the resultant problems associated with language and learning; detailed analyses of materials will ensue; examine the role of language in the study of literature, the synthesis of language and literature; explore the relationship between speech and oral reading.

13712 LITERATURE AND READING I

2 class contact hours

4 week hours

Objectives:

Students will examine closely the art of writing for children and be encouraged to practise the art; explore the relationship of literature and language development, including the 'mechanical' skills of reading; develop a first-hand knowledge of oral, printed and pictorial literature appropriate to the pre-reader and the beginning reader and will examine the ways children can be helped to interact with such literature; explore a wide sampling of that traditional and modern literature suitable for early readers and their cognitive and psychological development; analyse and practise methods of presenting young children with a worthwhile literary experience.

13716 LITERATURE AND READING II

Pre-requisite: Literature and Reading I
2 class contact hours
4 week hours

Objectives:

Students will read widely in the various genres within the broad category of literature that is read by children; further examine traditional modern literature as it meets the needs of pre-adolescents; relate the literature studied to the patterns of growth in language and reading ability and personality, social and moral development; further explore methods of presenting literature, especially as part of a total language experience.

13812 LITERATURE AND READING III

Pre-requisite: Language and Reading I
2 class contact hours
4 week hours

Objectives:

Students will read widely in literature that appeals to young adults, both 'popular' adult literature, literature written specifically for young adults and so-called adult literature which particularly meets the personal and social needs of this age group; consider the place of form, style and techniques in literary appreciation; be made aware of approaches to literary criticism by a careful examination of some of the primary literary sources recommended at the beginning of the course; develop techniques of promoting both extensive and intensive reading especially with reluctant or disadvantaged readers.

13717 RESEARCH IN READING I

Pre-requisite: None
1 class contact hour
2 week hours

Objectives:

Students will consolidate introductory statistical concepts; gain an appreciation of the application of these in reading research; be able to use calculators efficiently in computation.

13817 RESEARCH IN READING II

Semester: III
1 class contact hour
2 week hours

Pre-requisite:

Research in Reading I

Objectives:

Students will gain an appreciation of the usefulness of the statistical method in professional fields; develop an understanding of assumptions and logic underlying the application of introductory statistical methods to analysing data and drawing conclusions; be able to use calculators in the analysing of some research data; read applications of introductory experimental designs selected from research literature with an appreciation of the logic underlying the method of research, the choice of the experimental design, the analysis of the data; design and be able to implement the research project in reading required in level IV.

13818 RESEARCH PROJECT

3 class contact hours

6 week hours

Pre-requisite:

Levels I, II and III

In general the pre-requisites will be as the above. For certain research proposals further pre-requisites or co-requisites may be specified.

Objectives:

Students will survey the current trends and progress in the literature concerned with the particular specialisation chosen; propose and justify a research problem in that specialisation; design and carry out an individual research project to solve the problem, or investigate the issue; report the research in an approved scientific manner.

13819 IMPLEMENTING READING

3 class contact hours

6 week hours

Pre-requisite:

Levels I, II, and III.

Objectives:

The student will isolate practical applications of Reading Education within an area of specialisation and the implications of these for institutions, groups and individuals; evaluate existing curriculum/programs for the teaching of reading and make valid decisions concerning education to curriculum/program development teams in the school; seek the understanding and endorsement of those involved directly and indirectly in the developing curriculum (students, parents, teachers); promote the involvement of key educational personnel, and provide procedural guidelines for curriculum development and appraisal; develop a specific reading curriculum/program for an actual school setting.

GRADUATE DIPLOMA IN CHILDREN'S LITERATURE

13727 THE READER AND RESPONSE I

2 class contact hours

4 week hours

Objectives:

To study the place of literature in the lives of young children and to develop techniques of sharing that literature with them.

13728 THE READER AND RESPONSE II

2 class contact hour

4 week hours

Objectives:

To study the place of literature in the lives of primary school children and to develop techniques of sharing that literature with them.

13827 THE READER AND RESPONSE III

2 class contact hour
4 week hours

Objectives:

To study the place of literature in the lives of young adult readers with special emphasis on the interests and problems characteristic of this stage of development; to develop techniques of sharing that literature, particularly with consideration to societal values that shape the young adult's world and affect literary response.

13723 LITERATURE I

2 class contact hours
4 week hours

Objectives:

To develop a thorough understanding of the literary process — literature (both traditional and contemporary) as a means of ordering experience, exploring the physical, emotional and intellectual environment; to develop a critical appreciation of literature; to make students thoroughly conversant with the body of literature most suited to the needs of pre-school and early school age children.

13724 LITERATURE II

Pre-requisite:

Literature I

2 class contact hours
4 week hours

Objectives:

In this unit consideration will be given to the evolution of the modern children's novel beginning with motifs and archetypes which first occur in ancient myths and legends (e.g. the hero figure) which are developed in the "classics" of children's literature and which are now embodied in contemporary novels.

13823 LITERATURE III

Pre-requisite:

Literature II

2 class contact hours
8 week hours

Objectives:

In this unit there will be a return to a consideration of the nature of literature, but with specific reference to the area of teenage literature: the so-called novel for young adults; the teen-age problem novel; adult novels with a strong appeal to youth.

13820 LITERATURE IN ACTION

2 class contact hours
8 week hours

Pre-requisite:

At least 8 of the units:

The Reader & Reading I, II, & III, Literature I, II & III, Literature & Response I, II & III

Objectives:

The unit is designed so that the student can demonstrate a first-hand and thorough knowledge of a wide variety of literature; an appreciation of its audience; and

the techniques of bringing reader and literature together in a growth situation. The student will need to investigate an educational problem or issue arising out of the concerns of the program or a facet of literature associated with the student's own interest and professional/vocational situation.

MASTER OF ARTS IN CHILDREN'S LITERATURE & READING

13730 STUDIES IN RELATED DISCIPLINE: Children's Literature

3 class contact hours

Objectives:

To extend the knowledge of children's literature gained while completing the Postgraduate Diploma in Reading Education. Students will take selected aspects of literature for the early reader, the developing reader and the young adult and deal with them in depth.

13830 STUDIES IN RELATED DISCIPLINE: Reading Education

3 class contact hours

Objectives:

To extend the knowledge of Reading Education gained while completing the Postgraduate Diploma in Children's Literature. Students will consider the nature of the reading process as it is seen in current theory and research and transfer this into strategies, procedures and resources to assist children.

13731 SEMINAR ON ADVANCED CHILDREN'S LITERATURE

3 class contact hours

Objectives:

To apply critical theory to children's literature. Students will examine the concepts of linguistics, stylistics and literary criticism from historical and current points of view, and apply these to examples of children's literature.

13831 SEMINAR ON ADVANCED READING EDUCATION

3 class contact hours

Objectives:

To focus on critical issues in Reading Education and current thought and practice which relate to them. Students will identify and investigate critical issues and explore the theory, research and practice relating to them.

13732 CURRICULUM, LITERATURE AND LITERACY

3 class contact hours

Objectives:

To develop an understanding of curriculum and its relation to literature and literacy. Students will analyse elements in curriculum development; evaluate issues in literature/literacy programs, and develop a curriculum in children's literature or reading education.

13733 DRAMA, LITERATURE AND LITERACY

3 class contact hours

Objectives:

To explore the relationship between drama and literature and the role of drama in the development of language skills. Students will develop an understanding of drama and its relationship to literary forms; explore the development of reading skills in theory and practice.

13734 LIBRARY, LITERATURE AND LITERACY

3 class contact hours

Objectives:

To familiarise children's literature and reading specialists with the broad range of resources and services provided by libraries and the potential of these resources to support literary development and literary appreciation. Students will develop an understanding of the role of libraries and librarians in the provision of literary and literacy services of a print and non-print nature.

13735 MEDIA, LITERATURE AND LITERACY

3 class contact hours

Objectives:

To examine the nature of communications media and its relation to literary and literacy development. Students will consider a variety of media and media texts and assess the impact of communications media on literature and literacy.

13736 WRITING, LITERATURE AND LITERACY

3 class contact hours

Objectives:

To explore the relationship between writing and reading and discover the place of both in the development of literacy and the appreciation of literature. Students will analyse current theories of teaching children to write; examine the role of writing in the process of teaching children to read; develop personal writing skills which can provide reading material for children; consider the art of writing literature for children and view literature as a context for reading.

13828 SEMINAR ON RESEARCH METHODOLOGY

2 class contact hours

Objectives:

To develop a basic understanding of qualitative and empirical research. Students will apply introductory concepts in statistics to the collection, presentation and analysis of data; plan and develop an appropriate research project.

13829 MAJOR STUDY

Objectives:

To allow students to carry out a study in an area of choice within the field. They will identify a topic in the area of children's literature or reading which justifies investigation and an extension of understanding; survey the current information pertaining to the topic; propose and develop the study and report the work in an appropriate manner.

BACHELOR OF EDUCATION (PHASE III)

13903 ISSUES IN THE DEVELOPMENT OF LANGUAGE

Semester: IX, X

3 class contact hours

6 week hours

Pre-requisite:

Diploma of Teaching Phase, Bachelor of Education

Objectives:

To examine the role of the teacher in the development of language skills; to examine language across the curriculum; to examine the relationship of literature and language; to apply the above factors to specific areas of the English curriculum.

HEALTH EDUCATION — UNDERGRADUATE UNITS

Health Education course units are methodology based units aimed at producing practitioners aware of their role as health educators and who are skilled in the competencies required for health promotion activities in a variety of settings.

Health Studies is a degree level, free standing general studies sequence which is available on application in any degree program. The Health Studies course consists of six units designed and sequenced to form a unified course of study with a focus on the development of physical, emotional and social health. They stress a constructive and preventive, as distinct from a curative, health care model and emphasise the raising of individual and community awareness about factors involved in healthy living, in attitude change and community responsibility for health.

The units in the sequence are:

14111	Health Studies I:	Physical Health
14211	Health Studies II:	Human Safety
14311	Health Studies III:	Environmental Health
14411	Health Studies IV:	Social Health
14511	Health Studies V:	Mental Health & Drugs
14611	Health Studies VI:	Health in the Community

It should be noted that practical hours additional to the notional number of class hours will be required in some units. Where this is applicable it is indicated in the unit description.

BACHELOR OF EDUCATION (PRIMARY) BACHELOR OF EDUCATION (TEACHER LIBRARIANSHIP)

Teaching Studies

14103 HEALTH EDUCATION TEACHING I

Semester: I or II

2 class contact hours
4 week hours

Objectives:

Students will appreciate the meaning of health as a multi-dimensional state of well-being that includes physical, emotional and social aspects; become acquainted with health concepts which may enhance wise decision making, effective enjoyable living and personal development; recognise the importance of the school health program in society; and appreciate the scope of modern approaches and contemporary teaching methods in health.

14203 HEALTH EDUCATION TEACHING II

Semester: I or II

3 class contact hours
7 week hours

Pre-requisite:

Health Education Teaching I

Objectives:

Students will understand the significance of children's health programs, and be able to promote a meaningful instructional program and healthful school living conditions; develop an exemplary standard of personal health practice; organise a health instruction program around the needs and interests of students; identify and use sources of current health information; use a variety of evaluative procedures in health teaching.

General Studies

14111 HEALTH STUDIES I: Physical Health

Semester: I

3 class contact hours
6 week hours

Objectives:

Students will develop a personal concept of health and an understanding of the problems of personal health care; develop an awareness of the nature, scope and purpose of health education; and develop a critical understanding of the significance of nutrition in the attainment of health.

14211 HEALTH STUDIES II: Human Safety

Semester: II

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

Students will understand individual and societal attitudes to accidents, accident causation, and accident prevention; develop a systematic methodology for studying accidents; and be aware of the nature, scope and purpose of safety education in maintaining health.

14311 HEALTH STUDIES III: Environmental Health

Semester: III

3 class contact hours
8 week hours

Pre-requisite:

Health Studies I or II

Objectives:

Students will understand the interaction between the environment and human health through epidemiological approaches; relate this interaction to social as well as technical issues; and investigate human health in defined environments with particular emphasis on health promotion in the workplace.

14411 HEALTH STUDIES IV: Social Health
Semester: IV 4 class contact hours
9 week hours
Pre-requisite:
Health Studies I; II; and III
Objectives:
Students will understand the interaction of physical, emotional and social health through all stages of human development; and use skills from previous units to analyse relevant health problems in this area.

14511 HEALTH STUDIES V: Mental Health & Drugs
Semester: V 4 class contact hours
10 week hours
Pre-requisite:
Health Studies IV
Objectives:
Students will investigate aspects of mental health and mental illness, including stress and anxiety; understand basic facts concerning drugs and their uses and abuses; explore drug related community resources; and appreciate the relatedness of mental health and drug usage.

14611 HEALTH STUDIES VI: Health in the Community
Semester: VI 4 class contact hours
10 week hours
Pre-requisite:
Health Studies V
Objectives:
Students will investigate methods of measuring health status in communities; the organisation and evaluation of health information, services and products affecting health and safety; investigate community access to health services; and carry out an investigation of a community health problem.

BACHELOR OF EDUCATION (PHYSICAL EDUCATION)

Secondary Method

(These units may be available to other schools as elective units.)

14115 HEALTH EDUCATION I
Semester: I or II 3 class contact hours
6 week hours
Objectives:
Students will appreciate the meaning of health as a multi-dimensional state of well-being that includes physical, emotional and social aspects; become acquainted with health concepts which may enhance wise decision making, effective enjoyable living and personal development; recognise the importance of the school and community health promotion program in society; and appreciate the scope of modern approaches, contemporary teaching and promotional methods in health education.

14215 HEALTH EDUCATION II
Semester: V or VII 3 class contact hours
6 week hours

Pre-requisite:

At least four units of Health Studies

Objectives:

Students will understand the significance of children's health programs, and be able to promote a meaningful instructional program and healthful school living conditions; develop an exemplary standard of personal health practice; organise a health instruction program around the needs and interests of students; identify and use sources of current health information; use a variety of evaluative procedures in health teaching.

14315 HEALTH EDUCATION III
Semester: I or II 3 class contact hours
6 week hours

Objectives:

Students will understand aspects of health education in varying community settings; develop aspects of selective planning methodology, implementation and evaluation of community health programs; relate characteristics of adult learners to the design of community programs; and maintain close contact with practical aspects of community health promotion programs.

14415 HEALTH EDUCATION IV
Semester: VI or VIII 3 class contact hours
8 week hours

Pre-requisite:

Health Education II

Objectives:

Students will promote methods to help them act as facilitators, resource teachers or co-ordinators of health education in their schools; be familiar with standards for hygiene, sanitation, food services and safety in schools; understand policies and procedures in schools in regard to accidents, emergency care, and disease control; and plan whole school health programs in the light of all these factors.

14515 HEALTH EDUCATION V
Semester: I or II 3 class contact hours
8 week hours

Objectives:

Students will identify processes required to recognise areas of community need; analyse the tasks performed in community health education settings and identify the competencies required; design community health promotion programs; and determine suitable criteria and methods which may be used to evaluate community health programs.

POSTGRADUATE UNITS

GRADUATE DIPLOMA IN EDUCATION

14701

HEALTH EDUCATION

Health and Personal Development in the Secondary School

Semester: I

1 class contact hours

2 week hours

Objectives:

Students will develop an understanding of social and personal factors leading to poor physical, social and mental health in the school and in the community; understand the factors that can help teachers to promote physical, social and mental health in pupils; and understand the contribution all teachers can make to the health and development of students in the secondary school.

MATHEMATICS — UNDERGRADUATE UNITS

The Department of Mathematics offers a general studies sequence for students in the Bachelor of Education (Primary Education), Bachelor of Education (Teacher Librarianship) and Bachelor of Education (Physical Education) programs and to students in other degree programs desiring a major disciplinary sequence.

- Mathematics I — Statistics A
- Mathematics II — Algebra
- Mathematics III — Calculus A
- * Mathematics IV — Computing A
- * Mathematics V — Computing B
- * Mathematics VI — Calculus B
- * Mathematics VI — Statistics B

- * **In these units an additional workshop hour is required**

BACHELOR OF EDUCATION (PRIMARY)
BACHELOR OF EDUCATION (TEACHER LIBRARIANSHIP)
BACHELOR OF EDUCATION (PHYSICAL EDUCATION)

Teaching Studies

15113 MATHEMATICS TEACHING I

Semester: I and II

2 class contact hours
4 week hours

Pre-requisite:

None

Objectives:

Students will demonstrate knowledge of the development and principles of numeration systems, understanding of the algorithms for the basic operations with counting numbers, knowledge of the decimal rational number system and an understanding of the development of algorithms within this system. In these areas students will demonstrate the ability to formulate instructional objectives, to plan learning programs, to select and use appropriate learning materials, and to employ appropriate principles of teaching and learning for guiding discovery, for providing explanations and for practice of facts and skills and to show some awareness of difficulties experienced by children in attaining these goals.

15213 MATHEMATICS TEACHING II

Semester: III and IV

2 class contact hours
4 week hours

Pre-requisite:

Mathematics Teaching I

Objectives:

Students will demonstrate understanding of the rational number system, knowledge of the applications of mathematical operations and of mathematical patterns, and will have knowledge of expected levels of understanding and performance in these areas. They will demonstrate an awareness of basic concepts and methods of topology and Euclidean geometry and some appreciation of mathematical systems.

They will be able to formulate appropriate instructional objectives, to plan learning programs, to select and use appropriate learning materials and methods, taking account of learning difficulties experienced by children. They will also demonstrate awareness of the place of mathematics in the school program and appreciation of the integrated development of mathematical knowledge.

15313 MATHEMATICS TEACHING III

Semester: IV and V

3 class contact hours
6 week hours

Pre-requisite:

Mathematics Teaching II

Objectives:

Students will develop an understanding of the recognised stages of growth of mathematical thinking and its relevance to the content of early childhood mathematics. They will develop the ability to evaluate principles of teaching and learning at this level and apply these principles in the consideration of content and teaching methods, including the formulation of instructional objectives, assessment and introductory diagnostic and assessment procedures. They will acquire knowledge of the teaching content appropriate to the development of basic concepts and skills in number, geometry and measurement.

15415 MATHEMATICS TEACHING IV

Semester: V and VI

2 class contact hours
5 week hours

Pre-requisite:

Mathematics Teaching III

Objectives:

Students will demonstrate awareness of the nature and common causes of children's learning difficulties in mathematics. They will acquire a knowledge of methods for identifying different levels of mathematical performance and for isolating specific deficits in concept and skill attainment. They will demonstrate knowledge and understanding of extension topics which could be used to stimulate interest in mathematics and to challenge the abilities of individual students. They will demonstrate a knowledge of strategies and resources for individualising mathematics instruction and they will develop the ability to assess, evaluate and select appropriate mathematical resources.

General Studies

15112 MATHEMATICS I — STATISTICS A

Semester: I

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

This unit provides an introduction to the concepts, computational procedures and applications of statistics; students will be able to select and apply appropriate statistical techniques in the analysis of problems and will develop some facility in the interpretation of statistical information included in the literature of education and other professional studies.

15212 MATHEMATICS II — ALGEBRA

Semester: II

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

This unit provides an examination of some important mathematical systems and is designed to develop some awareness of the role played by algebra in providing a systematic, logical framework within which quantitative relations can be described and analysed.

15312 MATHEMATICS III — CALCULUS A

Semester: III

3 class contact hours
8 week hours

Pre-requisite:

Mathematics I or II

Objectives:

This unit provides an introduction to the basic principles and methods of calculus. Applications are considered in selected areas of the physical and social sciences and in studies in business administration and in economics.

15412 MATHEMATICS IV — COMPUTING A

Semester: IV

3 + 1 class contact hours
9 week hours

Pre-requisite:

Mathematics I, II, III

Objectives:

To introduce basic machine concepts and software principles; to provide a sound basis of understanding of computing which can be applied in other courses; to provide a high level of competence in the use of the BASIC language; to give students an understanding of a local area network.

15512 MATHEMATICS V — COMPUTING B

Semester: V

3 + 1 class contact hours
10 week hours

Pre-requisite:

Mathematics IV

Objectives:

This unit is designed to extend the student's knowledge of computing by: extending the BASIC language to allow advanced screen formatting techniques and file manipulation; giving students facility in the use of microcomputers and an awareness of their applications.

15612 MATHEMATICS VI — CALCULUS B

Semester: VI

3 + 1 class contact hours
10 week hours

Pre-requisite:

Mathematics IV

Objectives:

To extend the examination of the principles, methods of differentiation and integration to functions of more than one variable and to explore further the applications of calculus to selected topics of particular interest and relevance to the students of the course.

15613 MATHEMATICS VI — STATISTICS B

Semester: VI

3 + 1 class contact hours
10 week hours

Pre-requisite:

Mathematics IV

(This unit is an alternate to Mathematics VI — Calculus B.)

Objectives:

To extend understanding of the concepts and techniques of the statistical procedures used in introductory educational research; to develop appreciation of the problems of the educational researcher and an awareness of the limitations of conclusions reached and to enable the student to read educational research literature critically.

BACKGROUND STUDY (Primary & Teacher Librarianship)

PREPARATION STUDY (Physical Education)

15515 COMPUTER AWARENESS

Semester: I and II

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

This is an introductory unit designed to provide students with basic skills in the operation of a microcomputer, together with an appreciation of the potential of the microcomputer for application in schools. In addition, the unit aims to provide students with an awareness of the role of computers in our society. The method of presentation will emphasise hands-on experience with microcomputers.

Electives

15601 INTRODUCTORY STATISTICS

Semester: VI

3 class contact hours
8 week hours

Pre-requisite:

None: (N.B. Students who have completed Mathematics I — Statistics A will not be permitted to select this unit.)

Objectives:

To provide an introduction to the language and methods of statistics so that students can read research literature in education with some understanding of the techniques of statistical analysis used and the methods of deriving conclusions.

15615 COMPUTING SKILLS IN EDUCATION

Semester: VI

3 class contact hours
6 week hours

Pre-requisite:

Computer Awareness. (N.B. Students who have completed or intend to include Mathematics IV — Computing A, are not permitted to select this unit.)

Objectives:

Students will gain expertise in word processing and the use of databases together with knowledge of classroom applications of these skills. They will develop programming skills in BASIC and LOGO, at the same time appreciating the need for structure in program design. They will also be aware of the scope for children to create their own programs, especially in LOGO.

YEAR 4 B.ED. (PHYSICAL EDUCATION) and POSTGRADUATE UNITS

GRADUATE DIPLOMA IN EDUCATION BACHELOR OF EDUCATION (PHYSICAL EDUCATION)

Secondary Method

15703 SECONDARY MATHEMATICS IA

Semester: VII

4 class contact hours
10 week hours

Pre-requisite:

Mathematics I to IV (or equivalent)

Objectives:

Students will demonstrate understanding of the development of concepts and methods of teaching selected areas of mathematics in the primary school. They will be aware of the aims, content and structure of mathematics curricula for Years 7 and 8. They will begin to develop expertise in the planning and implementation of suitable learning experiences including the involvement of appropriate resources in the teaching of mathematics in Years 7 and 8.

15704 SECONDARY MATHEMATICS IB

Semester: I

4 class contact hours

8 week hours

Co-requisite:

Mathematics IA

Objectives:

Through consideration of the objectives and some methods of teaching mathematics and a study of the principles underlying curriculum construction, this unit is designed to encourage students to develop their own consistent philosophy of teaching mathematics and to provide a framework on which they may base their teaching of mathematics in secondary school. Particular emphasis will be placed on a detailed study of the content and methods of teaching current senior secondary school curricula in mathematics.

15803 SECONDARY MATHEMATICS IIA

Semester: VIII

4 class contact hours

10 week hours

Pre-requisite:

Secondary Mathematics IA

Objectives:

Students will develop an awareness of the aims, content and structure of mathematics curricula for Years 9 and 10. They will continue to develop expertise in the planning and implementation of suitable learning experiences and the selection of appropriate resources. They will have an awareness of the goals and design of mathematics curricula in the senior secondary school. They will develop some ability in the identification of, and provision for the needs of, talented and low achieving children in mathematics.

15804 SECONDARY MATHEMATICS IIB

Semester: II

4 class contact hours

8 week hours

Pre-requisite:

Secondary Mathematics IB

Co-requisite:

Secondary Mathematics IIA

Objectives:

As for 15704

15830 COMPUTERS IN EDUCATION

Semester: I

2 class contact hours

4 week hours

Pre-requisite:

None

Objectives:

Students will develop basic skills in the operation of a microcomputer and its peripheral devices and become aware of the available range of microcomputers and associated hardware and software. They will have a working knowledge of the language BASIC, have the ability to evaluate and use effectively commercially available programs and have an appreciation of some of the applications of microcomputers in our society, in particular in the secondary school. They will be introduced to facilities such as database and word processing and demonstrate expertise in designing algorithms for the solution of appropriate problems and writing programs to accomplish the task.

GRADUATE DIPLOMA IN EDUCATIONAL STUDIES: SPECIAL EDUCATION

15715 INTRODUCTORY STATISTICS FOR TEACHERS

Semester: I

1 class contact hour

2 week hours

Pre-requisite:

None

Objectives:

This unit is designed to introduce students to some of the terms and techniques contained in educational research articles. More specifically, to develop an understanding of selected elementary concepts; to develop familiarity with the initial treatment, analysis and presentation of data; to introduce the use of calculators and computers in the processing of data and to introduce the study of a probability distribution curve. This is a very brief introduction, aiming to increase students' comprehension of research articles, but not aiming to enable them to critically evaluate research design.

15741 TEACHING BASIC SKILLS II

Semester: I

2 class contact hours

6 week hours

Pre-requisite:

None

Objectives:

To assist teachers to develop efficient procedures and techniques for the teaching of mathematical concepts and skills to both typical and atypical children. Specifically the unit aims to: communicate and discuss the observations of mathematicians, educational psychologists and educators concerning the ways in which children, both typical and atypical, learn mathematics; develop a better understanding of the reasons for failure and success in mathematics; enable students to develop, select, modify and operate programs for teaching specific concepts and skills; enable students to examine methods of identifying different levels of mathematical performance and of isolating specific deficits in concept and skill attainment.

15851 ASSESSMENT AND REMEDIATION II

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Teaching Basic Skills II

Objectives:

To consolidate and extend the competencies gained in Teaching Basic Skills II and to provide opportunities for the application of methods and theories. Specifically the unit aims to: enable students to analyse and modify curricula; prepare students to perform task analyses of various mathematical activities and to incorporate research findings; enable students to select, develop and evaluate materials for mathematics instruction.

BACHELOR OF EDUCATION (PRIMARY) PHASE III

Advanced Teaching Studies

15901 COMPUTER BASED LEARNING

Semester: VII, VIII, IX or X

3 class contact hours

10 week hours

Pre-requisite:

None

Objectives:

This unit provides an introduction to the use of computers in instructional programs. Students will develop skill in designing suitable teaching sequences and writing programs to accomplish the objectives of the sequences, and gain knowledge of the range of computer facilities available for use in schools, and develop ability to evaluate and use effectively commercially available programs.

15902 CURRICULUM AND RESOURCE DESIGN IN MATHEMATICS

Semester: VII, VIII, IX or X

3 class contact hours

10 week hours

Pre-requisite:

None

Objectives:

Students will develop an awareness of theories and research relating to mathematical learning and development; they will develop skills in the analysis and development of mathematical curricula; they will design and evaluate materials for instruction in mathematics.

15903 MATHEMATICS TEACHING V

Semester: VII, VIII, IX or X

3 class contact hours

10 week hours

Pre-requisite:

None

Objectives:

Students will demonstrate a knowledge of the nature and common causes of children's learning difficulties in mathematics; they will develop awareness of various methods of identifying specific concept and skill deficits and will develop expertise in the planning and implementation of suitable learning experiences including the use of appropriate resources; they will demonstrate a knowledge of strategies and resources for individualising mathematics instruction.

MUSIC — UNDERGRADUATE UNITS

The Music Department offers a major disciplinary sequence in Music Studies. The sequence is centred upon developing musicianship and skills in performance and is designed as follows:

Semester	Musicianship 1 hr/wk	Musicology 1 hr/wk	Practical Studies 2 hrs/wk	Contact Hours		
I	*This progressive course in Musicianship will run for all six semesters		* Piano I	Wind I	3 + 1	
II			* Piano II	Wind II	3 + 1	
III		Baroque			Choral I	3 + 1
IV		Classical			Choral II	3 + 1
V		Romantic			Guitar I	3 + 1
VI		20th Century			Guitar II	3 + 1

It is anticipated that students entering for this sequence will show keen interest in the serious study of music. As it is possible that there may be people with varying standards of ability wishing to enter the course, each student will be interviewed to ascertain background, standard and potential.

Because of the very special nature of musical skills, it is recognised that students in the course may commence with different levels of ability in musicianship. For this reason, allowance will be made within the course for students to work at their own level in this strand, but will be expected to attain a highly satisfactory standard according to their entering ability. Course requirements provide for specific learning experiences. In addition to these, class excursions to opera, concert and recital performances are planned as an important facet of the students' musical development.

- * All students taking the course should already have, or will be expected to acquire, a basic ability in piano, as this is the most useful and approachable harmonic instrument. To this end, all students will be given an entrance test on the piano, and those that need it will be given one or two semesters instruction on the instrument. These students will be required for 4 contact hours in semester I and/or II.

The practical strand will be taught using a variety of learning experiences. Some of the time will be devoted to the teaching of the chosen instrument, some will be spent on working in the ensemble situation, some will be spent on workshops, etc.

Every third year, first, second and third year students will combine for two semesters of choral work.

ASSOCIATE DIPLOMA IN RECREATION

16106 MUSIC IN RECREATION I

3 class contact hours
6 week hours

Objectives:

To provide an understanding of the structures supporting music in the community; to provide students with experiences in music, as an introduction to the development of skills which will relate to Music in Recreation.

BACHELOR OF EDUCATION (PRIMARY)
BACHELOR OF EDUCATION (PHYSICAL EDUCATION)
BACHELOR OF EDUCATION (TEACHER LIBRARIANSHIP)

Teaching Studies

16107 MUSIC TEACHING I

Semester: I or II

2 class contact hours
4 week hours

Objectives:

Students will develop: basic skills in musical literacy; elementary performing skills; an applied knowledge of movement and speech as integrated activities with musical development.

16207 MUSIC TEACHING IIA

Semester: III or IV

3 class contact hours
6 week hours

Pre-requisite:

Music Teaching I

Objectives:

Students will gain knowledge of: the role of music as a continuing educational process and its role in the total culture of our society; how musical skills are acquired and developed in order to plan a program exhibiting logical development of skills and concept acquisition; appropriate teaching strategies and skills associated with each of the music activity areas of listening, performing and organising sound; appropriate repertoire, teaching and evaluation strategies in order to organise the musical experiences of children from K to 2.

16208 MUSIC TEACHING IIB

Semester: III or IV

3 class contact hours
6 week hours

Pre-requisite:

Music Teaching I

Objectives:

Students will gain knowledge of: further skills in musicianship and instrumental techniques; appropriate repertoire, skills and strategies for sequential concept acquisition to teach music at the middle childhood level through the integration of the music activity areas of listening, performing and organising sound; music programming; evaluation techniques pertaining to children's musical needs; available material and teaching strategies.

General Studies

16121 MUSIC STUDIES I

Semester: I

3 + 1 class contact hours
6 week hours

Objectives:

Students will develop: skills in basic notation, musical terminology and elementary aural perception; skills associated with the study of at least one wind instrument; skills associated with the study of the piano; skills in performing in ensemble situations.

16221 MUSIC STUDIES II

Semester: II

3 + 1 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

Students will develop: written and aural skill in the use of diatonic tonality, elementary transposition and modulation, and use of compound time; further skills associated with the study of at least one wind instrument; further skills associated with the study of the piano; skills in performing in ensemble situations.

16321 MUSIC STUDIES III

Semester: III

3 + 1 class contact hours
8 week hours

Pre-requisite:

Music Studies I or II

Objectives:

Students will develop: basic skill in the use of diatonic primary chord construction and melody writing; extended aural perception including minor tonality and cadences; knowledge of basic musical forms; an understanding of the historical and musical developments of the Baroque period; performance skills in choral music from various periods of musical history; a knowledge of the essentials of good voice production and technique.

16421 MUSIC STUDIES IV

Semester: IV

3 + 1 class contact hours
9 week hours

Pre-requisite:

Music Studies I, II and III

Objectives:

Students will develop: aural and written skills in elementary harmonic construction; an understanding of the historical and musical developments of the Classical period; performance skills in choral music from various periods of musical history; a further knowledge of the essentials of good voice production and technique.

16521 MUSIC STUDIES V

Semester: V

3 + 1 class contact hours

10 week hours

Pre-requisite:

Music Studies IV

Objectives:

Students will develop: extended knowledge of diatonic harmonisation and modulation to related keys; an understanding of historical and musical developments of the Romantic period; skills in the techniques of classical and folk guitar playing; skills in performing in ensemble situations.

16621 MUSIC STUDIES VI

Semester: VI

3 + 1 class contact hours

10 week hours

Pre-requisite:

Music Studies V

Objectives:

Students will develop: a knowledge of orchestration and arrangement for various ensembles; an understanding of historical and musical developments of 20th Century music; further skills in the techniques of classical and folk guitar playing; skills in performing in ensemble situations.

Background Studies

16604 MUSIC AND SOCIETY

Semester: VI

3 class contact hours

8 week hours

Objectives:

Students will study the influence of social history on the development of Western Music; examine the relationship between selected aspects of society (e.g. political, religious, economic) and styles of music; develop a sensitivity to the musically significant aspects of selected works.

BACHELOR OF EDUCATION (PRIMARY) PHASE III

Advanced Teaching Studies

16901 TEACHING MUSIC

Semester: VII, VIII, IX or X

3 class contact hours

10 week hours

Pre-requisite:

None

Objectives:

Students will gain an understanding of: the nature of musical conceptual development and of methods in designing and programming activities suitable for such development; program planning and implementation in the school from K to 6; functional evaluation techniques for use in program development; skills pertinent to the teaching of a developmental music program.

16902 TEACHING MUSIC: PERFORMANCE

Semester: VII, VIII, IX or X

3 class contact hours
10 week hours

Pre-requisite:

None

Objectives:

Students will develop an understanding of Orff-Schulwerk; develop performance and teaching techniques on the recorder; acquire skills in teaching part-singing and in choir training.

POSTGRADUATE UNITS

GRADUATE DIPLOMA IN EDUCATIONAL STUDIES: PRIMARY MUSIC

16616 MUSICIANSHIP I

Semester: I

1 class contact hour
3 week hours

Pre-requisite:

None

Objectives:

Students will develop: competency and fluency in basic music skills; knowledge, at a basic level, of the conceptual components of music; song-writing skills.

16617 MUSIC CURRICULUM I

Semester: I

1 class contact hour
3 week hours

Pre-requisite:

None

Objectives:

Students will: gain an understanding of curriculum development; make a detailed study of the syllabus section of the *NSW Music (K-6) Syllabus and Support Statements* (1984); enquire into the music education approaches of Kodaly, Orff and Dalcroze.

16618 PERFORMANCE IA Vocal

Semester: I

2 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

Students will develop: confidence in singing in the performance of unison songs, rounds and partner songs; a knowledge of skills associated with voice production and the development of these skills in the classroom; a knowledge of solfa in the realisation of vocal skills; familiarity with criteria for song selection for the K to 6 classroom.

**16619 PERFORMANCE IB
Movement**

Semester: I

2 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

Students will develop: a knowledge of the relationship of sound, movement and dance to music; a knowledge of movement and dance as aids to music learning; a sense of pulse flow through improvised movement, movement design and improvised accompaniments; a sense of the quality of a statement by relating movement to musical intensity, dynamics and timbre; a knowledge of movement activities in the areas of body awareness, spatial awareness, locomotor and non-locomotor movements and qualities of movement; skills in the teaching of folk and classical dance through the musical aspects of the dance; a repertoire of appropriate dances for classroom use.

16716 MUSICIANSHIP II

Semester: II

1 class contact hour
3 week hours

Pre-requisite:

Musicianship I

Objectives:

Students will develop: skills in composing within restricted tonal, modal and rhythmic parameters; further competency and fluency in music skills; further knowledge of the conceptual components of music; improvisatory skills, both vocal and instrumental.

16717 MUSIC CURRICULUM II

Semester: II

1 class contact hour
3 week hours

Pre-requisite:

None

Objectives:

Students will: consider current research on child development in relation to how children learn music; observe various scope and sequence charts; make a detailed study of Support Statement 1: Implementing Music in the Classroom.

**16718 PERFORMANCE IIA
Recorder**

Semester: II

2 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

Students will: develop skills and fluency in the playing of F and C recorders; relate acquired skills and knowledge to the teaching of recorders and to the teaching of music in the classroom; utilise acquired performance skills in ensemble work.

16719 PERFORMANCE IIB

Percussion

Semester: II

2 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

Students will develop: body percussion skills; skills in playing tuned and untuned percussion instruments; skills in percussion arrangements; the ability to relate acquired performance skills to the class music program.

16802 ENSEMBLE SKILLS

Semester: III

2 class contact hours
6 week hours

Pre-requisite:

Performance IA and Performance IIA

Objectives:

Students will develop: skills associated with ensemble performance in the areas of voice and recorder, a knowledge of organising, training and conducting vocal ensembles and recorder consorts; skills in playing the tenor and bass recorders; familiarity with appropriate vocal ensemble and recorder consort repertoire for use in the primary school.

16804 INTEGRATED CLASSROOM ACTIVITIES

Semester: III

2 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

Students will: develop a knowledge of appropriate teaching strategies and skills associated with each of the music activity areas of listening, performing and organising sound; devise and implement program modules for organising the musical experiences of children from K to 6; develop a knowledge of appropriate repertoire and teaching strategies for sequential concept acquisition in the K to 6 classroom through the integration of the music activity areas of listening, performing and organising sound; develop a knowledge of music programming difficulties.

16816 MUSICIANSHIP III

Semester: III

1 class contact hour
3 week hours

Pre-requisite:

Musicianship II

Objectives:

Students will develop: further skills in improvisation; further competency and fluency in music skills; fluency with point and counterpoint in small group movement and rhythmic improvisation; abilities in composition with extended key parameters.

16817 MUSIC CURRICULUM III

Semester: III

1 class contact hour
3 week hours

Pre-requisite:

Music Curriculum I or II

Objectives:

Students will: relate current research on early childhood musical development to the work of Piaget, Bruner and Gagne; make a detailed study of Support Statement 2: Ideas and Activities in Music.

16903 INSTRUMENTARIUM

Semester: IV

2 class contact hours
6 week hours

Pre-requisite:

Performance IA, Performance IB, Performance IIA, Performance IIB and Ensemble Skills

Objectives:

Students will develop: a knowledge of the components of the Orff instrumentarium and its role in Orff-Schulwerk; performance skills using all components of the instrumentarium; skills in arrangement and composition for the instrumentarium; skills in the use of the instrumentarium with vocal and movement activities.

16904 LISTENING

Semester: IV

2 class contact hours
6 week hours

Pre-requisite:

Musicianship I, II and III

Objectives:

Students will develop a knowledge of: the stylistic characteristics of a variety of musical genres; the musically significant aspects of selected works; a variety of performing media and sound sources; the significant stages of historical development in music; a repertoire of appropriate listening material for concept acquisition in the K to 6 music program.

16916 MUSICIANSHIP IV

Semester: IV

1 class contact hour
3 week hours

Pre-requisite:

Musicianship III

Objectives:

Students will develop: the ability to sight-read melodies in major and minor modalities from staff notation; the ability to write melodies for children's voices and/or instruments to be used in classroom teaching; further competency and fluency in music skills.

16917 MUSIC CURRICULUM IV

Semester: IV

1 class contact hour
3 week hours

Pre-requisite:

Music Curriculum I, II, and III

Objectives:

Students will: consider current research on middle childhood musical development; make a detailed study of Support Statement 3: Managing Music in the School; develop individual music programs.

PHYSICAL EDUCATION — UNDERGRADUATE UNITS

ASSOCIATE DIPLOMA IN RECREATION

17127 DANCE IN RECREATION I

Semester: I or II

3 class contact hours
6 week hours

Objectives:

To study five forms of dance with an historical perspective; to develop the self through expression in dance; to choreograph and perform the five dance forms; to become aware of the aesthetics of dance; to become aware of the socialisation process involved in the study of dance; to become aware of the scope and organisation of dance in the community.

17227 DANCE IN RECREATION II

Semester: I or II

3 class contact hours
6 week hours

Pre-requisite:

Dance in Recreation I

Objectives:

To study two forms of dance at an advanced level; to become aware of the aesthetics of dance; to develop the self through expression in dance; to become aware of the socialisation process involved in the study of dance.

BACHELOR OF EDUCATION (PRIMARY)

BACHELOR OF EDUCATION (TEACHER LIBRARIANSHIP)

Teaching Studies

17104 WATER SAFETY

2 class contact hours
2 week hours

Objectives:

To develop understanding of and proficiency in the skills related to Life Saving, Resuscitation, Swimming Stroke Mechanics, Learn to Swim Methods, Water Safety and Elementary First Aid.

17106 PHYSICAL EDUCATION TEACHING I

3 class contact hours
6 week hours

Objectives:

To be able to describe the aims of physical education; to understand the scope of physical education in early to middle childhood; to be able to analyse mechanical principles of movement and apply these to the techniques of basic skills; to be able to construct a perceptual-motor developmental program for specific weaknesses; to know the teaching methods used in physical education; to understand the principles of organisation of class, apparatus and teaching aids; to plan lessons using a variety of teaching methods.

17206 PHYSICAL EDUCATION TEACHING II

2 class contact hours
5 week hours

Pre-requisite:

Physical Education Teaching I

Objectives:

To understand the role of the teacher in supervision, observation, coaching, diagnosis of error and evaluation procedures; to plan lessons and units of lessons of various types in physical education; to understand the principles for programming physical education in the primary school.

BACHELOR OF EDUCATION (PHYSICAL EDUCATION)

Preparatory Studies

17132 FUNCTIONAL ANATOMY

Semester: II

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To understand the major anatomical systems of the body; to learn and identify the various anatomical structures and their functions; to develop a sound structural basis for subsequent physiological and human movement science studies; to analyse the anatomical fundamentals of human motion.

Curriculum Studies

17135 PRACTICES OF TEACHING PHYSICAL EDUCATION I

Semester: I

2 class contact hours
4 week hours

Pre-requisite:

None

Co-requisite: Principles & Practices of Teaching I;

Developmental Psychology I; Performance Studies IA, IB, & IC

Objectives:

This unit gives students an overview of teaching physical education in the primary school, introducing them to many areas that will be dealt with in more depth in future units. In addition it is designed to relate relevant sections from the co-requisite units to the selection of content and the planning of physical education lessons for primary school children.

17235 PRACTICES OF TEACHING PHYSICAL EDUCATION II

Semester: II

2 class contact hours
4 week hours

Pre-requisite:

Principles and Practices of Teaching Physical Education I

Co-requisite:

Principles of Teaching II

Objectives:

To state the aims and objectives of physical education in N.S.W. secondary schools; to outline the main features of the curriculum of physical education in N.S.W. secondary schools; to show competence in stating behavioural objectives and planning lessons using expository models; to show understanding of strategies relating to class organisation, class management and discipline in physical education.

17335 PRACTICES OF TEACHING PHYSICAL EDUCATION III

Semester: III

2 class contact hours
4 week hours

Pre-requisite:

Principles and Practices of Teaching P.E. II:

Co-requisite:

Principles of Teaching III

Objectives:

To plan lessons using a variety of teaching methods; to show understanding of pupil-centred models — guided discovery, problem solving, expression and appreciation; to demonstrate competence in implementing principles and skills of individualised and group teaching in competency-based instruction situations; to outline instruments of evaluation in competency-based instruction situations; to formulate instructional objectives for specific physical education units.

17430 ORGANISATION AND ADMINISTRATION OF PHYSICAL EDUCATION

2 class contact hours
4 week hours

Objectives:

To organise sports competitions, tournaments and meetings for secondary school pupils; to conduct business meetings; to plan for and maintain facilities and equipment for physical education.

17431 ADAPTED PHYSICAL EDUCATION

2 class contact hours
4 week hours

Pre-requisite:

Practices of Teaching III

Objectives:

To investigate and study the nature of activities suitable for inclusion in programs of adapted physical education; to adapt methods of organisation and planning of programs to specific handicaps.

17432 CURRICULUM PHYSICAL EDUCATION IA

2 class contact hours
4 week hours

Pre-requisite:

Gymnastics I, II; Dance I, II;
Principles & Practices of Teaching Physical Education III

Objectives:

To effectively plan teaching and learning strategies for gymnastics and dance; to plan for individual differences in gymnastics and dance.

17433 CURRICULUM PHYSICAL EDUCATION IB

2 class contact hours
4 week hours

Pre-requisite:

Swimming, Diving and Lifesaving; Track, and Field; Principles and Practices of Teaching Physical Education III

Objectives:

To acquire an understanding of organisation and program planning procedures pertinent to the teaching and coaching of swimming and track and field; to acquire an understanding of the characteristics of motor skill development as they relate to the teaching and learning of swimming and track and field.

17434 CURRICULUM PHYSICAL EDUCATION IC

2 class contact hours
4 week hours

Pre-requisite:

Teaching Physical Education II; two court and two field sports.

Objectives:

To effectively plan teaching and learning strategies for court and field activities; to plan for individual differences in instruction of court and field games.

17435 CURRICULUM PHYSICAL EDUCATION ID Outdoor Education

2 class contact hours
4 week hours

Pre-requisite:

Teaching Physical Education III; Performance Studies VIII C

Objectives:

To examine the role of outdoor activities in the physical, mental and social development of adolescents; to develop the knowledge and skills necessary to plan and lead a range of outdoor activities; to develop techniques for communicating ecological awareness as an integral part of outdoor experience; to collect resource material related to activities in the outdoors and to agencies which provide outdoor experiences.

HUMAN MOVEMENT STUDIES

17136 PERFORMANCE STUDIES IA

Conditioning and Developmental Gymnastics

Semester: I

2 class contact hours
3 week hours

Pre-requisite:

None

Objectives:

Be introduced to basic gymnastic skills in a variety of learning situations eg. floor and apparatus; develop an understanding of appropriate techniques of performances and develop the ability to perform basic skills and combinations with style, rhythm and confidence; develop physical preparedness for gymnastic performances through appropriate conditioning activities; develop a basic method of learning gymnastics at different ability levels.

17137 PERFORMANCE STUDIES IB

Dance I

Semester: I

2 class contact hours
3 week hours

Pre-requisite:

None

Objectives:

To demonstrate proficiency and versatility in the skills of creative and national dance.

17139 PERFORMANCE STUDIES IC

Basic Motor Skills

Semester: I

2 class contact hours
3 week hours

Pre-requisite:

None

Objectives:

To demonstrate skill in selected fundamental movement techniques; running, dodging, jumping, catching, throwing, stroking and swimming; to show knowledge of suitable practices and minor games using these skills.

17236 PERFORMANCE STUDIES IIA

Gymnastics II

Semester: II

2 class contact hours
3 week hours

Pre-requisite:

Gymnastics I

Objectives:

To develop an awareness of safety in performing gymnastics; to extend knowledge and understanding of techniques of performance for basic gymnastics skills; to develop quality of performance of basic gymnastic skills on floor and selected apparatus; to develop ability to design sequences of gymnastic movements and perform them with confidence, style, rhythm and flow.

17239 PERFORMANCE STUDIES IIC
Track and Field

Semester: II

2 class contact hours
3 week hours

Pre-requisite:

None

Objectives:

To demonstrate skill in track and field events to a prescribed level; to show understanding of the principles of technique, the rules of competition and principles of training for track and field.

17310 KINESIOLOGY

Semester: III

3 class contact hours
8 week hours

Pre-requisite:

Two of Human Biology, Mechanics of Human Motion, Functional Anatomy

Objectives:

To develop an understanding as it is affected by the body's structure; to understand how various structures relevant to motor performance function and interact; to understand the theory and mechanisms that contribute to the understanding and performance of motor skills.

17330 PHYSIOLOGICAL EFFICIENCY OF HUMAN MOVEMENT

3 class contact hours
10 week hours

Pre-requisite:

Kinesiology

Module A:

Physiology of exercise, physical fitness and work capacity.

Objectives:

To consider the adjustments and adaptations of the human body to accommodate physical performance; to consider the assessment of physical work capacity; to consider the physiological parameters and correlates of the broad concept of physical fitness.

Module B:

Physiology of training and environmental factors affecting work capacity.

Objectives:

To consider the physiology of training and conditioning in the development of physical work capacity; to examine the effects of environmental influences upon human work capacity.

17336 PERFORMANCE STUDIES IIIA
Intermediate Gymnastics

2 class contact hours
4 week hours

Pre-requisite:

Performance Studies IIA

Objectives:

To refine and extend the skills of gymnastics established in earlier units; to be able to perform set routines on floor and olympic apparatus, or with the equipment of rhythmic gymnastics.

17337 PERFORMANCE STUDIES IIIB

Dance II

Semester: III

2 class contact hours

3 week hours

Pre-requisite:

None

Objectives:

To show competence in the performance of social and jazz dance; to understand the performance and have knowledge of social and jazz dance form.

17339 PERFORMANCE STUDIES IIIC

Swimming Diving and Lifesaving

Semester: III

2 class contact hours

3 week hours

Pre-requisite:

None

Objectives:

To demonstrate skill in performance of swimming strokes to a prescribed standard; to show understanding of the principles and methods of training for swimming; to attain the Bronze Medallion or higher awards of the R.L.S.S.A.; to show understanding of the mechanical principles of stroking.

17513 BIOMECHANICAL EFFICIENCY OF MOVEMENT

3 class contact hours

10 week hours

Pre-requisite:

Kinesiology and Applied Anatomy

Objectives:

To develop knowledge and understanding of the applications of biomechanical laws to physical performance.

17537 PERFORMANCE STUDIES VB

Intermediate Dance

2 class contact hours

4 week hours

Pre-requisite:

Kinesiology, Dance I, II

Objectives:

To demonstrate increased knowledge of the chosen dance styles; to demonstrate increased competence in the performance of the chosen dance styles.

17629 PERFORMANCE STUDIES VI

Sport

2 class contact hours

4 week hours

Pre-requisite:

Kinesiology

Objectives:

To develop skill and knowledge at an intermediate level in selected physical activity.

17705 MEASUREMENT AND DEVELOPMENT OF PHYSICAL ABILITY

2 class contact hours
5 week hours

Objectives:

To examine the interrelationships between physical activity and the physiological and anatomical development of the individual; to provide students with a sound knowledge of the growth process and the implications of this knowledge for the prescription of physical activity; to enable students to develop proficiency in the measurement of fundamental human capacities.

17706 PREVENTION AND CARE OF ATHLETIC INJURIES

2 class contact hours
5 week hours

Pre-requisite:

Kinesiology

Objectives:

To understand the mechanisms of injury, methods of diagnosis, choice of treatment, usual time of healing, and the expected functional results of those injuries commonly associated with sport and physical activity; to appreciate the paramedical role of the physical educator; to be able to recognise and deal effectively with various situations in sport and physical activity, including life-threatening situations.

17829 PERFORMANCE STUDIES VIII

2 class contact hours
4 week hours

Pre-requisite:

Kinesiology

Objectives:

To develop skill and knowledge at an intermediate level in selected physical activity.

17839 PERFORMANCE STUDIES VIIIC Outdoor Pursuits

2 class contact hours
4 week hours

Objectives:

To develop skill and understanding in outdoor pursuits at the elementary level.

HUMAN MOVEMENT STUDIES

Electives

17439 PERFORMANCE STUDIES IVC Sport

Semester: IV

2 class contact hours
3 week hours

Pre-requisite:

None

Objectives:

To develop skill and understanding in selected sports at the elementary level.

17539 PERFORMANCE STUDIES VC

Sport

Semester: IV

2 class contact hours

3 week hours

Pre-requisite:

None

Objectives:

To develop skill and knowledge of selected sport at the elementary level.

17613 BIOMECHANICAL ANALYSIS

2 class contact hours

10 week hours

Pre-requisite:

Biomechanical Efficiency of Movement

Objectives:

To be able to apply physical and mathematical models to the analysis of human movement; to be able to explain the principles of operation of systems used for the analysis of human movement; to be able to manipulate instruments and analysis systems to produce meaningful data about human movement; to be able to select the appropriate analysis procedures for a given human movement situation.

17631 SPORTS PSYCHOLOGY

4 class contact hours

10 week hours

Pre-requisite:

Kinesiology

Objectives:

To understand the psychological determinants of physical performance; to be cognisant of contemporary analytical procedures in sports psychology.

17639 PERFORMANCE STUDIES VIC

Sport

Pre-requisite:

None

2 class contact hours

3 week hours

Objectives:

To develop skill and understanding at the elementary level.

17703 SOCIAL BASIS OF SPORT AND RECREATION

3 class contact hours

8 week hours

Pre-requisite:

Social Bases of Education

Objectives:

To introduce and analyse some basic sociological concepts and apply these to sport and physical recreation; to investigate the relationships and interaction between sport and recreation and other critical aspects of Australian society and culture; to enable students to undertake and analyse field work in some aspect of sport or recreation in Australian society.

**17739 PERFORMANCE STUDIES VIIC
Sport**

2 class contact hours
4 week hours

Pre-requisite:

None

Objectives:

To develop skill and understanding in sport at the elementary level.

17707 DANCE AND THE THEATRE ARTS

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To become aware of the elements involved in planning dance for the theatre; to become aware of the role of various personnel in production of dance theatre; to be involved in the production and presentation of a dance performance.

17708 THE HISTORY OF DANCE

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To study the history of dance with the view of understanding the various dance forms; to understand the place of dance in society throughout time; to experience dance from each era.

17730 ANALYTICAL PROCEDURES IN EXERCISE PHYSIOLOGY

4 class contact hours
10 week hours

Pre-requisite:

Physiological Efficiency of Movement

Objectives:

To appreciate the role of pure and applied research in exercise physiology; to understand the application of research tools in exercise physiology.

**17830 ENVIRONMENTAL INFLUENCES IN EXERCISE
PHYSIOLOGY**

4 class contact hours
10 week hours

Pre-requisite:

Physiological Efficiency of Movement

Objectives:

To appreciate the impact of environmental stress on physical work capacity; to be cognisant of the relative value of ergogenic aids utilised by athletes.

17831 DIRECTED STUDIES IN HUMAN MOVEMENT STUDIES I

Semester: VII

2 class contact hours

10 week hours

Pre-requisite:

Physiological Efficiency of Movement OR

Biomechanical Efficiency of Movement

Objectives:

To develop competence in the conduct of research in the areas of physiological and biomechanical efficiency and the psycho-social aspects of physical activity; to engage in an original research project on an individual or group basis.

17832 DIRECTED STUDIES IN HUMAN MOVEMENT STUDIES II

Semester: VIII

2 class contact hours

10 week hours

Pre-requisite:

Directed Studies in Human Movement Studies I

Objectives:

To develop competence in the conduct of research in the areas of physiological and biomechanical efficiency and the psycho-social aspects of physical activity; to engage in an original research project on an individual or group basis.

17939 PERFORMANCE STUDIES IXC

Sport

2 class contact hours

4 week hours

Pre-requisite:

None

Objectives:

To develop skill and understanding in sport at the elementary level.

**BACHELOR OF EDUCATION
(PHYSICAL EDUCATION) CONVERSION**

17230 KINESIOLOGY AND APPLIED ANATOMY

4 class contact hours

10 week hours

Pre-requisite:

Two of Human Biology, Anatomy and Mechanics of Human Motion

Objectives:

To understand the structural and functional elements of the muscular, nervous and skeletal systems; to develop understanding of human performance as it is affected by the body's structure; to develop understanding of these structures as a basis for biomechanical studies, exercise physiology and the acquisition of motor skill.

POSTGRADUATE UNIT

17701 PHYSICAL EDUCATION Sport in the Secondary School

2 class contact hours
4 week hours

Objectives:

To help students to organise a secondary school sports group, teach varied skills and interesting practices, understand progression in activities, and develop a knowledge of selected sports presented in the school's programme.

BACHELOR OF EDUCATION (PRIMARY) PHASE III

17901 ANALYSIS AND TEACHING OF MOTOR SKILLS

3 class contact hours
10 week hours

Objectives:

To understand the underlying information processing mechanisms that contribute to perceptual-motor performance; to understand the social processes and motor behaviour; to develop a relevant approach to one of the central concerns of physical education — the guiding of skill learning and performance; to develop teaching strategies and learning environments suitable for successful skill development in young children.

SCIENCE — UNDERGRADUATE UNITS

The Science Department offers a major general studies sequence to students following the **Bachelor of Education** program whether in the Primary Education, Teacher Librarianship or Physical Education specialisation. The units are available to other students of the College.

The Science sequence is centred upon a study of humans and their environment. After basic units in human plant and animal biology the sequence traverses field ecology, human genetics and population studies and concludes with a unit examining urban ecology.

The sequence consists of six units, Science I - VIA.

18137 Science I	Human Biology
18237 Science II	Plant Biology
18337 Science III	Animal Biology
18437 Science IV	Field Ecology
18537 Science VA	Human Ecology
18637 Science VIA	People and the Environment

Units on the teaching of Science are offered for both the **Bachelor of Education** and the **Graduate Diploma in Education** programs. It should be noted that laboratory hours additional to the notional number of class hours will be required in some units. Where this is applicable it is indicated in the description of the unit.

Further units are offered as Background Studies in the **Bachelor of Education (Primary Education)** program and as Preparatory Studies and Electives in the **Bachelor of Education (Physical Education)** program.

A sequence of units in Biological Science is offered in the **Diploma of Applied Science (Nursing)** program.

DIPLOMA IN APPLIED SCIENCE (NURSING)

18105 BIOLOGICAL SCIENCES I

Semester: I

5 class contact hours
8 week hours

Pre-requisite:

None

Objectives:

At the conclusion of this unit students will be able to demonstrate that they have a sound foundation of basic concepts of human function and structure. Aspects of biology, chemistry and physics will be introduced where necessary to provide understanding of structure and function within the human body and of the nursing process.

Support and movement, digestion, cell and tissue structure and function will be examined together with the underlying concept of homeostasis. Control systems will be introduced.

18205 BIOLOGICAL SCIENCES II

Semester: II

5 class contact hours
8 week hours

Pre-requisite:

None

Objectives:

At the conclusion of this unit students will be able to demonstrate a basic understanding of some aspects of structure and function of the human body, including the cardio-vascular, respiratory, urinary, reproductive and endocrine systems. Blood and transport in the body, genetics, pregnancy and embryology will also be studied.

18305 BIOLOGICAL SCIENCES III

Semester: III

5 class contact hours
8 week hours

Pre-requisite:

Biological Sciences I or II

Objectives:

At the conclusion of this unit, students will be able to demonstrate a basic understanding of the human body systems introduced in Biological Sciences II, but at a more advanced level; electricity and its safe application; radiation (various types) and its safe application; microbiology; and work related to the five senses.

18405 BIOLOGICAL SCIENCES IV

Semester: IV

3 class contact hours
6 week hours

Pre-requisite:

Biological Sciences III

Objectives:

At the conclusion of this unit students will be able to describe the role played by the nervous and endocrine systems in controlling all body functions and maintaining homeostasis; thus they will be able to relate one body system to another, will have developed a concept of the body functioning as a whole and be able to relate this to nursing practice in health and in pathological, stress and exercise conditions.

BACHELOR OF EDUCATION (PRIMARY)

BACHELOR OF EDUCATION (TEACHER LIBRARIANSHIP)

BACHELOR OF EDUCATION (PHYSICAL EDUCATION)

Teaching Studies

18106 SCIENCE TEACHING I

Semester: I

2 class contact hours
4 week hours

Objectives:

Students will demonstrate positive attitudes to science and to the teaching of science, within the primary school curriculum; apply the knowledge of accepted theories of child development to the development of scientific ideas in children; demonstrate a knowledge of science and its processes from which appropriate teaching procedures could be drawn; demonstrate a knowledge of science teaching resource materials and an ability to evaluate these for use with particular groups of children.

18206 SCIENCE TEACHING II

Semester: IV

3 class contact hours
7 week hours

Pre-requisite:

Science Teaching I

Objectives:

Students will demonstrate a knowledge of and be able to justify aims and priorities in the teaching of primary science; demonstrate an ability to develop in children skills of enquiry; demonstrate the ability to plan activities which give children the opportunity for developing their use of the process skills of science; demonstrate the ability to plan, implement and assess science-based units of work; demonstrate knowledge of sources from which appropriate information could be obtained; demonstrate the ability to select and evaluate resources appropriate for teaching science in relation to the N.S.W. Primary Science Policy; demonstrate the ability to formulate meaningful instructional objectives; demonstrate an ability to integrate science with other areas in the curriculum; demonstrate some skills in the preparation of appropriate instructional materials; appreciate the issues involved in planning, initiating, conducting and assessing a school science program.

Background Studies

18605 AUSTRALIAN NATURAL HISTORY

Semester: VI

3 class contact hours

1 laboratory hour

8 week hours

This unit focuses on a study of the geology, vegetation, animals and prehistory of the Sydney area, and on areas of particular Australian interest such as the Great Barrier Reef.

Objectives:

Students will be able to demonstrate skills in individual observation of some aspect of the Australian environment; have developed critical yet sympathetic attitudes towards problems of conservation and wise land use; be able to demonstrate knowledge about the geology, plants and animals of the Sydney area; have developed an appreciation for and an awareness of their own natural heritage.

18606 SCIENCE & TECHNOLOGY IN AUSTRALIA

Semester: VI

3 class contact hours

8 week hours

Pre-requisite:

None

This unit introduces the student to the areas of science and technology of current importance in Australia and likely to become so in the future. The science will be kept to a basic level, sufficient to understand current popular literature and to appreciate its significance for future change. A number of areas of special importance will be chosen for study.

Objectives:

Students will be able to demonstrate a basic understanding of some of the science influencing current and likely future developments in Australia; demonstrate a knowledge of the application of this scientific knowledge in commerce and industry in a number of selected examples; be aware of the influence of science and technology upon the Australian community; be aware of the nature of the contemporary Australian scientific research and technological change and appreciate some of the philosophical, moral, legal and economic issues involved; appreciate the complexity of reaching decisions when there is conflict of viewpoint between experts and community values involved; be aware of some of the significant contributions of Australians to science and technology; appreciate the significance for a community of its level of scientific and technological knowledge.

General Studies

18137 SCIENCE I — HUMAN BIOLOGY

Semester: I

3 class contact hours

1 laboratory hour

6 week hours

Pre-requisite:

None

Objectives:

At the conclusion of the unit students will be able to relate the structure of particular organ systems to the functions they perform; make comparisons between systems in humans and other animals; demonstrate simple laboratory and recording skills related to an examination of living systems; discuss some of the biological consequences of the interaction of humans with their environment; demonstrate a knowledge of the basis of animal classification.

18237 SCIENCE II — PLANT BIOLOGY

Semester: II

3 class contact hours

1 laboratory hour

6 week hours

Pre-requisite:

None

Objectives:

At the conclusion of this unit students will be able to show an understanding of plant structure and function; describe the bases on which the classification of plants is made; identify plant species using an appropriate key; illustrate the selective use of plants and micro-organisms; demonstrate simple laboratory and recording skills related to an examination of plants.

18337 SCIENCE III — ANIMAL BIOLOGY

Semester: III

3 class contact hours

1 laboratory hour

8 week hours

Pre-requisite:

Science I or II

Objectives:

At the conclusion of this unit students will be able to describe the characteristics of the major animal groups; justify a natural system of animal classification according to evolutionary principles; understand animal structure and function with particular reference to adaptation to the environment, especially the Australian environment; describe certain aspects of animal behaviour; demonstrate laboratory and recording skills related to the examination of animals; apply research techniques to a simple research project.

18437 SCIENCE IV — FIELD ECOLOGY

Semester: IV

3 class contact hours
1 laboratory hour
8 week hours

Pre-requisite:

Two of Science I, II, and III

The unit will develop skills in ecological investigation. It entails a study of selected Australian ecosystems.

Objectives:

At the conclusion of this unit students will be able to demonstrate skills in environmental measurement; organise data collected from laboratory and field studies; analyse relationships within ecosystems and to compare ecosystems; display skill in communication of environmental investigations; develop an appreciation of the problems involved in ecosystem management, as in a National Park.

18537 SCIENCE VA — HUMAN ECOLOGY

Semester: V

3 class contact hours
2 laboratory hours
10 week hours

Pre-requisite:

Science I, II, III and IV

In this unit the emphasis will be on genetics and human evolution supplemented by discussion on populations and health and disease.

Objectives:

At the conclusion of this unit students will be able to show an understanding of the basic principles of genetics and the theory of evolution, with particular reference to the human race; make generalisations from diverse data and recognise the limitations of these generalisations; devise and implement methods for testing hypotheses; develop skills in analysing data, both numerical and non-numerical; display proficiency and originality in communicating results of investigations.

18637 SCIENCE VIA — PEOPLE AND THE ENVIRONMENT

Semester: VI

3 class contact hours
2 laboratory hours
10 week hours

Pre-requisite:

Science VA

This unit explores the needs of a human community in terms of the consequences of the biophysical environment, both local and remote. Case studies of the availability and management of natural resources will be supplemented by field and laboratory studies.

Objectives:

At the conclusion of this unit students will be able to analyse inter-actions between humans and the biophysical environment; apply laboratory and field techniques to a study of the biophysical aspects of an urban environment; compare case studies of resource management; demonstrate a respect for evidence in analysing environmental issues; demonstrate skill in communication of environmental investigations.

Preparatory Studies (P.E.)

18137 SCIENCE I — HUMAN BIOLOGY

Semester: I

3 class contact hours

1 laboratory hour

6 week hours

Pre-requisite:

None

Objectives:

At the conclusion of the unit students will be able to relate the structure of particular organ systems to the functions they perform; make comparisons between systems in humans and other animals; demonstrate simple laboratory and recording skills related to an examination of living systems; discuss some of the biological consequences of the interaction of humans with their environment; demonstrate a knowledge of the basis of animal classification.

18202 MECHANICS OF HUMAN MOTION

Semester: I

3 class contact hours

1 laboratory hour

6 week hours

Pre-requisite:

None

Objectives:

At the conclusion of this unit students will be able to understand the fundamental concepts of mechanics applicable to a study of human motion; develop an objective and scientific approach to the study of human movement; appreciate the limitations imposed by physical laws on human motion; develop an awareness of the possibility of optimising human performance through application of mechanical principles; develop skills in the use and application of measuring instruments.

18203 HUMAN PHYSIOLOGY

Semester: III

3 class contact hours

1 laboratory hour

8 week hours

Pre-requisite:

Science I — Human Biology.

Objectives:

At the conclusion of the unit students will be able to describe the role played by all the organ systems in the control of body movement; discuss the integrated regulation of organ systems in situations involving a change from a resting state; demonstrate an understanding of the processes involved in the production and use of energy in the human body; demonstrate skill in the use of equipment which measures physiological parameters under laboratory conditions.

Secondary Method

18615 SECONDARY SCIENCE METHOD I

Semester: VI

3 class contact hours
6 week hours

Pre-requisite:

(i) General requirement: Students must complete Chemistry I and Background Physics before graduation to meet Science I-III requirements.

(ii) Four semester units in Science in addition to Chemistry I and Background Physics.

Objectives:

At the conclusion of the unit students will be able to formulate lesson objectives and plan science lessons consistent with syllabus aims; apply and evaluate various teaching methods suited to science lessons; evaluate and select resource materials suitable for science teaching; plan and construct a unit of work for a junior secondary science class; discuss and demonstrate principles of managing science classes; describe and demonstrate laboratory skills and procedures appropriate for junior secondary science teaching; describe and discuss recent science curriculum developments; demonstrate familiarity with the N.S.W. School Certificate Science Syllabus; write test items consistent with stated objectives; demonstrate a satisfactory knowledge of the content needed to teach junior secondary science.

18715 SECONDARY SCIENCE METHOD II — BIOLOGY

Semester: VII

3 class contact hours
6 week hours

Pre-requisite:

Four Semester units in Science in addition to Chemistry I and Background Physics.

Objectives:

This is a one semester unit which will examine the teaching of biology in schools. While the main emphasis of the unit will be on teaching biology in the senior school, it will do so in the whole context of science education and its place in the school curriculum. At the end of the unit students will be able to justify the teaching of biology in terms of the stated aims of science teaching in the senior years; evaluate and apply different teaching methods suited to various aspects of the subject; develop an awareness of specialised problems related to the nature of the subject; evaluate and select resource materials which could be used in developing programs; formulate a teaching sequence for sections of the syllabus and plan suitable time allocations; integrate biology with other sciences and disciplines of the curriculum.

18815 SECONDARY SCIENCE METHOD III

Semester: VIII

3 class contact hours
6 week hours

Pre-requisite:

Secondary Science Method I or II

Objectives:

At the end of the unit students will be able to apply their educational studies to the teaching of science; develop their abilities in the design, organisation and evaluation of methods and materials in science teaching; recognise and plan for individual differences in science classes.

Elective Studies

N.B. The following two units are compulsory for students doing the Science Method and are offered as electives for all others.

18540 CHEMISTRY I

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

During this unit students will acquire a general background in chemistry necessary for some of the later courses which they will be taking, such as Human Physiology; and acquire some of the necessary concepts and skills as an appropriate base for students who wish to teach science as a second method.

18903 BACKGROUND PHYSICS — ELECTROMAGNETISM

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

At the end of the unit students will be able to explain the major concepts and laws related to the interaction between stationary charges and charges which are in relative motion; demonstrate practical skill in the manipulation of laboratory apparatus used in this topic area; solve problems relating to this topic area; apply the concepts gained in this unit to phenomena of everyday life.

POSTGRADUATE UNITS

GRADUATE DIPLOMA IN EDUCATION

18702 SCIENCE METHOD I

Part I

5 class contact hours
10 week hours

Pre-requisite:

First degree level or its equivalent in at least one of the science subjects: biology, chemistry, geology, physics.

Objectives:

To provide experiences which will assist the student in developing the basic skills of science teaching; and foster positive attitudes towards teaching children science.

18706 ADVANCED SCIENCE METHOD IA — BIOLOGY

3 class contact hours
6 week hours

Pre-requisite:

None.

This is a one semester unit which will examine the teaching of biology in schools. While the main emphasis of the unit will be on teaching biology in the senior school, it will do so in the whole context of Science education and its place in the school curriculum.

Objectives:

During this unit students should develop the ability to: justify the teaching of this subject in terms of the stated aims of teaching science in the senior years; evaluate and select resource materials which could be used in developing curricula; evaluate and apply different teaching methods suited in various aspects of the subject; formulate a teaching sequence for sections of the syllabus and plan suitable time allocations; work co-operatively in developing teaching aids and other resources that could be used in teaching; integrate biology with other sciences and disciplines of the curriculum.

18707 ADVANCED SCIENCE METHOD IB — GEOLOGY

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

The course is designed to prepare students for teaching Geology to senior high school classes.

During this course the students should develop the ability to justify the teaching of Geology in a Senior Science course; become aware of, be able to evaluate and to apply a variety of teaching methods suitable for different approaches to each of the various aspects of this subject; formulate a teaching sequence for any section of the syllabus and plan suitable time allocations; present content at a level appropriate to the aims of the Higher School Certificate Science Syllabus in suitable teaching sequence and in accordance with the ability level of pupils whom they will be teaching in senior school classes; prepare teaching aids relevant to senior school Geology courses.

18708 SCIENCE METHOD IC — CHEMISTRY

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

This is a course to prepare students to teach Chemistry at the senior level in secondary schools. The design of the course is based upon the assumptions that at the end of this course students should have an appreciation of the aims of teaching senior chemistry; an understanding of various teaching methods suitable for senior chemistry and the psychological background of such methods; an appreciation of the major conceptual areas which might be studied in a senior chemistry course and how these concepts may be meaningfully developed in the school situation; the ability to organise and manage practical classes in senior chemistry; an overview of current resource materials and curricula appropriate to senior chemistry and the ability to develop their own resource materials.

18709 **ADVANCED SCIENCE METHOD ID — PHYSICS**

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

This unit aims to: re-examine the aims of science teaching in the secondary school; examine the contribution which the learning of physics can make to the growth and development of adolescents; familiarise students with physics curriculum materials and the criteria by which they might be selected; provide an opportunity for the student to collect resource material which will be valuable in the design of worthwhile learning experiences; investigate some physics resources outside the classroom; study how the growth of physics has been the product of human endeavour and how physics has interacted with society.

18802 **SCIENCE METHOD II**

Part II

4 class contact hours
10 week hours

Pre-requisite:

Science Method I.

Objectives:

To assist students in the application of their educational studies to the teaching of science; to help students explore and develop their abilities in the design, organisation and evaluation of methods and materials in science teaching.

BACHELOR OF EDUCATION (PRIMARY) PHASE III

18901 **ENVIRONMENTAL EDUCATION**

Semester: IX or X

3 class contact hours
10 week hours

Objectives:

Students will demonstrate an understanding of the aims of environmental education and be able to justify the inclusion of environmental education in the primary school program; demonstrate a knowledge of teaching strategies and techniques appropriate to achieving the aims of environmental education, especially in the areas of value, attitude and skill development; demonstrate an ability to assess resource material and to prepare appropriate instructional material for studying the environment; demonstrate an understanding of selected environmental problems; design an environmental education program for a selected range within the K-6 years, integrating various subject areas, e.g. science, social studies, mathematics, health, language, creative arts; provide a rationale for the designed program in terms of appropriate concepts drawn from the fields of curriculum theory and development and developmental physiology; trial and evaluation of a selected portion of their designed program.

18902 TEACHING SCIENCE

Semester: IX or X

3 class contact hours

10 week hours

Objectives:

Students will develop criteria for the evaluation of science curriculum materials; analyse some recent research in Primary Science education; acquire advanced skills in Primary Science teaching; analyse learning theory and its application to classroom teaching in science; demonstrate an ability to modify activities and teaching units to conform to specified objectives.

SOCIAL SCIENCE — UNDERGRADUATE UNITS

The Social Science Department offers a major strand in History which is designed as follows:

19125	History ID:	The European Experience A.
19225	History IID:	The European Experience B.
19325	History IIID:	Australia to 1900.
19425	History IVD:	Australia in the Twentieth Century.
19525	History VD:	Pacific History.
19625	History VID:	Papua New Guinea History.

BACHELOR OF EDUCATION (PRIMARY)
BACHELOR OF EDUCATION (TEACHER LIBRARIANSHIP)
BACHELOR OF EDUCATION (PHYSICAL EDUCATION)

Teaching Studies

19104 SOCIAL STUDIES TEACHING I

Semester: III

3 class contact hours
6 week hours

Pre-requisite:

Australian Studies I and II

Objectives:

To introduce students to the purposes and procedures of syncretic Social Studies through an assessment of objectives, scope and purpose and selected introductory strategies; and to the development of an integrated study centring on selected focus questions.

19204 SOCIAL STUDIES TEACHING II

Semester: VI

2 class contact hours
5 week hours

Pre-requisite:

Social Studies Teaching I

Objectives:

To relate the theory and practice of Social Studies to the development of children in the K-6 age group and to give students skills in planning, programming and developing competence in the evaluation of resources and preparation of units of study.

General Studies

19125 HISTORY ID: THE EUROPEAN EXPERIENCE (A)

Semester: I

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To introduce students to the study of Modern European History by examining some of the major forces shaping European society during the last two centuries. The two units of this survey course are designed to supply a foundation in historical studies by providing perspectives on significant changes and, by implication, important continuities evident in the history of Europe since the middle of the eighteenth century.

Within the perspectives provided, special emphasis will be given to the influence of such forces as nationalism, liberalism and war and revolution, on the development of the state in European society. History I will be largely concerned with such developments in the nineteenth century. History II with developments in the twentieth century.

Students will be introduced to differing interpretations of a number of historical issues in order to develop an awareness that informed historical judgements must rely upon the critical evaluation of available evidence.

19225 HISTORY IID: THE EUROPEAN EXPERIENCE (B)

Semester: II

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To introduce students to the study of Modern European History by examining some of the major forces shaping European society during the last two centuries. The two units of this survey course are designed to supply a foundation in historical studies by providing perspectives on significant changes and, by implication, important continuities evident in the history of Europe since the middle of the eighteenth century.

Within the perspectives provided, special emphasis will be given to the influence of such forces as nationalism, liberalism and war and revolution, on the development of the state in European society. History I will be largely concerned with such developments in the nineteenth century; History II with developments in the twentieth century.

Students will be introduced to differing interpretations of a number of historical issues in order to develop an awareness that informed historical judgements must rely upon the critical evaluation of available evidence.

19325 HISTORY IIID: AUSTRALIA TO 1900

Semester: III

3 class contact hours
8 week hours

Pre-requisite:

History I or II

Objectives:

The unit seeks to use the approaches and methods of history as a discipline to examine the 19th century historical foundations of Australian society, to expose the student to conflicting interpretations and to familiarise the student with the use of source materials.

19425 HISTORY IVD: AUSTRALIA IN THE TWENTIETH CENTURY

Semester: IV

3 class contact hours

9 week hours

Pre-requisite:

History ID, IID and IIID

Objectives:

The unit seeks to use the approaches and methods of history as a discipline to examine the development of Australian society in the 20th century. Further to expose the student to conflicting interpretations and further to familiarise the student with the use of source material.

19525 HISTORY VD: PACIFIC HISTORY

Semester: V

3 class contact hours

10 week hours

Pre-requisite:

History ID, IID, IIID, IVD

Objectives:

To introduce students to the history of a multi-cultural situation, through a study of the various island areas of the Pacific, e.g. Hawaii, Samoa, Fiji, Tahiti, New Zealand, in which the traditional life of the people has been transformed by the impact of Western culture; to present students with examples of the selective nature of cultural borrowing as seen in the various islands e.g. political organisation in Hawaii, technology and military tactics in New Zealand; agriculture in Fiji, so as to make an analysis of the manner in which borrowed institutions, artifacts, and technology have been modified, and in some cases, integrated into the island culture; to offer students an opportunity to use and evaluate a variety of source materials, including oral accounts, traditions gathered from island peoples, observations made by early Europeans, and the writings of modern historians. It is hoped that through the use of a variety of evidence, students will come to recognise the peculiar problems that arise in studying the history of a non-literate people.

19625 HISTORY VID: PAPUAN AND NEW GUINEA HISTORY

Semester: VI

3 class contact hours

10 week hours

Pre-requisite:

History ID, IID, IIID, IVD, VD

Objectives:

To apply to a specific area, New Guinea, the methodology and techniques developed in the previous semester in order to reconstruct the island's history; to increase students' awareness of an island with which Australia has had close connections in order to provide them with a detailed study of the relationship between two contrasting societies; to examine the imposition of colonial rule in the Dutch, German and British regions of New Guinea, and to analyse contrasts and comparisons in the reactions of the island people; to trace the developments in policy that occurred during the century of Australian colonial control.

Background Studies

19103 AUSTRALIAN STUDIES I

Semester: I

2 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To give students an understanding of Australian society through a multi-disciplinary approach, so as to demonstrate some of the continuities and changes that have occurred in its historical, geographical, economic, social and cultural development.

19203 AUSTRALIAN STUDIES II

Semester: II

2 class contact hours
6 week hours

Pre-requisite:

Australian Studies I

Objectives:

To examine particular aspects of contemporary Australian society, such as multi-culturalism, urbanisation, the formation of values, and the role of the arts, in order to understand its traditions and complexities.

19624 FAMILY HISTORY STUDIES

Semester: VI

3 class contact hours
8 week hours

Pre-requisite:

None

Objectives:

Students will: acquire a sense of history through examining family relationships over several generations; develop an awareness of the range, accessibility and location of genealogical resources; learn research skills and demonstrate a capacity to evaluate and interpret historical documents; recognise the variety and extent of documentation relating to lives of ordinary people; undertake a simple genealogical research project.

19601 URBAN STUDIES

Semester: VI

3 class contact hours
8 week hours

Pre-requisite:

None

Objectives:

To give students an increased awareness and understanding of the nature and problems of urban areas; to evaluate plans and the planning process and to develop skills in the observation, recording and interpreting of urban field data.

BACHELOR OF EDUCATION (PHYSICAL EDUCATION)

Secondary Method

19610 HISTORY METHOD I

Semester: VI

3 class contact hours
6 week hours

Pre-requisite:

History I, II, III, IV.

Objectives:

The unit is designed to introduce students to the teaching of History in the secondary school. A perspective will be provided on the place of History in the total secondary curriculum. However, the emphasis in this unit is on History in Years 7-10. In particular, the unit aims to develop competencies in and enthusiasm for the teaching of History through — (a) an understanding of the rationale and objectives of the junior syllabus and their role in determining its implementation; (b) an awareness of the possibilities for students of varying abilities, interests and backgrounds of a study of History in Years 7-10; (c) the development of teaching/learning strategies related to content, method and presentation with junior students, with particular reference to Years 7 and 8, and which make use of a wide range of teaching materials.

19710 HISTORY METHOD II

Semester: VII

3 class contact hours
6 week hours

Pre-requisite:

History Method I

Objectives:

In this unit students will continue their development as potential teachers of History in the junior secondary school. In addition, they will be introduced to the subject at Years 11 and 12, as it relates to the senior Modern History Syllabus. The two following objectives will be given special emphasis: (a) the development of the ability to plan a program of work which evidences both coherency and variety and caters for students of differing interests and abilities; (b) the further development of teaching/learning strategies which make use of a variety of teaching materials.

19810 HISTORY METHOD III

Semester: VIII

3 class contact hours
6 week hours

Pre-requisite:

History Method II

Objectives:

While attention will continue to be given in this unit to the teaching of junior history, the emphasis will be on modern history in the senior school. In particular, the unit aims at developing (a) a fuller understanding of the aims and philosophy of the senior Modern History Syllabus; (b) an awareness of the possibilities of the subject in the senior school; (c) the ability to prepare a balanced and sequential program of work suitable for senior students.

Postgraduate Units

GRADUATE DIPLOMA IN EDUCATION

19705 HISTORY METHOD I

Semester: I

5 class contact hours
10 week hours

Objectives:

This unit is designed for graduates who intend to specialise in the teaching of History. It will examine the unique claims of History as a discipline and its relationship to the interdisciplinary studies of people in society now being practiced in the junior school.

In particular, the course aims at developing competence in, and enthusiasm for, the teaching of History through an understanding of the aims and organisation of the syllabi; an awareness of specialised problems related to the nature of History at the junior level of the secondary school; the development of the ability to organise a well sequenced program of work suitable for students of differing interests and abilities; the development of a variety of strategies which make use of a wide range of teaching materials.

19805 HISTORY METHOD II

Semester: II

5 class contact hours
10 week hours

Pre-requisite:

History Method I

Objectives:

These units aim to develop competency in and enthusiasm for the teaching of History, in senior classes in New South Wales secondary schools, through an understanding of the aims and organisation of the particular syllabi relevant to the methods chosen; an awareness of specialised problems related to the nature of the subject at the senior level; the development of the ability to organise a well sequenced program of work suitable for students of differing interests and abilities; and the development of a variety of strategies which make use of a wide range of teaching materials.

BACHELOR OF EDUCATION (PRIMARY) PHASE III

19901 TEACHING SOCIAL STUDIES: An Intercultural Approach

Semester: IX and X

3 class contact hours
10 week hours

Pre-requisite:

None

Objectives:

To examine the possibilities and problems of intercultural studies as an approach to the teaching of Social Studies; to evaluate existing programs and resources; to acquire skills in programming and in the development of resources appropriate to the development of intercultural awareness; and to examine the role of the Social Studies teacher in a plural society.

19902 ABORIGINAL STUDIES

Semester: IX or X

3 class contact hours

10 week hours

Pre-requisite:

None

Objectives:

To provide an opportunity to learn about aboriginal people, their history and culture, and contemporary issues confronting them in New South Wales; to develop an awareness of sociological and political aspects of Aboriginality; to develop a variety of curriculum approaches appropriate to the area of Aboriginal education; to attempt to bring about an adjustment and sensitisation to the needs of Aboriginal students and communities; to develop an awareness of the availability of local community and material resources appropriate to the areas of Aboriginal Education/Studies.

19903 SEXISM IN EDUCATION

Semester: IX or X

3 class contact hours

10 week hours

Pre-requisite:

None

Objectives:

Students will: understand the concept of sexism as it relates to education; examine aspects of schooling which promote sexist practices; demonstrate a knowledge of the relevant literature; develop a variety of curriculum approaches and organisational strategies appropriate to the area of non-sexist education.

FINANCIAL AND QUANTITATIVE STUDIES

The Department of Financial and Quantitative Studies offers a specialisation within the Bachelor of Business program in Finance and, in conjunction with the Department of Legal Studies, a specialisation in Professional Accounting Practice.

The unit requirements of these specialisations are shown below. Normal pre-requisite requirements must be observed.

Specialisation in **Finance**

- 31504 Corporate Finance (CORE)
- 31604 Advanced Corporate Finance (Elective/Finance Major)
- 37305 Multivariate Analysis in Finance (Elective/Finance Major)
- 31502 Security Analysis & Portfolio Management (Accounting and Finance Majors)
- 31602 Modern Finance Theory (Elective/Finance Major)
- 31603 International Finance (Elective/Finance Major)
- 31601 Securities Market Regulation (Accounting and Finance Majors)

Specialisation in **Professional Accounting Practice**

- 34501 Advanced Company Law (Elective)
- 31609 Advanced Financial Accounting (Elective)
- 34606 Advanced Revenue Law (Elective) or
- 34607 Advanced Taxation Law (Elective)
- 31506 Special Topics in Auditing (Elective)

31105 ACCOUNTING I

Semester: I

4 class contact hours

6 week hours

Pre-requisite:

None

Objectives and Contents:

To introduce students to the role and uses of accounting information; to teach students the basic recording skills and concepts underlying accounting as practised; to introduce students to the concept of accounting as an information system. The unit includes: the accountability/agency relationship, developed to respond to such questions as: Why are financial statements produced? and What is their function? the concept of an information system; the identification of the needs of users of accounting information; the design of reports to meet information needs of users; the present institutional framework; the concept underlying accounting as practised; basic recording skills involved in accounting including use of special journals/subsidiary ledgers/worksheets; professional and other requirements as to the form and content of financial statements; basic control procedures/design of forms and records; use of accounting standards and other influential 'regulations'; partnership accounting; application of computer systems to accounting.

31205 ACCOUNTING II

Semester: II

3 class contact hours
6 week hours

Pre-requisite:

Accounting I

Objectives and Contents:

To reinforce and extend the skills developed in Accounting I; to introduce students to the sources of funds in Australia, the problems of accounting for companies, conventional financial statement analysis, and the role of the computer in accounting; to introduce students to alternative models of accounting. The unit includes: sources of finance; company accounting; analysis and interpretation of financial statements; demonstration of alternatives to historical cost accounting — for example, current cost accounting and general price level accounting; application of computer systems to accounting.

31304 DEVELOPMENT OF ACCOUNTING THOUGHT

Semester: II

3 class contact hours
10 week hours

Pre-requisite or Co-requisite:

Accounting VI

Objectives:

To attempt to identify factors or persons which appear to have influenced substantive changes in accounting thought, new modes of analysis or new methodologies; to briefly contrast historical changes in the context and practice of accounting with development in modes of thinking about these phenomena; to evaluate the relative contributions of professional or academic bodies and individual researchers to accounting thought; to analyse certain persistent themes of controversies in the body of accounting thought; to briefly relate historical development in accounting thought to historical development in scientific thought generally.

31305 ACCOUNTING III

Semester: I

3 class contact hours
8 week hours

Pre-requisite:

Accounting II

Objectives and Contents:

To extend students' skills in satisfying legal, institutional and professional requirements in relation to external reporting practices of companies. The unit includes: accounting rules prescribed by the Companies Code, listing requirements of Australian Associated Stock Exchanges; accounting for company formations, and liquidations; accounting for intercompany investments; consolidations, purchase vs pooling techniques, equity accounting, joint ventures; interperiod tax allocation; foreign currency transactions and translations; preparation of financial reports for listed public companies, including funds statements.

31405 ACCOUNTING IV

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Accounting II; Quantitative Methods II

Objectives and Contents:

To be an introductory course in managerial accounting; to introduce the organisational context in which accounting information systems function; to introduce concepts in system design and evaluation; to introduce the budget setting process, notions of control, budget preparation, including use of computerised systems; to practise students in creating accounting information systems for both cost accumulation and other managerial decision making purposes including manual and computerised systems; to model managerial decisions using cost and other internally generated information. The unit includes: value of information; accounting aspects of systems design: responsibility accounting, notions of control, behavioural implications; cost concepts and cost behaviour; planning and control budgets; cost, volume/profit decisions and incrementalism; costing systems; product costing, process costing, standard costing, absorption and variable costing, cost allocation.

31406 AUDITING

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Accounting III; Computing I

Co-requisite:

Accounting IV; Company Law

Objectives and Contents:

To highlight the role of audit in an agency relationship; to articulate key concepts in auditing; for example, truth and fairness, verification, evidence, due care, and the relationship between those concepts; to familiarise students with professional audit standards and techniques of audit fieldwork, including EDP controls and audit; to enable students to comprehend the process of change in audit practice; to give students an appreciation of the professional environment of the auditor/accountant; the role of ethics and professional judgement; self interest and public interest. The unit includes: the extent of audit; control and reliability; costs of audit; public interest aspects: audit standards, legal implications for auditors; independence; non-compliance with standards; professionalism and ethics; audit method; organisation and control; audit program; audit working papers; audit perspective of system design/internal control and implementation; statistical sampling, audit reports and auditors' liabilities.

31502 SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

Semester: I

3 class contact hours

10 week hours

Pre-requisite:

Corporate Finance; Financial Institutions and Markets

Objectives and Contents:

To introduce students to the theoretical framework and the practical techniques associated with the analysis of investment in financial assets. The unit includes: role of securities market in financial decisions; investment returns and their behaviour; portfolio choice; asset pricing models (theory and evidence); principles of valuation (equity, fixed interest, futures, options); portfolio management; performance measurements.

31503 PERSONAL FINANCIAL PLANNING

Semester: I

3 class contact hours
8 week hours

Pre-requisite:

Economy and Society II, Quantitative Methods II, Accounting II.

Co-requisites:

Corporate Finance or permission of Head of Department

Objectives and Contents:

To examine the key issues which affect the contemporary personal financial planning environment in Australia: financial investment products, the legal and regulatory environment, taxation and social security aspects; to adopt a financial planning process to lifestyle objectives; to analyse current trends in the marketing of financial services in Australia and overseas, and to provide a forum in which students may use financial planning principles in computer assisted case study applications.

31504 CORPORATE FINANCE

Semester: I

3 class contact hours
8 week hours

Pre-requisite:

Accounting II; Quantitative Methods II

Objectives and Contents:

To introduce students to the essential concepts of financial decision making. The unit includes: the framework and objective of financial decision making; valuation and decision rules for allocation choice; investment decisions; capital budgeting, cash flow estimation and evaluation, IRR versus NPV, investment decisions within CAPM framework; financing decisions; financial structure, alternative methods of financing, cost of capital, CAPM and the cost of capital, dividend policy, lease financing; working capital management.

31505 ACCOUNTING V

Semester: I

4 class contact hours
10 week hours

Pre-requisite:

Accounting IV, Corporate Finance

Objectives and Contents:

To practise students in quantitative techniques to assist managerial decision making, including the use of computerised packages; to utilise the computer as a tool of financial modelling in accounting contexts; to study the implications for accounting measurement and economic decision analysis of decentralised organisations; to consider aspects of evaluation and control of computerised information systems; to identify areas where management accounting information can assist managerial decision making concerning advanced cost estimation, advanced cost-volume-profit analysis, investigation of variances, transfer pricing, segmental performance evaluation, resource planning; to apply appropriate quantitative techniques to the resolution of certain problems in those areas; to appreciate the strengths and limitations of such techniques; to understand the nature and process of financial modelling in accounting; to utilise the computer as a tool of financial modelling in accounting contexts.

31506 SPECIAL TOPICS IN AUDITING

Semester: I

3 class contact hours
10 week hours

Pre-requisite:

Auditing

Objectives and Contents:

To complement, reinforce, extend and further develop the skills and knowledge acquired in Auditing. The course is twofold. Firstly, the course develops an advanced understanding of EDP financial information systems and their impact on the audit function. Particular emphasis is placed on the development of both application and organisational controls, reinforced by case study presentations. Secondly, the course canvasses contemporary auditing issues such as professional regulation, ethics, audit of the non-profit government sector, special investigations, the auditor and the going concern, small business audits, related party transactions, audit reports and contemporary perspective on the auditor's liability.

31601 SECURITIES MARKET REGULATION

Semester: II

3 class contact hours
10 week hours

Pre-requisite:

Security Analysis and Portfolio Management

Objectives and Contents:

To develop an understanding of different theoretical frameworks within which the regulation of the securities markets can be analysed, and to evaluate the effect of the current regulations on economic activity in the Australian securities market. The unit includes: economic theory of regulation; competition and regulation; political economics; regulation of financial institutions and markets (options, futures, shares); information value; financial disclosure regulation and economic consequences; insider trading; takeovers; structure and efficiency of securities market; de-regulation.

31602 MODERN FINANCE THEORY

Semester: II

3 class contact hours
10 week hours

Pre-requisite:

Security Analysis and Portfolio Management, Advanced Corporate Finance

Objectives and Contents:

To provide a rigorous development of the positive framework for analysing the modern developments in finance theory; to examine the contributions of finance theory to normative corporate financial decision making, specifically focusing on the application of recent theoretical developments to the financing and dividend decisions; to develop skills in the evaluation of theoretical arguments and empirical studies. The unit includes: positive and normative approaches to the efficient allocation of scarce resources over time; capital structure theories and evidence; extensions of the capital asset pricing model; option pricing theory and its application to pricing contingent liabilities, underwriting, agency relationships and its links with the capital asset pricing model; capital market efficiency theory (definitions, testing issues and anomalies); dividend theories and evidence; mergers/acquisitions theory, evidence and agency implications.

31603 INTERNATIONAL FINANCE

Semester: II

3 class contact hours
10 week hours

Pre-requisite:

Corporate Finance, Financial Institutions and Markets

Objectives and Contents:

To examine the forces that affect the relative values of currencies in international markets; to identify the major problems encountered by corporations in financing and conducting international operations; to evaluate the impacts of foreign and local taxation policies on international corporate finance. The unit includes: determinants of balance of payments flows; foreign exchange market participants; models of exchange rate determination; foreign exchange risk exposure — identification, measurement and management; financing international operations — the Euro and Asia currency and bond markets; international portfolio diversification; direct investment and the required rate of return; country risk assessment; trade finance.

31604 ADVANCED CORPORATE FINANCE

Semester: II

3 class contact hours
10 week hours

Pre-requisite:

Corporate Finance

Objectives and Contents:

To provide a theoretical and practical framework for students to identify and evaluate the analytical and quantitative techniques used in the investment decision and to a lesser extent the financing and dividend decisions; to develop skills in the practical analysis of these corporate financial decisions. The unit includes: development of the objective of maximising shareholders' wealth and problems arising therein; practical aspects and problems of long term capital budgeting decisions (e.g. inflation, capital rationing, relevant cash flows) including the analysis of such decisions using modern computer software facilities; problems and solutions involved with international investment; interpreting relevant cash flows for evaluating abandonments, mergers and acquisitions; comparing and contrasting the alternative methods for evaluating an appropriate discount rate — the weighted average and capital asset pricing approaches; alternative measures of beta risk for the capital asset pricing model; a normative approach to measuring the firm's financing needs and appropriate dividend policies; short term investment decisions in working capital.

31605 ACCOUNTING VI

Semester: II

3 class contact hours
10 week hours

Pre-requisite:

Accounting III & IV

Objectives and Contents:

To develop understanding of and skills in modelling external reporting issues in the discipline of economics and finance, using both normative and positive approaches: to examine competing accounting models of income determination and asset valuation, to assess the extent to which accounting debate is influenced/resolved by developments in agency theory and finance; to analyse alternative explanations of difficulties in obtaining consensus in relation to

accounting issues. The unit includes; modelling of external reporting issues in an economic/finance framework; normative aspects of income and asset valuation issues; alternative current value systems; price-level adjusted accounting, exit value accounting, entry value accounting; empirical research in financial accounting; research designs, findings of tests of information hypotheses, implications of efficient market hypothesis for financial reporting, findings of tests of agency hypothesis; economic implications of regulation of financial reporting.

31609 ADVANCED FINANCIAL ACCOUNTING

Semester: II

3 class contact hours
10 week hours

Co-requisite:

Accounting VI

Objectives and Contents:

To reinforce, extend and further apply the skills of corporate accounting practice developed in Accounting III; to critically analyse selected topics in company accounting and reporting from a professional perspective; to provide students with the opportunity of acquiring additional conceptual and technical knowledge of matters required for admission to the professional accounting bodies. The unit includes: accounting for company reorganisation; the analysis and evaluation of computer-based financial systems and financial modelling systems; accounting issues involved in receivership, official management, winding up, insolvency; accounting for joint ventures; segment reporting; accounting for trusts; accounting for superannuation plans.

31702 MANAGERIAL DECISION MAKING (P/G)

Semester: I

2 class contact hours
7 week hours

Pre-requisite:

Social Statistics A; Social Economics A

Objectives and Contents:

To introduce students to factors involved in choice generally, and in managerial choices particularly; to introduce students to techniques of financial analysis and anticipatory calculation; to practise students in detailed analyses of typical managerial decision situations. The unit includes: financial analysis for decision making (cash flows and evaluation of alternative projects); data collection for decision making (surveys, sampling and questionnaires, statistical significance and confidence levels in decision making, forecasting); current developments in public sector management (recent legislation, implications for current and future management practices).

31703 MANAGEMENT INFORMATION SYSTEMS (P/G)

Semester: II

2 class contact hours
7 week hours

Pre-requisite:

Managerial Decision Making (P/G)

Objectives and Contents:

To identify and categorise information needs in organisational settings as a basis for information systems design; to describe the elements of information systems

and their relation to substantive organisational task and management systems; to identify and justify design variables and design approaches associated with typical operational information systems, financial information systems, strategic planning information systems, specific purpose and qualitative information systems, budget and accounting systems; to identify situations in which the mechanisation of information systems is desirable, and the organisational requirements for and implications of such mechanisation; to identify behavioural and organisational considerations associated with designing and using information systems.

31704 ACCOUNTING FINANCE AND MANAGEMENT (P/G)

Semester: II

2 class contact hours

7 week hours

Pre-requisite:

None

Objectives and Contents:

To develop skills in the recording process; to introduce students to annual reports as a source of information; to develop skills of analysis and interpretation of a corporation's financial position; to introduce students to the goals of financial decision making, sources of finance and long term investment decision making; to examine the contemporary financial accounting and reporting environment and the accounting standards-setting process; to examine the elements of cost and management accounting; to examine the elements of computer-based accounting systems.

31803 TOPICS IN FINANCE, LAW AND ACCOUNTING (P/G)

Semester: I

2 class contact hours

7 week hours

Pre-requisite:

None

Objectives

To provide an opportunity for students to pursue a topic of interest in finance, law or accounting under the direction of an appropriate member of academic staff.

37101 QUANTITATIVE METHODS I

Semester: I

3 class contact hours

6 week hours

Pre-requisite:

None

Objectives and Contents:

To provide students with an understanding of methods of quantitative analysis essential in the economic environment in general and the business environment in particular. The unit includes: exploratory data analysis; numerical characteristics; probability; conditional probability; statistical independence; counting rules; binomial theorem; discrete probability distributions; continuous probability distributions; sampling and sampling distributions; sampling distribution of sample proportion; linear regression and experimental design; statistical computer programs.

37201 QUANTITATIVE METHODS II

Semester: II

3 class contact hours
6 week hours

Pre-requisite:

Quantitative Methods I

Objectives and Contents:

To provide students with an understanding of the workings of interest rates in respect of a wide range of financial transactions; to equip students with the quantitative skills necessary to cope with later semester units and with the demands of the business and economic environment. The unit includes: financial mathematics and DCF techniques; government bonds; company loans; housing mortgages, personal loans and the assessment of future investment projects; topics to aid the understanding of the mathematical nature of models used in the social sciences and how a few simple mathematical techniques can be used to derive a variety of important results in accounting and economics.

37305 MULTIVARIATE ANALYSIS IN FINANCE

Semester: I

3 class contact hours
8 week hours

Pre-requisite:

Quantitative Methods II

Objectives and Contents:

To provide further quantitative methods necessary for effective interpretation of the financial and economic environment; to consider basic techniques of econometrics and their application; to develop further the mathematical skills required for advanced financial analysis; to enable students to comprehend the strengths and limitations of quantitative economic analysis. The unit includes: multiple linear regression models and analysis; analysis of variance and experimental design; time-series analysis and forecasting models; discriminant analysis; multivariate statistical techniques appropriate to finance, e.g. factor analysis, cluster analysis.

37402 RESEARCH PROJECT

Semester: I or II

0 class contact hours
8 week hours

Pre-requisite:

Quantitative Methods II

Objectives and Contents:

To provide an opportunity for students to undertake a research project individually or as a member of a small group; to identify and evaluate the research literature in the student's chosen project area; to study further the research methodologies appropriate to the project interests of the individual student and of the total group; to develop an understanding of selected advanced statistical procedures necessary for analysis of empirical data, and a positive attitude to the use of research in the financial, administrative and social environments; to provide a forum in which students may share their research experiences.

37501 ADVANCED RESEARCH PROJECT

Semester: I or II

0 class contact hours
10 week hours

Pre-requisite:

Research Project and permission of the Head of the relevant Department

Objectives:

To provide an opportunity for students to extend the research begun in 37402 Research Project.

37701 SOCIAL STATISTICS A (P/G)

Semester: II

2 class contact hours
7 week hours

Pre-requisite:

None

Objectives and Contents:

To develop basic quantitative skills; to develop an appreciation of the uses of quantitative methods in analysing problems encountered in administrative settings and situations; to develop skills necessary for the interpretation of Australian social statistics; to analyse typical social research procedures through the examination of a representative selection of research studies; to develop an ability to convey numerical information in a meaningful way; to develop a positive attitude to the use of quantitative methods.

37802 RESEARCH PROJECT (P/G)

Semester: I or II

0 class contact hours
7 week hours

Pre-requisite:

Approval of Director of Postgraduate Studies

Objectives and Contents:

To provide an opportunity for students to undertake a research project individually or as a member of a small group; to identify, analyse and evaluate the research literature in the student's chosen project areas; to study further the research methodologies appropriate to the project interests of the individual student and of the total group; to develop an understanding of selected advanced statistical procedures necessary for analysis of empirical data; to develop a positive attitude to the use of research in the administrative and social environments; to provide a forum in which students may share their research experiences.

ECONOMIC STUDIES

The Department of Economic Studies offers a strand of studies in economics designed as a specialisation for students in the Bachelor of Business program. The sequence is as follows:

- 32101 Economy and Society I
- 32201 Economy and Society II
- 32301 Economy and Society III
- 32402 Financial Institutions and Markets
- 32503 Public Finance
- 32601 International Business Economics

32101 ECONOMY AND SOCIETY I

Semester: I

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To confront students with economic phenomena, and the ways in which they may be patterned; to introduce students to basic concepts used by economists to describe and analyse patterns of economic behaviour; to develop an appreciation of the effect of particular social and political structures on the patterning of economic behaviour; to describe the structural characteristics of the Australian economy and its social and cultural determinants; to examine certain contemporary social problems as consequences of the structure and functioning of the Australian economy; to develop in students recognition of different methodological approaches to the study of economic phenomena, of the cultural and historical origins of these approaches, and an awareness that each approach may lead to different interpretations of the same phenomena.

32201 ECONOMY AND SOCIETY II The Modern Corporation

Semester: II

3 class contact hours
6 week hours

Pre-requisite:

Economy and Society I

Objectives:

To describe the dominant roles of, and the interrelations between, corporations and organised labour in modern western societies; to develop an understanding of the corporation as an uneasy coalition of competing interest groups and of the different dimensions in the relations between these groups; to examine in some detail the economic dimensions of corporate activity, using the analytic tools and models of microeconomics; to examine the social and economic determinants of the supply and demand for labour in the Australian institutional setting, using conventional tools of economic analysis; to assess the performance of the modern corporation on the basis of both corporate and social criteria, using conventional techniques of economic analysis where applicable.

32301 ECONOMY AND SOCIETY III

Government and Economy

Semester: I

3 class contact hours
8 week hours

Pre-requisite:

Economy and Society I

Objectives:

To develop an understanding of the role and significance of government activity — especially through macroeconomic policy — on the economy; to consider impacts of domestic policy and non-policy on the economy; to consider the impacts of foreign disturbances; to evaluate effects of government policies on the balance of payments and exchange rate. The unit includes: an overview of the current state of the macroeconomy; use of the IS/LM/BP framework to consider impacts of monetary, fiscal and exchange rate policies on the economy; theories of consumption and investment behaviour; the aggregate demand and supply model of the economy with emphasis on the role of labour market adjustments to disturbances; efficacy of policies in the variable price fixed real wage open-economy model.

32302 LABOUR MARKET ECONOMICS

Semester: I

3 class contact hours
8 week hours

Pre-requisite:

Economy and Society II

Objectives:

To familiarise students with the basic concepts used by economists to describe and analyse the workings of labour markets, with particular appreciation of the effects of institutional structures on the operation of Australian labour markets. The course will describe the manner in which the Australian labour market is performing and the role of government policy in influencing that performance. It will examine possible changes in the Australian economy in the 1980's and the resultant changes in Australian job structures and the issues these generate. Finally, the course will aim to examine labour market issues appropriate to personnel management policies in an organisation context.

32402 FINANCIAL INSTITUTIONS AND MARKETS

Semester: II

3 class contact hours
8 week hours

Pre-requisite:

Economy and Society III

Objectives:

To develop an understanding of the functioning of financial markets and institutions and to analyse sources of finance within the Australian institutional setting and internationally; to examine the role and functioning of monetary policy; to consider the interdependence between the domestic and international financial markets and economies. The unit includes: institutional aspects of the Australian financial system; the money supply creation and control process; the relationship between monetary aggregates and the real sector of the economy; the foreign exchange market — mechanics and participants; balance of payments and exchange rate determination; exchange rate adjustments and impacts on the economy and the firm.

32404 THE UNDER-DEVELOPED ECONOMY

Semester: II

3 class contact hours
8 week hours

Pre-requisite:

Economy and Society II

Objectives:

To broaden students' outlook and vision of economic phenomena, by exposing them to different economic systems in the process of development; to develop an understanding of the characteristics and problems of developing countries as a major part of the world economy; to increase proficiency in applied economic analysis.

32405 SOCIALIST ECONOMIC SYSTEMS

Semester: I

3 class contact hours
8 week hours

Pre-requisite:

Economy and Society II

Objectives:

To broaden students' outlook and vision of economic phenomena, by exposing them to socialist economic systems; to develop an understanding of the principles of socialist economics and the workings of socialist economic systems in practice; to increase proficiency in applied economic analysis, particularly in the field of economic planning.

32503 PUBLIC FINANCE

Semester: I

3 class contact hours
10 week hours

Pre-requisite:

Economy and Society II

Objectives:

To examine the multiple economic objectives of the public sector and the resultant trade-offs that are made; to investigate the economic environment in which decisions are made; to understand ways of measuring public sector performance and to assess empirical results. The unit includes budgetary functions, the distortions to economic behaviour and the incidence of income distribution created by tax and transfer payments; case studies in public expenditure analysis, tax systems and recent tax reform, the public debt and the foreign debt, fiscal federalism and public enterprise economics (including issues of privatisation).

32601 INTERNATIONAL BUSINESS ECONOMICS

Semester: II

3 class contact hours
10 week hours

Pre-requisite:

Economy and Society II

Objectives:

To examine the factors that determine international flows of goods, services and capital; to identify the manner in which such factors shape the behaviour of firms in the international economy; to practice students in assessing opportunities for firms in the international market place; to consider issues facilitating and constraining firms participating in the Western Pacific region. The unit includes the theory of international trade and investment flows and the use of case studies to identify strategies for firms in the international economy (with particular reference to the Western Pacific).

32701 SOCIAL ECONOMICS A (P/G)

Semester: II

2 class contact hours

7 week hours

Pre-requisite:

None

Objectives:

To introduce and develop a framework for economic analysis with the twin aims of familiarising students with an economic approach to society's problems and of providing students with some of the skills pre-requisite to the core courses in the Graduate Diploma in Administration. More specifically the unit's aims are: to introduce economic concepts; to practise students in the application of those concepts to the types of resource allocation problems faced by administrators; to consider the role of government in managing the economic system.

LEGAL STUDIES — UNDERGRADUATE UNITS

The Department of Legal Studies offers sequences of legal studies for students in the Bachelor of Business program; a major law/humanities sequence and a sequence of units of legal studies for students in the Diploma of Applied Science (Nursing) program.

34105 Law and the Legal Process is the introductory unit in all programs.

The subsequent units in the Bachelor of Business program are designed for students seeking professional accounting and management qualifications.

Students in the Accounting and Management Majors are required to take the units indicated in addition to Law and the Legal Process.

Accounting Major	34201	Commercial Law
	34301	Company Law
	34401	Revenue Law
Management Major	34201	Commercial Law
	34403	Law and the Manager

Specialisation in Business Law: This sequence comprises six units, namely:

- (i) Law and the Legal Process and Commercial Law; **plus**
- (ii) Any four of the following units: Advanced Revenue Law; Advanced Taxation Law; Advanced Company Law; Banking Law; Trade Practices and Consumer Protection; Industrial and Labour Law.

Students in the following specialisations are required to take the units indicated in addition to the other prescribed units.

Professional Accounting Practice Specialisation	34501	Advanced Company Law
	34606	Advanced Revenue Law or
	34607	Advanced Taxation Law
Employee Relations Specialisation	34402	Industrial and Labour Law
Discrimination in Organisations Specialisation	34406	Anti-Discrimination Law

Elective units are also offered. Students completing the elective Banking Law may obtain Senior Associate status with the Australian Institute of Bankers. In addition, the units in the Library Science and Applied Science (Information) programs and the units in the majors and specialisations may be taken as elective units by students in the other majors and other specialisations.

The Department also offers two elective units in the postgraduate programs presented by the School of Financial and Administrative Studies. These are —

34702	Law and Administration
34705	Law and Finance

The major disciplinary sequence for students in the Law and Humanities program is intended to give an understanding of the social context of law and legal institutions as well as the role of law in society.

This sequence is composed of six units:

- 34105 Law and the Legal Process
- 34205 Judicial Process
- 34305 Foundations of Law I
- 34405 Foundations of Law II
- 34505 Foundations of Law III
- 34605 Law and Justice

The sequence for students in the Nursing program is comprised of four units. Two units must be taken in each of the second and third years of the program, commencing with Law and the Legal Process. The units are:

- 34105 Law and the Legal Process
- 34209 Health and Welfare Law
- 34307 Law and Nursing Practice I
- 34407 Law and Nursing Practice II

34105 LAW AND THE LEGAL PROCESS

Semesters: I and II

3 class contact hours

6 week hours

Pre-requisite:

None

Objectives:

To familiarise students with the Australian legal framework, the sources of law in Australia and the techniques of legal research and reasoning; to explore the nature and function of law by reference to the relationship between the law and the (Australian) society in which the law develops, is applied and changes; to serve as an introduction to subsequent legal courses in Business, Nursing and Recreation studies.

34201 COMMERCIAL LAW

Semester: I

3 class contact hours

8 week hours

Pre-requisite:

Law and the Legal Process

Objectives:

To familiarise students with the more important legal concepts and rules governing the conduct of business; to familiarise students with legal techniques; to serve as an introduction to subsequent legal courses. Topics covered may include all or any of contract, partnership, sale of goods, insurance and credit laws. Other areas deemed relevant will be included from time to time.

34204 TRADE PRACTICES AND CONSUMER PROTECTION

Semester: I

3 class contact hours

8 week hours

Pre-requisite:

Law and the Legal Process

Objectives:

To examine the law in relation to conduct in restraint of trade and to consumer protection; to review the history of legislative intervention in these areas and the critiques of the law and policy of such intervention.

34205 JUDICIAL PROCESS

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Law and the Legal Process

Objectives:

To examine the machinery and adjectival law of the Australian legal system; to evaluate the existing models for judicial law making, adjudication, fact finding, representation, etc; to critically evaluate the role or roles played by the courts, tribunals and the legal profession in contemporary society and the implications of these roles for the functioning of the legal system.

34209 HEALTH AND WELFARE LAW

Semester: II

3 class contact hours

6 week hours

Pre-requisite:

Law and the Legal Process or approval of the Head of Department of Legal Studies

Objectives:

To examine in detail the role of legislation which significantly affects the work of those involved in the health and welfare system; to develop an understanding of issues involving statutory rights, duties and liabilities in the health care and welfare areas.

34301 COMPANY LAW

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Law and the Legal Process

Objectives:

To analyse the unique features of the corporate structure and their implications; the role and functions of the company in modern society; the division between control and ownership of the modern corporation, and the development and implications of legal rules governing its incorporation, pre and post incorporation contractual and other activities, and its administration; to analyse the role, powers, duties and liabilities of company officers, the alternative sources of corporate finance and their legal implications, and companies in trouble; and to assess the adequacies of the present legal rules in the light of changing social and economic pressures. Where practicable, consideration will also be given to proposals for reform, and their practical implications.

34305 FOUNDATIONS OF LAW I

Semester: I

3 class contact hours

8 week hours

Pre-requisite:

Law and the Legal Process

Objectives:

To examine the social role of property law and the impact of socio-economic influences on the development of a concept of property; to examine the basic rules of the Australian legal system relating to the creation and assignment of interests in places, ideas and things; to examine the economic role of property in a capitalist society and its implications for social control and planning; to consider the role of property as a vehicle for social regulation.

34307 LAW AND NURSING PRACTICE I

Semester: I

3 class contact hours

8 week hours

Pre-requisite:

Health and Welfare Law or approval of the Head of Department of Legal Studies

Objectives:

To examine relevant aspects of the Australian judicial system with particular reference to the position of the nurse as expert witness or as party to proceedings; to examine both contract and industrial law issues relating to the employment of nurses; to develop skills in negotiating and bargaining in institutional and community settings.

34401 REVENUE LAW

Semester: I

3 class contact hours

10 week hours

Pre-requisite:

Law and the Legal Process

Objectives:

By way of introduction, to analyse the legal basis of the Australian taxation system, the nature of taxation and its role in the socio-economic and political process, and the objectives of fiscal policy in Australia. To examine from a practical perspective key aspects of Commonwealth income tax law, including tax administration (including returns, assessments, objections, appeals, recovery and collection of tax, the Commissioner's powers of investigation and the taxpayer's rights to information); income (capital gains tax and fringe benefits tax), deduction, rebate and credit provisions, and further developments as they arise. To analyse provisions for taxation of special categories of taxpayers (including superannuation funds, partnerships, trusts and companies, and the impact of developments such as imputation and the like); to introduce concepts of basic tax planning, analyse key specific and general anti-avoidance provisions, and to consider proposals for reform of income tax law and their technical and wider implications.

34402 INDUSTRIAL AND LABOUR LAW

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Law and the Legal Process

Objectives:

To examine the legal framework within which the confrontation between employer and employee takes place; to show how and why the trade union movement acquired its present position and role; to explain the rights and obligations of workers viz-a-viz trade unions; to analyse the operations of a trade union; to consider the future of industrial law as a discipline in the changing climate of industrial relations today.

34403 LAW AND THE MANAGER

Semester: I

3 class contact hours

10 week hours

Pre-requisite:

Law and the Legal Process

Objectives:

The exploration of the role, function and duties of public and private sector managers by reference to the legal relationship of the organisation to outsiders; the obligations cast upon public and private sector managers; the remedies available to third parties and to the manager; the limits of the role of managers and the limits of regulatory and administrative systems as vehicles for problem solving and conflict resolution.

34404 BANKING LAW

Semester: II

3 class contact hours

10 week hours

Pre-requisite:

Commercial Law or Law and the Manager

Objectives:

To examine the structure and operations of banks and other financial institutions and the Australian financial sector; the role of financial institutions in commercial and entrepreneurial transactions; the legal implications of banking and ancillary operations including the duties and rights of banker and customer, and the liability of financial institutions to customers and third parties; the role and impact of regulatory agencies in the financial sector and international aspects of financial transactions.

34405 FOUNDATIONS OF LAW II

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Law and the Legal Process

Objectives:

To examine the elements of the general law of obligations; to examine the theoretical and the actual role of the contract in social and economic affairs; to examine the reasons for, and the modes of, social intervention affecting 'freedom of contract'; to examine the re-emergence of status as a basis for legal rights and obligations; to consider the future of the law of contracts.

34406 ANTI-DISCRIMINATION LAW

Semester: II

3 class contact hours
10 week hours

Pre-requisite:

Law and the Legal Process

Objectives:

An examination of the nature of laws and legal structures regarding discrimination, including the remedies available and the limits of law in this area.

34407 LAW AND NURSING PRACTICE II

Semester: II

3 class contact hours
8 week hours

Pre-requisite:

Law and Nursing Practice I or approval of the Head of Department of Legal Studies

Objectives:

To examine the nature and impact of common law and statutory duties and liabilities as they affect nursing practice; to examine the accountability and responsibilities of the nurse in relation to the patient, the employer and other health professionals; to examine the nature of rights in the health care setting.

34501 ADVANCED COMPANY LAW

Semester: I

3 class contact hours
8 week hours

Pre-requisite:

Company Law, or permission of Head of Department

Objectives:

Advanced Company Law provides a detailed examination of aspects of corporate activities likely to be of particular practical importance to those in business. Topics selected will vary from time to time depending upon their relevance and topicality, but may include such matters as the legal rights, duties and liabilities of corporate officers and shareholders; legal and related implications of takeovers and other corporate reorganisations; receiverships and liquidations; and aspects of legal regulation of the securities market.

34505 FOUNDATIONS OF LAW III

Semester: I

3 class contact hours
8 week hours

Pre-requisite:

Law and the Legal Process

Objectives:

To examine the notion of anti-social conduct; to examine the existing concepts of tortious and criminal liability and to evaluate alternative models; to examine the role of law as a modifier of conduct; to examine the relationship between injury, social harm and legal response.

34606 ADVANCED REVENUE LAW

Semester: I

3 class contact hours

10 week hours

Pre-requisite:

Revenue Law, or permission of Head of Department

Objectives:

Advanced Revenue Law undertakes a detailed and practical analysis of legal principles applicable to the taxation aspects of international transactions, focusing particularly on such matters as residence, source, foreign tax credit, accruals taxation, withholding tax, exchange controls and the role of the double tax treaties. The course also covers the taxation of companies and their shareholders. Aspects of other taxes (such as sales tax, customs duties, payroll tax and land tax) may also be examined. The precise content and emphasis of the course may change from time to time to focus upon important new developments as they occur.

34607 ADVANCED TAXATION LAW

Semester: II

3 class contact hours

10 week hours

Pre-requisite:

Revenue Law or permission of Head of Department

Objectives:

Advanced Taxation Law undertakes a detailed analysis of areas of domestic tax law of critical importance to students, practitioners, businessmen and others, including tax administration, capital gains tax, fringe benefits tax, negative gearing and other developments. The precise content and emphasis of the course may change from time to time to focus upon important new developments as they arise. Emphasis is upon developing an understanding of the practical application of key elements of the tax law through the refinement of practical and analytic skills. Students will have the opportunity to undertake a variety of practical exercises from among, for example, the completion of business and other tax returns, the preparation of objections and the presentation of a mock case before a review tribunal.

34603 INTERNATIONAL BUSINESS LAW AND REGULATION

Semester: I

3 class contact hours

8 week hours

Pre-requisite:

Commercial Law

Objectives:

To introduce students to those legal rules which affect most directly traders doing business where there is an international element involved. Focuses on matters relating to the formation of contracts in international business transactions; municipal and international regulation of such transactions; the resolution of disputes relating to the interpretation of performance and breach of such contracts; related currency transactions and the forms of security used in such transactions. Students are assumed to have a knowledge of the Australian municipal law relating to contract, partnership, agency and fiduciary duties.

34605 LAW AND JUSTICE

Semester: II

3 class contact hours
10 week hours

Pre-requisite:

Foundations of Law III or approval of Head of Department

Objectives:

To examine the concept of law and its role in society; to examine the concept of justice; to explore the relationship between theories of law and theories of justice; to examine the criteria by which law may be evaluated and the place of social values in the evaluation of law; to examine the concept of the law of nations.

34702 LAW AND ADMINISTRATION (P/G)

Semester: II

2 class contact hours
7 week hours

Pre-requisite:

Social Dynamics

Objectives:

To examine the development and the use of rules as an institutional response to the need to codify conduct and compose conflict; to examine the development and application of rules in diverse situations in order to indicate the limits of regulatory and administrative systems based on rules as vehicles for problem solving and conflict resolution; to investigate alternatives to rule making and enforcement in the regulation of human conduct; to examine the legal system as a social system for the formation and application of rules; to develop skills in problem analysis, definition and resolution by the identification of elements of conduct that are relevant to the operation of a legal system, by the structuring of problems as justiciable problems, by the characterisation of ways in which the law resolves legal problems; to assess the legal process as a vehicle for composing social conflict.

34705 LAW AND FINANCE (P/G)

Semester: II

2 class contact hours
7 week hours

Pre-requisite:

None

Objectives:

To examine the legal rules governing corporate financing (with particular reference to corporate securities and the raising of capital); corporate reconstructions (including schemes of arrangement, takeovers and liquidations, both voluntary and involuntary); corporate investment and portfolio management (including the relevant rules of the law of trusts); and international financial transactions with particular reference to the proper law, currency of account, currency of payment and the significance of statutory regulatory bodies.

51510 LEISURE AND THE LAW

Semester: I or II

3 class contact hours

8 week hours

Pre-requisite:

Law and the Legal Process

Objectives:

On completion of this unit the student will: be aware of the areas of injury that may arise under civil and criminal law in recreation management and leisure provision; be alert to modern trends and practices in risk and contract management; recognise the impact of incorporation and insurance in planning leisure and recreation services; understand the language of legal practice and the principles of case law as they pertain to the developing leisure industry.

ADMINISTRATIVE, SOCIAL AND POLITICAL STUDIES

We live and work in an organised world, and the way in which it is organised is not automatic, or natural, or neutral. It is the product of people's actions, it reflects the values which people hold, and it expresses a particular pattern of advantage and disadvantage. The Department of Administrative, Social and Political Studies draws on several disciplinary approaches from within the social sciences to help students to understand and take their place in an organised world.

It does this in several ways. First, it offers three **foundation units** — Political Behaviour; Organisation Behaviour and Work, Organisation and Society — which show students how to draw on political, sociological and organisational analysis to understand both the broad pattern and the detail of our social arrangements. Some or all of these units form part of the core of the undergraduate programs in Financial and Administrative Studies, Library and Information Studies, Leisure, Tourism and Community Studies, and Nursing Studies.

In the Bachelor of Business, the Department of Administrative, Social and Political Studies has responsibility for teaching seven of the eight units in the Management Major sequence which builds on the foundation units. The sequence begins with Employee Relations I and is followed by a number of units that focus on various aspects of managing and structuring organisational activities in order to develop the cumulative understanding that is needed to do justice to the concluding units, Corporate Strategy and The Management Process.

As well, the Department of Administrative, Social and Political Studies provides most of the units in three of the specialisations available to Bachelor of Business students: Marketing; Employee Relations and Discrimination in Organisations, plus the unit International Marketing in the International Business specialisation.

In the Bachelor of Arts (Leisure Studies) ASP provides the following foundation units:

- Political Behaviour
- Work, Organisation and Society
- Organisation Behaviour
- Sociology of Community
- Organising Human Services

In the Associate Diploma in Recreation we provide, as foundation units:

- Work, Organisation and Society
- Political Behaviour
- Organisation Behaviour
- Sociology of Community

In the Bachelor of Applied Science (Information) ASP provides a minor disciplinary sequence in Organisational Studies:

- Work, Organisation and Society
- Political Behaviour
- Organisation Behaviour
- Organising Human Services, or
- Government and Business

plus an elective unit

- Marketing in Information Provision

In the Diploma of Applied Science (Nursing) we offer elective sequences in Politics:

Politics and Welfare
Community Politics

and in Organisation Studies:

Organisation Behaviour
Organising Human Services

35102 POLITICAL BEHAVIOUR

Semester: I & II

3 class contact hours

6 week hours

Pre-requisite:

None

Objectives:

To develop in students: an interest in political behaviour as a social phenomenon, in contemporary political issues, and in the application of ideas about political behaviour to the Australian context; an understanding of the structure and functioning of the Australian system of Government within Australian society, and an ability to analyse the political dimensions of situations.

35103 WORK, ORGANISATION AND SOCIETY

Semester: I & II

3 class contact hours

6 week hours

Pre-requisite:

None

Objectives:

To introduce students to the sociological perspective as a way of understanding the dynamics of the organisation of work, to develop in students an awareness of the economic, political and social forces which shape workplaces and business organisations; to develop an understanding of the relation between work and other aspects of social organisation such as schools, social space, the family, leisure and consumption, knowledge and the professions; to provide a grounding in research techniques and analytic skills appropriate for an understanding of the effects of social change on the work environment; to develop in students an understanding of different forms of social change, with particular reference to the significance of organising.

35203 THE SOCIOLOGY OF COMMUNITY

Semester: I

3 class contact hours

6 week hours

Pre-requisite:

Work, Organisation and Society

Objectives:

This unit introduces students to the variety of social groups and cultural values at the local level in Australia and critically evaluates the concept of community as the term is used in the sociological literature, government reports and the mass media. It examines in detail the processes of social interaction and the dynamics of social change in different communities in Australia and provides students with a theoretical overview of the social planning aspects of residential change. The spatial and localised effects of social policy and wider social structures are examined in terms of social structure, social interaction and social equity at the local level.

35301 COMMUNITY POLITICS

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Political Behaviour, and enrolment in at least the third semester of the full time course (or its part-time equivalent).

Objectives:

To provide tools for analysing political behaviour among relatively small aggregations of people; to develop an awareness of political processes, both formal and informal in Australian communities; to study the interrelationship in Australia of community politics with state and national politics; to examine theories of representation, devolution and accountability in the context of community decision making; to develop skills in systematic and rigorous empirical analysis by examining recent manifestations of community political organisation and the impact of government programs designed to encourage community politics. After an examination of some of the case studies of Australian communities (Bradstow, Newtown) and a brief survey of some relevant theories, the course proceeds to analyse the framework, processes and procedures of decision making at the community level. Topics covered include the role and influence of state and federal government, the 'new' community politics and political 'linkages' at the local level. The course concludes with a detailed analysis of the community/power debate and other theories. Students will also have the opportunity to share the results of their own research.

35305 SOCIAL INEQUALITY AND SOCIAL ACTION

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Sociology of Community

Objectives:

To enable students to recognise the extent and meaning of social inequality; to develop an understanding of the social, political and economic causes of structural inequality and their consequences for particular social groups; to examine ways in which Australian governments act to advantage some groups and disadvantage others while basically maintaining the status quo; to acquaint students with the liberal democratic philosophy which in fact defines and describes the social world, and whose values underpin, prescribe and limit the modes of intervention; to give students the capacity to recognise and analyse the discrepancy between the philosophical ideas and rhetoric of liberal democracy on the one hand, and social and political realities of inequality and intervention on the other hand; and to examine competing concepts of equity in Australian society, and their effect in determining priorities and modes of intervention. The implied assumptions of such interventions are analysed in terms of their impact on society as a whole, and the consequences for particular groups.

35402 POLITICS AND WELFARE

Semester: I

3 class contact hours

8 week hours

Pre-requisite:

Political Behaviour and enrolment in at least the third semester of the full time course (or its part time equivalent).

Objectives:

To create an awareness of the salient features of the political environment processes

of the 'welfare state'; to study in detail the politics surrounding and generated by recent Australian government initiatives in social welfare policy; to examine recent attempts to apply theories of participation and principles of coordination in welfare policy; to examine the interrelationship between poverty, inequality and class under advanced forms of capitalism; to critically review the literature on community politics and community action, paying particular attention to the United States 'war against poverty'; to develop skills in analysing the politics of communities and of welfare delivery systems and an appreciation of modes and possibilities of intervention and community mobilisation.

35501 AUSTRALIAN POLITICAL ISSUES

Semester: II

3 class contact hours
10 week hours

Pre-requisite:

Political Behaviour and at least one Level Two politics course, and enrolment in at least the fifth semester of the full-time course (or its part-time equivalent).

Objectives:

This course requires the student to select a contemporary Australian political topic, research a specific aspect of it (using, for example, public documents, private interviews, observation or survey), and present a written 6000-8000 word report. The research must be supervised by an appropriately qualified staff member and students will not be permitted to undertake a study for which no adequate supervisor can be found. While this is not a formal, lecture-and-workshop course, students will be expected to meet regularly for the first few weeks to report progress and discuss problems.

35502 THE MODERN STATE: THEORY AND PRACTICE

Semester: I

3 class contact hours
10 week hours

Pre-requisite:

Political Behaviour and at least one Level Two politics course, and enrolment in at least the fifth semester of the full-time course (or its part-time equivalent).

Objectives:

To introduce students to some important bodies of systematic thought about the State developed during the past three hundred years; to bring students to an awareness of the historical processes of the development of political thought and its interrelationship with social development; to examine methodologies of theoretical development, especially of normative theory; to raise and develop important theoretical questions concerning the State and its interrelationship with society. Political theorists considered will include Hobbes, Locke, Rousseau, Mill, Miliband and Poulantzas; to refine students' ability to critically appraise theoretical writings.

35701 SOCIAL DYNAMICS (P/G)

Semester: II

2 class contact hours
7 week hours

Pre-requisite:

None

Objectives:

To develop an understanding of processes of social change in post World War II Australian society, with particular emphasis on the relation between changes in economic, social and political structures; to develop the ability to analyse coherently and consistently these processes of social change; to critically appraise different theories of social change; to develop the ability to apply conceptual frameworks in order to provide explanations of social phenomena and processes.

35702 COMMUNITY STUDIES (P/G)

Semester: I

2 class contact hours
7 week hours

Pre-requisite:

Social Dynamics; Social Economics A

Objectives:

To increase students' awareness of their social environment and to provide them with the skills and theoretical perspectives required for the analysis of local social systems as elements within Australian society. These perspectives and skills will be drawn from sociology, politics and economics and will be chosen with the particular needs of administrators in mind. The unit examines the meaning of the term 'community' in contemporary Australian society and analyses the concept as it is used by administrators at the local level and in wider social policy. The particular characteristics of a number of types of local social systems are explained in terms of wider social processes through a consideration of the economic and political aspects of spatial development in Australia. In an examination of population concentrations, urban structure is considered as an allocative mechanism that influences the social composition and real income of particular local areas. Once students have a theoretical understanding of the issues of spatial development, skills are developed in the empirical investigation of social interaction, participation and political organisation at the local level, placing particular emphasis on the role of administrators within the local social system.

35704 DEPRIVATION AND INTERVENTION (P/G)

Semester: I

2 class contact hours
7 week hours

Pre-requisite:

Social Dynamics

Objectives:

To enable students to recognise the extent and meaning of human deprivation, and its psychological and social dimensions; to develop an understanding of the causes of deprivation and its consequences for individuals and society; to examine ways in which western society intervenes in the cycle of deprivation at both private and government levels, and the values underlying such intervention; to examine the impact of different modes of intervention on deprived individuals and groups, the range of responses available to them, and the longer term social consequences, intended and unintended; to develop an appreciation that all needs cannot be met all the time, and that social priorities as determined by political and other processes will define which needs are to be met.

35705 SOCIAL SERVICE SYSTEMS (P/G)

Semester: II

2 class contact hours
7 week hours

Pre-requisite:

Deprivation and Intervention

Objectives:

To study the development and role of social services in modern industrial societies; to examine the main features of the social service systems of selected countries, with special reference to Australia; to study in some detail the arrangements for the delivery of social services in Australia; to look briefly at the way some roughly comparable countries organise the delivery of their social services; to examine theoretical tools available for analysing the structure and functioning of social service organisations and systems; to examine problems involved in the delivery of social services.

35709 THE PUBLIC/PRIVATE DOMAIN (P/G)

Semester: I

2 class contact hours
7 week hours

Pre-requisite:

Social Dynamics; Social Economics A

Objectives:

To develop an understanding of the structural linkages which exist between what have been termed the 'public' and 'private' sectors; to develop an appreciation of how these structural interdependencies emerged, and how they are likely to develop in the immediate future; to develop an appreciation of how the public/private domain affects and constrains managerial activity in both sectors; to examine cases of the interaction between 'public' and 'private' structures and develop an understanding of the processes, relationships, tensions and contradictions which result; to examine how practitioners and observers of management in both sectors have perceived the public/private domain, and to examine the implications of such perspectives.

35710 PUBLIC INSTITUTIONS AND SYSTEMS (P/G)

Semester: II

2 class contact hours
7 week hours

Pre-requisite:

Public/Private Domain

Objectives:

To provide an understanding of the institutional environment of public administration in Australia; to examine the traditional concept of the role of the public administrator and the challenges to which it is now subjected; to develop an appreciation of the administrative process as a set of relationships both inside and outside formal organisational structures; to introduce the current debate about the nature and composition of public organisations (e.g. accountability, a representative public service etc.) and the structure of government organisations (e.g. organisational design, decentralisation, access, etc); to examine the extent to which there have been changes in the nature, composition and structure of public organisations.

35804 SOCIAL POLICY (P/G)

Semester: I

2 class contact hours
7 week hours

Pre-requisite:

Social Service Systems; Managerial Decision Making (P/G)

Objectives:

To introduce students to the study of policy making with particular emphasis on the field of social policy; to develop an appreciation of the political, social and institutional pressures which affect the formation and implementation of social policy in Australia; to provide students with a range of skills and techniques for use in policy making and, as a corollary, to develop an understanding of what social science can and cannot do for policy makers; to practise students in aspects of the policy making process by a thorough examination of one or two recent major cases of social policy formation.

35805 SOCIAL ADMINISTRATION (P/G)

Semester: II

2 class contact hours
7 week hours

Pre-requisite:

Social Policy; Management Information Systems

Objectives:

To assess leading issues in social administration; to practise students in dealing with administrative (as distinct from policy) situations in the field of social welfare; to consider and evaluate individual research projects

35809 THE POLICY PROCESS (P/G)

Semester: I

2 class contact hours
7 week hours

Pre-requisite:

Public Institutions and Systems; Managerial Decision Making (P/G)

Objectives:

To consider the values and assumptions underlying the concept of policy; to distinguish 'policy' as an organisational outcome from 'policy' as administrative action; and by examining both the literature on the subject and actual practice; to assess the extent to which 'policy' is an appropriate concept for explaining or controlling the pattern of organisational activity; to examine the pattern of structural linkages, inside organisations and between them, within which the policy process takes place, and to identify administrative and other roles within the policy process; to survey attempts to develop rational aids to policy formulation, specifically those concerned with understanding complex choice situations, identifying and tapping relevant data sources, assessing costs and benefits, and predicting outcomes; to examine the relationship between the policy process and the outcomes of organisational activity, and in particular, to survey attempts at assessing the impact of organisational action, program evaluation and feedback and learning in the policy process.

35810 MANAGEMENT IN THE PUBLIC SECTOR (P/G)

Semester: II

2 class contact hours
7 week hours

Pre-requisite:

The Policy Process; Management Information Systems

Objectives:

To investigate problems commonly associated with the tasks, personnel and environment of public administration; to develop the skills and techniques necessary for the planning (including implementation analysis), administration, monitoring and evaluation of projects; to develop skills in dealing with middle management problems in the public sphere.

35901 RESEARCH SKILLS SEMINAR I

Semester: I

3 class contact hours
10 week hours

Objectives:

This unit concentrates on the nature of scientific rigour. There is a widely-varied reading list dealing with: paradigms of science/scientific investigation; science as a social and historical phenomenon; social research and how it fits into the above; specific examples of social and other scientific research based on various paradigms of research and of organisations and administration and including quantitative, qualitative and unobtrusive methods. Students make a seminar presentation each, based on the above.

35902 RESEARCH SKILLS SEMINAR II

Semester: II

3 class contact hours
10 week hours

Objectives:

This unit concentrates on the practice of research, using individual students' projected Research Projects as a vehicle for sharpening understanding of the many possible modes of scientific research in the social world, their benefits and limitations. As in the previous Seminar, the emphasis throughout is on the development of understanding, mastery and, consequently, autonomy in the reading, practice and use of research.

36903 PROJECT SEMINAR

Semester: I

4 class contact hours
20 week hours

Objectives:

Most work in the third semester is done individually, with the help of a supervisor. Students meet several times during the semester to report on work-in-progress and to discuss lessons to be learned from their different experiences of the research process.

36202 ORGANISATION BEHAVIOUR

Semester: I & II

3 class contact hours
6 week hours

Pre-requisite:

Work Organisation and Society; Political Behaviour

Objectives:

To investigate behaviour that is manifest in the course of the organisation of work activity; to develop an understanding of the factors that are involved in organising and managing and to develop in students a critical ability with regard to the analysis of the way in which specific concepts and techniques are applied. To this end specific attention is given to notions such as patronage, bureaucracy, scientific management, motivation, groups, power, leadership, conflict and decision-making.

36205 ORGANISING HUMAN SERVICES

Semester: II

3 class contact hours
8 week hours

Pre-requisite:

Organisation Behaviour

Objectives:

To further develop students' awareness of the central part played by organised interests in social processes; to extend students' capacities for organisational analysis by focussing their attention on inter-organisational relationships, on the factors shaping and maintaining these relationships, and on the contradictions they sometimes engender; to develop in students a critical awareness of the way the conventional language which is used to describe and analyse organised endeavours is partial and partisan and largely reflects the interests of dominant groups; to examine the construction of inter-organisational relationships in a number of human service industry sectors and by so doing illustrate the misleading and partisan character of much of the conventional language used to describe human services; to practise students in inter-organisational analysis; to develop students' awareness of the processes that lead to the transformation of inter-organisational relationships and thus the arrangements and practices that constitute human services.

36301 INDUSTRIAL SOCIOLOGY

Semester: II

3 class contact hours
8 week hours

Pre-requisite:

Organisation Behaviour

Objectives:

To develop an understanding of the behaviour of people in work organisations and the social, cultural and organisational determinants of that behaviour; to develop frameworks for the analysis of the relationships between historical, social and organisational variables in order to place individual attitudes and practices in a broader context; to extend this understanding through cross cultural comparative material; to give students experiential insights into intergroup and interpersonal relationships within work organisations; to develop students' skills in organisational analysis and introduce them to issues of organisation design; to examine contemporary issues in industrial sociology; to foster a practical and theoretical understanding of the Australian industrial relations scene in comparative perspective.

36302 GOVERNMENT AND BUSINESS

Semester: I

3 class contact hours

8 week hours

Pre-requisite:

Organisation Behaviour; Economy and Society II

Objectives:

To develop students' understanding of the way in which social activity in Australia is conceptualised as 'political' or 'economic', and as falling into a 'public sector' or 'private sector'; to examine practices in relation to particular industries as evidence for the validity of these conceptualisations; to develop students' capacity to develop and apply analyses which encompass the full range of organisational linkages which occur in productive, regulative and allocative activity within Australian society.

36402 CORPORATE STRATEGY

Semester: II

3 class contact hours

10 week hours

Pre-requisite:

Accounting IV; Corporate Finance, plus either:

(a) Structure, Adaptation & Change in Organisations; Organisation Design; **or**

(b) Accounting V; Security Analysis & Portfolio Management; **or**

(c) A completed specialisation in marketing or employee relations.

Objectives:

To develop students' understanding of the planning process in organisations and to develop skills in formulating and evaluating strategies for organisations; to raise students' awareness of future developments in the structure of the world and Australian economies and the implications these hold for the management of organisations; to enhance students' knowledge, understanding and skills in the techniques used for strategy development; to examine the behavioural, motivational, organisational, political, financial, legal and economic dimensions of the planning process; to expose students to decision-making under uncertainty; to enhance students' skills and competence in making judgements.

36403 MARKETING FOR MANAGERS

Semester: I or II

3 class contact hours

8 week hours

Pre-requisite:

Economy and Society II; Quantitative Methods II

Objectives:

To develop an understanding of the marketing environment; to understand the total marketing function, in particular, with respect to planning and decision making; to study the legal and regulatory environment influencing major marketing decisions in Australia; to apply a knowledge of accounting techniques, economics and quantitative methods to marketing and market research decisions; to increase the practicability of business education by simulating typical business situations.

36404 BUREAUCRACY

Semester: II

3 class contact hours
8 week hours

Pre-requisite:

Government and Business

Objectives:

To analyse the major theories of bureaucracy, their historical backgrounds, and the main disputes surrounding them; to examine in detail major empirical studies of bureaucracy in different settings as one basis for assessing the merits of disputed theories; to assess the utility of the bureaucratic model for the analysis of patterns of authority and leadership and processes of change in Australian society and in different types of organisation; to examine the effect of increasing bureaucracy on the social, occupational and organisational structures of modern society; to examine modifications of, and suggested alternatives to, the bureaucratic model as desirable organisational patterns.

36406 EMPLOYEE RELATIONS I

Semester: I or II

3 class contact hours
8 week hours

Pre-requisite:

Economy and Society II

Objectives:

To provide students with an understanding of the essential elements of employee relations practice in Australia; to examine and understand the behaviour of people in work organisations and to link this to the operation of the labour market. The unit will focus on the essential elements of effective human resources management including recruitment and selection, motivation and appraisal of staff as well as industrial relations. With regard to the latter the unit will focus on the actors and institutions in the Australian industrial relations system; introduce industrial relations theory, particularly as it relates to conflict; link these theoretical insights with the procedure and practice of day-to-day industrial relations; analyse the processes of wage determination in Australia and develop appropriate practitioner skills.

36407 EMPLOYMENT PRACTICES AND DISCRIMINATION

Semester: II

3 class contact hours
8 week hours

Pre-requisite:

None

Objectives:

To provide students with a basic understanding of the Australian conciliation and arbitration system, the development of the individual contract of employment and the structure and function of trade unions; to equip students with the ability to recognise and understand discriminatory practices in employment; to develop in students the practical skills needed to deal with, manage and change discriminatory practices in employment; to give students a thorough working knowledge of Equal Employment Opportunity and Anti-Discrimination Legislation; to provide students with conceptual and practical skills from across disciplinary boundaries; to develop in students managerial/administrative skills necessary to avoid and eliminate discriminatory practices; to give students a knowledge of international developments dealing with discrimination in employment.

36408 MARKETING IN INFORMATION PROVISION

Semester: I

2 class contact hours

7 week hours

Pre-requisite:

None

Objectives

This unit introduces key marketing concepts and the basis of the economic and financial theories on which marketing is based. It provides therefore an opportunity for students to systematically examine and integrate foundations on which the framework of the course is built (the information provision model), and to draw out the implications of such theories for information work provision in practice. The unit will introduce students to the concepts of marketing in both the commercial and non-commercial sectors and show how the application of these concepts to service industry tasks will help satisfy consumer wants and needs for both commercial and non-commercial services. In particular the unit will examine the role of marketing for information products and services within and beyond organisations.

36504 RESEARCH FOR MARKETING PROBLEMS

Semester: I or II

3 class contact hours

10 week hours

Pre-requisite

Consumer Behaviour

Objectives:

To impart an awareness of the value of research applications to marketing problems as a systematic and analytic process harnessed to the identification, understanding, and solution of problems associated with the marketing management process. To develop students to a point whereby they can effectively conduct their own marketing research, or rationally evaluate the requirements for, and expectations of, professionally run marketing research services as they may apply to their function within a business organisation. To introduce students to the microcomputer and an appreciation of its value as a modern management tool, particularly in its application to the area of marketing research.

36505 INTERNATIONAL MARKETING

Semester: I

3 class contact hours

8 week hours

Pre-requisite:

Marketing for Managers or permission of lecturer-in-charge

Objectives:

This unit focuses on the application of marketing principles in international markets and incorporates developing an appreciation of the significance of different economic, cultural, political and legal environments. Specific attention is given to the segmentation of international markets, marketing decisions, product policy, promotional management, distribution methods, and negotiation in overseas markets.

36506 EMPLOYEE RELATIONS II

Semester: I

3 class contact hours

10 week hours

Pre-requisite:

Employee Relations I

Objectives:

To examine the theory and practice of human resources management in Australia today. This unit will either prepare specialists for a career in the human resource management area, or familiarise students specialising in other areas of management with the techniques relevant to the management of people at work. Emphasis is placed on the development of practical, hands-on skills.

36507 STRUCTURE, ADAPTATION AND CHANGE IN ORGANISATIONS

Semester: I

3 class contact hours

10 week hours

Pre-requisite:

Either (a) Industrial Sociology; Bureaucracy; **or**

(b) Employee Relations I; Marketing for Managers; Government and Business

Objectives:

To recapitulate the disciplinary skills developed and knowledge acquired through the previous study of alternative perspectives and theories explaining the conduct and structuring of relations in organisational settings; to analyse the concepts of structure, change and adaptation; to uncover the theoretical, ideological and philosophical bases of the concepts of change and adaptation in organisations and to assess these concepts against practice and experience in managing organisations; to provide new insights into the structural make-up of organisations and the practices that take place within them; to explore, describe and classify the reactions of organisational participants (ie, workers, managers, functional specialists) to internal and external pressures for change and the adequacy of the response to resistance to change; to examine the strategies, techniques and measures employed in planned organisational adaptation and change; to examine in detail major empirical studies of planned and unplanned organisation adaptation and change in business and organisations generally.

36508 ORGANISATION DESIGN (U/G)

Semester: I

3 class contact hours

10 week hours

Pre-requisite:

Either (a) Bureaucracy; Industrial Sociology **or**

(b) Employee Relations I; Marketing for Managers; Government and Business

Objectives:

To provide students with the opportunity to apply skills acquired in earlier units of the sequence, and to equip them with those disciplinary, analytical and vocational skills peculiar to organisation design problems; to introduce students to the theory and practice of organisation design by way of a comparative analysis of design approaches; to introduce students to contemporary approaches to design and redesign of organisations, careers and jobs; to develop in students the capacity to identify, interpret and analyse the variables affecting organisation design; to encourage students to critically examine a range of alternative approaches to the restructuring of relations in the conduct of work and with clients or customers of organisations; to provide students with experience in applying design skills within a vocational context through Australian case study material from the private and public sectors.

36509 DISCRIMINATION AND ORGANISATIONS

Semester: I

3 class contact hours

8 week hours

Pre-requisite:

Employment Practices and Discrimination

Objectives:

To provide students with an understanding of the nature, extent, and ramifications of systemic and individual discrimination; to apply this knowledge to the current situation in Australia; to develop in students the skills necessary to conduct research into the particular needs of disadvantaged groups within the context of organisations; to develop in students the skills needed to formulate and administer, within a political context of competing demands, policies designed to eradicate systemic and individual discrimination within organisations; to contribute to a balanced understanding of the management of human resources.

36605 CONSUMER BEHAVIOUR

Semester: II

3 class contact hours

10 week hours

Pre-requisite or co-requisite:

Marketing for Managers

Objectives:

This unit is designed to provide a basic theoretical grounding in the field of consumer behaviour, by drawing, as appropriate, upon the contributing disciplines of psychology, social psychology, sociology, anthropology, communication and economics. The aim is to develop a better understanding and awareness of consumers as the central focus of marketing action and to encourage students to appreciate the value of models as tools of conceptual analysis, the appropriate utilisation of which allows ultimately for a more effective marketing strategy. To encourage students to think of marketing strategy within a broader social framework involving public policy formulation and embracing such issues as ethics, regulations and consumerism as necessary considerations in an increasingly competitive and constrained social, political and economic environment.

36606 EMPLOYEE RELATIONS III

Semester: II

3 class contact hours

10 week hours

Pre-requisite:

Employee Relations I

Objectives:

To bring together and build upon the areas of theory and practice examined in Employee Relations I (and II). The focus of this unit is employee relations at the workplace and emphasis will be placed on linking insights into the operation of the I.R. system with the practice of industrial relations in the workplace. Emphasis in this unit will be placed on the development of practitioner skills, such as those involved in conflict resolution, negotiation and advocacy.

36607 THE MANAGEMENT PROCESS

Semester: II

3 class contact hours
10 week hours

Pre-requisite:

Accounting IV; Corporate Finance, plus either:

- (a) Structure, Adaptation & Change in Organisations; Organisation Design; **or**
- (b) Accounting V; Security Analysis & Portfolio Management; **or**
- (c) A completed specialisation in marketing or employee relations.

Co-requisite:

Corporate Strategy

Objectives:

To examine managing as a social process; to examine modes of thinking about management, by analysing leading 'theories' and empirical studies of management in relation to: alternative historical settings, alternative management structures, decision making, implementation and control activities of managers in alternative institutional settings; to develop an appreciation of the dynamics of managerial activity and the nature of managerial 'success'; to deepen insights into the nature of theorising and the cumulative 'development' of bodies of knowledge; to develop intellectual, appreciative and personal skills which are likely to be transferable to managerial situations; to practise students in the analysis of organisational and managerial situations.

36608 MARKETING PLANNING AND MANAGEMENT

Semester: II

3 class contact hours
10 week hours

Pre-requisite:

Marketing for Managers

Objectives:

To integrate issues raised in Marketing for Managers, Consumer Behaviour, and Research for Marketing Problems; to emphasise the fundamental principles and practice of marketing planning and management, and to examine the information requirements of marketing managers. The unit includes: analysis of product policy, with an emphasis on product life cycle analysis and the management of products in mature markets; pricing decisions, and their variations through product life cycle; mechanics of promotion and the methods used to bring the product to the marketplace and maintain it in the marketplace; distribution: the changing role of distribution and its effect on the profitability of products; market finance: the role of break-even analysis; analysis of the changing financial fortunes of products through the product life cycle; the Marketing audit: how to conduct the audit and an analysis of its benefits; Trade Practices and Consumer Law: providing a basic understanding of the minimum legal requirements for the Marketing Manager; Marketing planning: basic skills in preparing Marketing plans for submission to higher levels of management.

36609 MANAGING DISCRIMINATION

Semester: II

3 class contact hours

10 week hours

Pre-requisite:

Employment Practices and Discrimination; Discrimination and Organisations; Anti-Discrimination Law

Objectives:

To become aware of the principles and implications of equal employment opportunity programs; to develop planning and problem-solving skills necessary in the implementation of EEO within the organisation; to develop an understanding of the implications of preparing an EEO management plan; through practical exercises, to develop an understanding of the skills necessary in planning the introduction of appropriate EEO strategies; to acquaint students with communication strategies likely to prove helpful in handling interpersonal conflicts engendered by discrimination; to equip students with practical skills to change outcomes creatively; to develop in students managerial/administrative skills through organisational analysis appropriate to public and private sectors; to develop in students the skills required to evaluate the consequences, both intended and unintended, of policies designed to improve the position of disadvantaged groups.

36610 ISSUES IN HUMAN RESOURCES MANAGEMENT

Semester: I

3 class contact hours

8 week hours

Pre-requisite:

Employee Relations II

Objectives:

This unit builds on the contributions to the program made in Employee Relations II. It focuses on current developments and central issues in Human Resources Management and this ensures students are familiar with the state-of-the-art knowledge and practice in the field. It covers such areas as: the broad context of Human Resources Management — economic, political, legal and social; paradigms and images of the personnel function for the 1990s; development of human resource management systems — constraints, choices and strategies; industry and sector variation; manufacturing to service industries; introduction of new technologies; capital vs. labour intensity; compensation strategies; new directions; job analysis, job evaluation and performance appraisal; current issues; work re-organisation, skills formation; productivity-oriented Human Resources Management — the Australian context; corporate culture and human resources management systems; choices in employment systems — jobs, careers, internal labour markets.

36701 INDIVIDUAL AND ORGANISATION (P/G)

Semester: II

2 class contact hours

7 week hours

Pre-requisite:

Organisation and Management

Objectives:

To develop an understanding of the actions and interactions of people in organisations; to critically evaluate theories of organisations; to examine relationships between existing organisations, and between individuals working within organisations and those groups the organisations serve; to provide experiential insights into relationships in organisational situations; to introduce students to modes of thinking about organisations and analyses of them; to provide students with means to critically evaluate the practices of their own organisations.

36702 ORGANISATION AND MANAGEMENT (P/G)

Semester: I

2 class contact hours
7 week hours

Pre-requisite:

Social Dynamics

Objectives:

To describe current knowledge and modes of thinking about organisations and management; to further practise students in organisation analysis; to assess modes of thinking about management by analysing leading 'theories' and empirical studies of management; to develop an appreciation of the dynamics of managerial behaviour and the nature of managerial 'success'; to deepen insights into the nature of theorising and the cumulative 'development' of bodies of knowledge; to develop intellectual and appreciative skills that are likely to be transferable to managerial situations; to examine management as a social phenomenon.

36703 EMPLOYEE RELATIONS ADMINISTRATION (P/G)

Semester: I

2 class contact hours
7 week hours

Pre-or co-requisite:

Social Dynamics

Objectives:

To provide insight into employee relations as an identifiable part of organisational processes and an understanding of the role and desirable participant skills of non-specialist managers in employee relations processes. Topics covered include: human resource planning, job analysis, recruitment and selection, performance appraisal, wage and salary determination, trade unions, arbitration systems, negotiation and bargaining, industrial conflict.

36801 ORGANISATION STRUCTURE AND CHANGE (P/G)

Semester: I

2 class contact hours
7 week hours

Pre-requisite:

Individual and Organisation

Objectives:

To examine major theories of organisation structure, in the context of differing environmental and organisational situations; to describe and classify empirical data about organisational reactions to internal and external pressures; to examine strategies and techniques used in planning adaptation and change in organisations; to examine in some detail major empirical studies of planned and unplanned organisational change; to develop an appreciation of the structural implications of strategic management action and most importantly, how management manipulates and changes organisational structures to achieve its specific objectives.

36802 ORGANISATION DESIGN (P/G)

Semester: II

2 class contact hours
7 week hours

Pre-requisite:

Organisation Structure and Change

Objectives:

To familiarise students with theories and techniques of organisation design and design models; to analyse historical change in design theories; to practise students in organisation design generally; to practise students in applying design theories and models to existent or simulated situations in their area of specialisation. The

pre-requisite unit Organisation Structure and Change examined how organisations are structured and may be changed to achieve specific objectives of management. Organisation Design explores alternative ways of achieving restructuring of organisations, in particular, stages of development operating in particular markets or publics, or facing various environmental contingencies. The relationship between organisation design as the accumulation of incremental management decisions and/or as a 'learning model' directed towards the achievement of a self-designing organisation, is explored in the course.

36809 MANAGING DISCRIMINATION (P/G)

Semester: II

2 class contact hours

7 week hours

Pre-requisite:

Social Dynamics

Objectives:

To provide students with an understanding of the nature, extent and ramifications of systemic and individual discrimination; to apply this knowledge to the current situation in Australia; to develop in students the skills necessary to conduct research into the particular needs of disadvantaged groups within the context of work organisations; to have students become aware of the principles and implications of Equal Employment Opportunity Programs; to develop planning and problem-solving skills necessary in the implementation of Equal Employment Opportunity plans within an organisation; to develop in students the skills needed to formulate and administer within a political context of competing demands, policies designed to eradicate systemic and individual discrimination within organisations; to develop in students the skills required to evaluate the consequences, both intended and unintended, of policies designed to improve the position of disadvantaged groups; and to contribute to a balanced understanding of the management of human resources.

36901 PROFESSIONAL SKILLS SEMINAR IN ADMINISTRATION I

36902 PROFESSIONAL SKILLS SEMINAR IN ADMINISTRATION II

Semester: I & II

3 class contact hours

10 week hours

Objectives:

These two subjects integrate previous study by confronting students with administrative problems which are made complex by their location in 'holistic' social or organisational contexts. In focus is the administrative process *per se*, and in particular the administrative process as a dimension of the organisation as a whole rather than as a task for an individual executive. The course aims to confront students with 'administrative problems' in public and private sector situations in order to develop skills in problem structuring and analysis and the exercise of judgement in complex, holistic organisational settings; to develop an appreciation of the effects of economic, legal, political and social factors on administrative and organisational outcomes; to develop an appreciation of the difficulties and tensions experienced by administrators in accommodating simultaneously; situation work demands, analytic precepts developed in their prior professional or disciplinary training, and emergent understandings of administrative and organisational processes; to develop an appreciation of the difficulties and tensions experienced by administrators acting in policy or advisory roles in complex organisational settings, arising from the disparities between the conclusions they might reach as professionals in these roles and the outcomes produced as a result of organisational/political processes.

COMPUTING STUDIES

38101 COMPUTING I — Introduction to Computing

Semester: I & II

3 class contact hours

6 week hours

Pre-requisite:

None

Objectives and Contents:

To provide an introduction to the design and use of computerised data processing systems in commercial environments. The unit includes: computer hardware, secondary storage, input and output devices; business data processing systems, characteristics and limitations of computer systems, data, and information; systems analysis and evaluation techniques; computing in the future; communications, database, electronic office; contemporary issues, privacy, data security, computer crime.

38201 COMPUTING II(A) — Programming and Software Engineering

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Computing I

Objectives and Contents:

To develop skills in computer programming, systems analysis, design and evaluation. The unit includes: principles and concepts of software engineering, software development and algorithm design; fundamentals of computer programming and elements of the PASCAL language; sequential file processing; comparative systems analysis and design methodology; software design and evaluation; system performance testing.

38202 COMPUTING II(B) — Applications of Personal Computers

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Computing I

Objectives and Contents:

To give students an introduction to personal computers, their components, functions and characteristics. The unit includes: components of personal computer systems; the operating system DOS and its utilities; standard software for the PC — spreadsheets, wordprocessing, data communication, graphics and desk-top publishing; personal computers in business and their relation to mainframe computers; data management software and system development strategies; guidelines for system evaluation, selection and implementation.

38301 COMPUTING III(A) — Commercial Systems Design

Semester: I

3 class contact hours

10 week hours

Pre-requisite:

Computing II(A)

Objectives and Contents:

To give students the experience of designing and implementing a business application system in the COBOL language; to extend programming skills to include advanced file organisation concepts; to develop techniques for system testing and evaluation.

38302 COMPUTING III(B) — Operations Research

Semester: I

3 class contact hours

10 week hours

Pre-requisite:

Computing I; Quantitative Methods II

Objectives:

To provide an introduction to the methods, applications and literature of operations research. The unit includes mathematical models, simulation queueing and linear programming. Special emphasis will be given to the use of O.R. techniques in financial applications, including risk analysis and capital budgeting. Case studies making use of a variety of computer packages will be used to stress the importance of data collection, problem formulation and the interpretation of results for management.

38401 COMPUTING IV(A) — Database Design

Semester: II

3 class contact hours

10 week hours

Pre-requisite:

Computing III

Objectives and Contents:

To introduce concepts and principles of data modelling and database design; to describe the range of database models and implementations and their characteristics; to give students the experience of designing and implementing a business application system using database products.

38402 COMPUTING IV(B) — Operating Systems and Languages

Semester: I

3 class contact hours

10 week hours

Pre-requisite:

Computing IIA; Computing IIB

Objectives and Contents:

To give students familiarity with a range and variety of languages and operating system products, their characteristics and limitations; to relate language characteristics to their appropriateness for specific application areas; to study the characteristics and functions of operating systems and to compare generic types with those which are machine specific; to compare the characteristics of third and fourth generation languages and their impact on productivity.

38501 COMPUTING V(A) — Advanced Systems Analysis and Design

Semester: II

3 class contact hours
10 week hours

Pre-requisite:

Computing IV(A)

Objectives and Contents:

To examine critically a range of contemporary methodologies for system analysis; to develop a well-founded paradigm for the processes of systems analysis and design and project management; to give students experience in analysis of a real-world system.

38502 COMPUTING V(B) — Management Information Systems

Semester: II

3 class contact hours
10 week hours

Pre-requisite:

Computing IV(A); Computing IV(B)

Objectives and Contents:

To study the characteristics of management information systems and to identify requirements; to introduce concepts of artificial intelligence and expert systems and their potential applications; to study data communications concepts and the implications for information systems; to examine the implementation and use of decision support systems; to make students aware of contemporary issues in information systems.

37502 OPERATIONS RESEARCH

Semester: I

3 class contact hours
10 week hours

Pre-requisite:

Quantitative Methods II or permission of Head of Department

Objectives and Contents:

To provide an introduction to the methods, applications and literature of operations research. The unit includes: mathematical models, simulation queuing and linear programming. Special emphasis will be given to the use of O.R. techniques in financial applications, including risk analysis and capital budgeting. Case studies making use of a variety of computer packages will be used to stress the importance of data collection, problem formulation and the interpretation of results for management.

37601 ADVANCED OPERATIONS RESEARCH

Semester: II

3 class contact hours
10 week hours

Pre-requisite:

Operations Research

Objectives and Contents:

To apply and extend the methods developed in Operations Research with particular emphasis on financial applications. Topics to be examined in this course will be negotiated with the students enrolled in the course. Topics may include: planning and control of capital expenditures, mergers and acquisitions, leasing, capital structure decisions, evaluation of financing alternatives, evaluation of tariff policies and subsidies, implication of the double taxation of dividends.

BACHELOR OF APPLIED SCIENCE (INFORMATION)

38205 CIS II: PERSONAL COMPUTER APPLICATIONS

3 class contact hours

6 week hours

Pre-requisite:

CIS I

Objectives:

To extend student knowledge of microcomputer applications and software; to gain depth of knowledge of the characteristics and limitations of microcomputer hardware and software; to develop proficiency in the use of personal computer application packages; management of personal computer facilities; to develop standards and procedures for selection of microcomputer hardware, communications firmware, software and accessories.

38305 CIS III: SOFTWARE ENGINEERING

3 class contact hours

6 week hours

Pre-requisite:

CIS I

Objectives:

To gain understanding of concepts of effective software engineering; to become familiar with methodologies used in software development; to develop critical appreciation for, and competence in, effective software design through use of 3GL software; to gain experience with, and ability to employ, productivity concepts of development, prototyping, simulation, and documentation through use of fourth generation language (4GL) software.

38505 CIS V: DATABASE DESIGN AND ADMINISTRATION

3 class contact hours

6 week hours

Pre-requisite:

CIS I and III

Objectives:

To introduce students to database models; to familiarise students with the principles of database management and the role of database design in the overall process of systems design and development; to introduce students to the use of database management systems; to develop skill in the design of databases and the use of database management systems; to develop understanding and critical appreciation of principles of database administration.

38605 CIS VI: NETWORKING AND SYSTEM SOFTWARE

3 class contact hours
6 week hours

Pre-requisite:

CIS I; II and III

Objectives:

To provide an overview and history of data communications; to familiarise students with the Reference Model for Open Systems Interconnection developed by the International Standards Organisation (ISO). To develop familiarity with terminal equipment, data communications media and hardware, data link protocols, networks and system software, and analysis and management of data communications networks; to develop the capability of specifying, evaluating, and selecting data communications systems; to describe the functions, features, development, and construction of computer operating systems, compilers, interpreters and utilities; to develop understanding of the procedures and implications of system software upgrades on existing applications.

38503 COMPUTING SCIENCE IV

3 class contact hours
6 week hours

Pre-requisite:

Computing Science III

Objectives:

To consider contemporary issues in computing and informatics; to analyse the major trends in the computing field with particular reference to decision support systems, artificial intelligence and expert systems; to explore the theoretical underpinning of key issues and trends in the discipline of computing science; to synthesise the theoretical literature in an area of artificial intelligence with an emphasis on applications to expert systems design.

INFORMATION STUDIES

41101 INFORMATION AGENCIES IB

Semester: I

2 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To introduce students to the variety of information agencies; identify the role and tasks of the librarian/information worker; examine the requirements for the librarian/information worker's education and training; identify the agencies' role, characteristics and organisation against a background of historical development; indicate types and levels of personnel required against a background of the development of education for information studies; familiarise students with the development of the profession of librarianship and information science.

41103 INFORMATION RESOURCES IB

Semester: I

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To study the nature of information and its generation; examine the categories of information resources available and their distinguishing characteristics, concentrating on print and electronic information resources, particularly those which provide brief concise information; establish criteria for the evaluation of information resources; identify strategies for the effective use of a range of resources to satisfy enquiries; delineate concepts involved in effective collection in libraries; examine issues affecting use of information resources, including copyright and censorship.

41104 INFORMATION METHODS IB

Semester: I

3 class contact hours
6 week hours

Pre-requisite:

None

For Objectives see 41108 Information Methods IA

41107 INFORMATION USERS IA

Semester: I

3 class contact hours
6 week hours

Pre-requisite:

Psychology IA

Objectives:

To study the characteristics of information and library users; establish their information needs through a study of information surveys and user studies; to provide the student with experience of an individual person's information needs.

41108 INFORMATION METHODS IA

Semester: II

3 class contact hours

6 week hours

Pre-requisite:

None

Objectives:

To understand the methods of organising information to ensure retrieval, analyse information materials according to content, subject and form; describe, evaluate and apply methods of classifying and indexing information materials; and of compiling subject heading lists, indexes and abstracts.

41110 THE INFORMATION ENVIRONMENT

Semester: I

3 class contact hours

6 week hours

Pre-requisite:

None

Objectives:

To introduce social, political, economic and other variables in the information environment; to analyse the role and educational preparation of information workers; to introduce the framework of the Bachelor of Applied Science (Information) course and identify the range of variables in the design of information products and services.

41112 INFORMATION RESOURCES IIB

Semester: I and II

2 class contact hours

5 week hours

Objectives:

To examine types of audiovisual information resources available and their characteristics; evaluate audiovisual information resources according to established criteria; identify, operate, and evaluate relevant equipment for the use of each type of audiovisual information resource; examine the formulation of a collection development plan for audiovisual information resources and the relevant equipment; identify the major problems of copyright legislation relating to audiovisual information resources; identify potential areas of future development in audiovisual information resources.

41113 INTRODUCTION TO COMPUTING

Semester: I

3 class contact hours

8 week hours

Pre-requisite:

None

Objectives:

To describe the processing of data in terms of the four functions of input, processing, storage and output; to relate the physical components of a computer system to these functions and examine the basic characteristics of these functions; to describe and analyse the nature and purpose of systems software and applications software; to describe the ways in which telecommunications are used to transmit data between two computing devices.

41114 INFORMATION USERS IB

Semester: I and II

4 class contact hours
8 week hours

Pre-requisite:

None

Objectives:

To determine the characteristics of information and library users; establish their information needs through a study of information surveys and user studies; provide the student with experience of an individual person's information needs. To identify and evaluate existing patterns and systems of meeting information needs for users, and services which have evolved to meet them.

41119 PROFESSIONAL STUDIES I

Semester: II

2 class contact hours
6 week hours

Pre-requisite:

The Information Environment

Objectives:

To relate and extend knowledge of the information environment and the information profession in a variety of specific information provision contexts; to recognise and analyse the relationship between theory and practice in some aspects of information work; to observe and analyse the role of the professional operating within and relating to various organisational structures.

41120 INFORMATION SCIENCE I

Semester: I

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To introduce key concepts in information science and information provision; to analyse information transfer models developed in various disciplines, areas and situations and derive from these, principles relevant to information dissemination activities; to examine the information resource life-cycle; to identify the functions and characteristics of a range of information resources; to identify and apply criteria for the evaluation of information resources.

41125 CIS I: INTRODUCTION TO INFORMATION SYSTEMS

3 class contact hours
8 week hours

Pre-requisite:

None

Objectives:

To describe the processing of data in terms of input, processing, and output; to relate the physical components of a computer system to those functions and examine the basic characteristics of these components; to describe and analyse the nature and purpose of systems software and applications software; to describe the ways in which telecommunications are used to transmit data between computing devices.

41130 INFORMATION USERS IC

Semester: I

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To be aware of the variety of information agencies; identify the role and tasks of the librarian/information worker as evidenced in such agencies; understand the requirements for the education and training of the librarian/information worker; identify the role, characteristics and organisation of information agencies against a background of their historical development; understand the types and levels of personnel required in information agencies against a background of the development of education for information studies; understand the development of the profession of librarianship and information science.

41140 INFORMATION RESOURCES IC

Semester: I

3 class contact hours
6 week hours

Pre-requisite:

None

Objectives:

To describe what information is and how it is generated; identify the categories of information resources available and their characteristics; list evaluation criteria which can be used to evaluate information resources and apply these to a selected sample of information resources; understand strategies for the effective location and use of a range of resources to satisfy enquiries, including both manual and online information retrieval; delineate principles involved in effective collection development in libraries.

41201 ISSUES IN LIBRARIANSHIP IB

Semester: II

2 class contact hours
6 week hours

Pre-requisite:

Information Users IB:

Pre or Co-requisite:

Information Users IIB

For Objectives see 41508 Issues in Librarianship IA

41202 STATISTICS I

Semester: II

3 class contact hours
8 week hours

Pre-requisite:

None

Objectives:

To understand basic concepts in descriptive and inferential statistics; to compute a range of statistics; to read and interpret statistics; to select, evaluate and reformat numeric data for presentation purposes; to locate and assess the suitability of secondary data; to develop awareness of, and basic skills in using statistical packages.

41204 INFORMATION METHODS IIB

Semester: II

6 class contact hours

15 week hours

Pre-requisite:

Information Methods IB

SECTION 1

Objectives:

To understand the methods of organising and controlling information to ensure retrieval; analyse information materials according to identification and control; describe, evaluate and apply methods of identifying and controlling information for retrieval; identify the problems of information retrieval and the library's response to such problems.

SECTION 2

Objectives:

To examine the library as a complex system and as an organisation; describe, evaluate and apply methods of organising libraries and information services (other organisations); allocate financial provision (preparation of estimates and budget control); to describe and evaluate the utilisation of personnel within types of libraries and information agencies and apply the principles of personnel management and supervision to the selection and management of staff; develop architectural briefs for designing facilities for library and information services; describe, evaluate and apply methods of acquiring information sources, of cataloguing and classifying, and of organising, controlling and making available for use; to consider methods of evaluating the effectiveness of the library as an information system, compile and maintain statistics and prepare and submit reports relevant to the development of library service; consider relevant research reports on the effectiveness of library systems; devise objectives for service and carry out plans for implementation, promotion and innovation.

SECTION 3.

Objectives:

To delineate the major factors which are causing pressures on library information systems; describe and evaluate the application of computer-based systems to library organisations; gain an understanding of the fundamentals of computer science relevant to the professional needs of librarians; describe and evaluate various data base systems of direct concern to libraries and library networks; examine and evaluate the MARC system as an example of a national machine readable cataloguing data base; consider the management aspects of computer-based information systems in libraries; develop the sequence of steps essential to the introduction of automated systems into the library.

41207 INFORMATION USERS IIA

Semester: II

3 class contact hours

6 week hours

Pre-requisite:

Information Agencies IA

Objectives:

To identify and evaluate existing patterns and systems of meeting information needs for users; identify and evaluate existing services which have been evolved to meet information needs for users; to examine the role of the librarian in the provision of services.

41208 INFORMATION METHODS IIA

Semester: I

3 class contact hours
6 week hours

Pre-requisite:

Information Methods IA

Objectives:

To understand the methods of organising and controlling information to ensure retrieval; analyse information materials according to identification and control; describe, evaluate and apply methods of identifying and controlling information for retrieval; identify the problems of information retrieval and library's response to such problems.

41214 INFORMATION USERS IIB

Semester: I and II

2 class contact hours
4 week hours

Pre-requisite:

Information Users IB

Objectives:

To analyse empirical research studies critically; to synthesise and apply the findings of a group of empirical research studies to a specific library/information service situation; to recommend changes and/or action based on the findings.

41215 INFORMATION RESOURCES IIIB

Semester: II

2 class contact hours
5 week hours

Pre-requisite:

Information Resources IB

Objectives:

To identify and contrast the essential characteristics of the humanities, the social sciences and the pure and applied sciences; examine generation, communication and use of information within those four areas; identify the types of information resources available in the disciplines of literature, fine arts, history, education, law, chemistry, biological sciences, engineering and medicine; examine effective use of a representative sample of these resources, particularly in relation to enquiries, and through the application of appropriate criteria; identify problems in collection building in the subject areas studied. Graduate Diploma in Teacher Librarianship students examine these subject areas as they apply to the school curriculum.

41216 INFORMATION RESOURCES IIIC

Semester: I and II

2 class contact hours

5 week hours

Pre-requisite:

Information Resources IB

Objectives:

To enable students to examine in detail ONE of the following specialised areas of information resources:-

- Business
- Child/Young Adult
- Government
- Local History
- Social Welfare
- Visual Resources

These electives are not always available in each semester. For each area examine the nature of the subject, topic or form and the generation and communication of information within that subject, topic or form; identify the range and characteristics of information resources, both print and nonprint within the area; develop criteria for the evaluation and selection of information resources appropriate to the area; develop strategies for the effective use of information resources within the area; identify issues in collection building in the subject, topic or form.

41218 TECHNIQUES FOR INFORMATION PRODUCTION

Semester: II

3 class contact hours

6 week hours

Pre-requisite:

None

Objectives:

To be aware of the range of materials, equipment, facilities and services required for the production of information resources and products and to demonstrate competency in their evaluation and use for specific purposes; to plan, organise, compose and package an information resource/product; to identify the direct costs associated with the production of information resources; to introduce appropriate promotion techniques.

41219 PROFESSIONAL STUDIES II

Semester: I

2 class contact hours

6 week hours

Pre-requisite:

Professional Studies I

Objectives:

To identify and refine personal and professional values; to identify, describe and carry out career planning and preparation tasks; to demonstrate proficiency in developing a learning contract to fulfil personal and professional goals; to plan a portfolio in relation to a professional goal.

41220 INFORMATION SCIENCE II

Semester: II

4 class contact hours
8 week hours

Pre or Co-requisite:

Information Science I

Objectives:

To introduce key concepts in information organisation and retrieval; to identify, analyse and evaluate conceptual frameworks for the organisation of knowledge and information resources; to identify, analyse and evaluate principles underlying various approaches to analysing and describing information and information resources; to introduce processes of analysing information and information resources for inclusion in information systems; to develop understanding of the principles and structures of files and catalogues.

41302 STATISTICS II

Semester: I

3 class contact hours
6 week hours

Pre-requisite:

Statistics I

Objectives:

To understand the major concepts and assumptions relevant to parametric and non-parametric techniques; to be proficient in the analysis of data using a variety of commonly used techniques; to select appropriate techniques for a given problem and data set; to be proficient in the use of statistical packages; to understand the function and uses of a number of multivariate techniques.

41303 RESEARCH METHODS I

Semester: I

3 class contact hours
8 week hours

Pre-requisite:

Statistics I

Objectives:

To demonstrate awareness of a variety of ways of achieving knowledge; to identify the major types of disciplined inquiry methods used in information science; to describe the strengths and weaknesses of the scientific research model; to demonstrate proficiency in the skills necessary to carry out a research study based on the focus questions of the Bachelor of Applied Science (Information); to critically evaluate the adequacy of a research proposal and the information science literature.

41307 INFORMATION USERS IIIA

Semester: I

2 class contact hours
8 week hours

Pre-requisite:

Information Users IA; Psychology IIIA

Pre or Co-requisite:

Psychology IVA

Objectives:

To analyse empirical research studies critically; to synthesise and apply the findings of a group of empirical research studies to a specific library/information service situation; to recommend changes and/or action based on the findings.

41308 INFORMATION METHODS IIIA

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

None

Objectives:

To examine the library as a complex system and as an organisation; describe, evaluate and apply methods of organising libraries and information services in relation to other organisations; allocate financial provision in relation to preparation of estimates and budget control; describe and evaluate the utilisation of personnel with types of libraries and information agencies and apply the principles of personnel management and supervision to the selection and management of staff; develop architectural briefs for the designing of facilities for library and information services; describe, evaluate and apply methods of acquiring information sources, of cataloguing and classifying such materials, and of organising, controlling and making available such materials for use; consider methods of evaluating the effectiveness of the library as an information system and compile and maintain statistics and prepare and submit reports relevant to the development of library service, and consider relevant research reports on the effectiveness of library systems; devise objectives for service and carry out plans for implementation, promotion and innovation.

41309 INFORMATION SYSTEMS DESIGN I

Semester: I

3 class contact hours

6 week hours

Pre-requisite:

Introduction to Computing

Objectives:

To investigate methods of identifying the objective(s), user groups, type of use, financial and other constraints associated with a proposed information system; to show how those factors are expressed in terms of data identification, collection, preparation, input, processing, storage, retrieval and output; to provide techniques for costing the implementation and the day-to-day running of a new system; to provide an awareness of the consequences of a new system for the management of an organisation; to provide guidelines for managing the process of implementing a new system; to investigate methods for evaluating the performance of a new system.

41310 SUBJECT INFORMATION RESOURCES

Semester: I or II

3 class contact hours

6 week hours

Pre-requisite:

Information Science I

Objectives:

To examine information resources of selected disciplines within the broad subject areas of the humanities, the social sciences and the pure and applied sciences. The nature of the disciplines, and the ways in which people concerned with them generate, communicate and use information will also be examined.

41313 INFORMATION RESOURCES IIIA

Semester: I

3 class contact hours

6 week hours

Pre-requisite:

Information Resources II A

Objectives:

To identify and contrast the essential characteristics of the humanities, the social sciences, and the pure and applied sciences; examine the generation, communication and pure and applied sciences; examine the generation, communication and use of information within those areas; identify the types of information resources available in each of the disciplines of literature, the fine arts, chemistry, medicine, biological sciences, law and history; examine the selection, effective means of use, and evaluation of a selected sample of information resources in these disciplines; identify problems in collection building in each of these disciplines.

41319 PROFESSIONAL STUDIES III

Semester: I

2 class contact hours

6 week hours

Pre-requisite:

Professional Studies II

Objectives:

To carry out a range of professional activities set out in the professional portfolio plan developed in Professional Studies II, and as agreed in the learning contract; to identify, negotiate and plan a professional level project which is based in the practice of information and provides the opportunity to apply and synthesise knowledge gained in the classroom to a real information problem.

41320 INFORMATION SCIENCE III

Semester: I

4 class contact hours

8 week hours

Pre-requisite:

Information Science I

Objectives:

To deepen and extend knowledge of key concepts in information use behaviour considered in Information Science I, and to introduce new concepts as appropriate; to identify, analyse and compare the major paradigms (world views) underlying information behaviour models; to identify and analyse models of information behaviour; to identify and describe the range of variables which predict or influence information behaviour; to identify, analyse and evaluate methods available for defining target groups, and to define and justify a target group for the purpose of information provision.

41403 RESEARCH METHODS II

Semester: II

3 class contact hours

6 week hours

Pre-requisite:

Research Methods I

Objectives:

To become familiar with a number of social science research designs; to design and carry out a research study, specifically to select a research design appropriate for a particular problem; to develop a valid, reliable and useful data collection instrument; to collect and analyse and present data; to discuss the implications of the findings for the problem and make specific recommendations if appropriate; to introduce selected aspects of research as it relates to consultancy work carried out by information professionals.

41404 INFORMATION RESOURCES IVA

Semester: I and II

2 class contact hours

8 week hours

Pre-requisite:

Information Resources IIIA

Objectives:

To enable students to examine in detail ONE of the following areas of information resources related to a group of users:

Adult

Child/Young Adult

These electives are not always available in each semester; for each area, examine the range of resources available by genre or special topic and identify their characteristics; evaluate resources appropriate for each group of users; examine means of effective use of these resources by each group of users; identify issues in selection and collection building for each group of users.

41405 INFORMATION RESOURCES IVB

Semester: I

2 class contact hours

8 week hours

Pre-requisite:

Information Resources IIIA

Objectives:

To enable students to examine in detail ONE of the following formats of information resources:

Government

Visual

These electives are not always available in each semester; for each format, describe the generation and production of information; examine the range of information resources available and identify their characteristics; evaluate the information resources available; examine means of effective use; identify problems in collection building.

41406 INFORMATION RESOURCES IVC

Semester: I and II

2 class contact hours
8 week hours

Pre-requisite:

Information Resources IIIA

Objectives:

To enable students to examine in detail information resources related to ONE of the following topics:

- Business
- Local History
- Social Welfare

These electives are not always available in each semester; for each topic, identify the characteristics and nature of the topic; examine the generation of information resources related to the topic; identify the range and characteristics of information resources available for each topic; examine means of effective use of these information resources; identify problems in collection building in relation to each topic.

41407 INFORMATION USERS IVA

Semester: II

2 class contact hours
8 week hours

Pre-requisite:

Information Users IIIA

Objectives:

To provide the knowledge and skills necessary to plan and carry out a research project on a user-oriented topic; to utilise basic research methods in such an investigation; to comment on the implications of the findings of such an investigation for user-oriented services.

41408 INFORMATION METHODS IVA

Semester: I

3 class contact hours
8 week hours

Pre-requisite:

Information Methods IIA

Objectives:

To delineate the major factors which are causing pressures on library information systems; describe and evaluate the application of computer-based systems to library organisations; gain an understanding of the fundamentals of computer science relevant to the professional needs of librarians; describe and evaluate various database systems of direct concern to libraries and library networks; examine and evaluate the MARC system as an example of a national machine readable cataloguing database; consider the management aspects of computer-based information systems in libraries; develop the sequence of steps essential to the introduction of automated systems into the library.

41409 INFORMATION SYSTEMS DESIGN II

Semester: II

3 class contact hours
6 week hours

Pre-requisite:

Introduction to Information Systems; Information Systems Design I

Objectives:

To consolidate material presented in the units Information Science II, Information Science IV, Introduction to Computing, Information Systems Design I; to provide students with the opportunity to carry out the design of a system to satisfy a particular application; to provide students with the opportunity of carrying out a partial implementation of their design; to identify and solve problems which arise.

41415 ADMINISTRATIVE TECHNIQUES IN INFORMATION PROVISION

Semester: II

3 class contact hours
8 week hours

Pre-requisite:

Work, Organisation and Society

Objectives:

To introduce models and concepts of organisational structure; to develop an understanding of the impact of organisational structure on the individual; to identify key aspects in the process of resource management, such as the ordering of priorities, resource analysis and task analysis; to develop an awareness of techniques for resource management; to examine a range of methods of work group organisation and determine their strengths and weaknesses for particular situations; to develop an understanding of the concepts and principles of evaluation; to develop, implement and assess criteria and methods for evaluating information products and services.

41418 INFORMATION DISSEMINATION

Semester: I or II

3 class contact hours
6 week hours

Pre-requisite:

Techniques for Information Production

Objectives:

To be aware of the techniques available for the identification of audiences/markets for different kinds of published and broadcast information; to demonstrate competency in using and evaluating relevant technologies in the print and broadcast media; to acquire skills in the composition and preparation of a range of information products; to be aware of the protocols, conventions and legal restraints associated with the print and broadcast media; to be aware of the major channels for promoting, distributing and disseminating print and broadcast information; to acquire skills in publicity techniques.

41419 PROFESSIONAL STUDIES IV

Semester: II

2 class contact hours
6 week hours

Pre-requisite:

Professional Studies III; Students must also be in the final year of their course.

Objectives:

To review the Professional Portfolio plan and associated learning contract developed in Professional Studies II; to complete a project in an actual information provision situation; to complete the development of the student's professional portfolio; to assess the adequacy of the completed portfolio, including the project.

41420 INFORMATION SCIENCE IV

Semester: II

4 class contact hours
8 week hours

Pre-requisite:

Information Science II; Information Science III

Co-requisite:

Information Science III

Objectives:

To analyse principles and assumptions of data and document retrieval models; to analyse and evaluate models of the information search process and its components; to examine the relationship between empirical literature on information needs of target groups and the needs of the individual; to identify and evaluate a range of information search strategies; to develop understanding of the principles and properties of documentary languages and the selection and combination of access keys in information retrieval; to analyse and evaluate for particular circumstances a range of approaches to evaluation of information retrieval.

41425 CIS IV: INFORMATION SYSTEMS DESIGN I

3 class contact hours
6 week hours

Pre-requisite:

CIS I

Objectives:

To investigate methods of identifying the objectives, user groups, types of use, financial and other constraints associated with a proposed information system; to illustrate how these factors are expressed in terms of data identification, collection, preparation, input, processing, storage, retrieval and output; to provide techniques for costing the implementation and day-to-day running of an information system; to create awareness of the consequences of a new information system for management and staff of an organisation; to provide a basis for managing the process of implementing a new information system; to investigate methods for evaluating the performance of an information system.

41725 CIS VII: INFORMATION SYSTEMS DESIGN II

3 class contact hours
6 week hours

Pre-requisite:

CIS I and III

Objectives:

To consolidate and extend material presented in Information Systems Design I and Introduction to Information Systems; to provide students with the opportunity to carry the systems development process to completion; to develop skills useful to project management in information systems development; to identify and solve problems which arise in systems design and development.

41508 ISSUES IN LIBRARIANSHIP IA

Semester: II

2 class contact hours
8 week hours

Pre-requisite:

Information Users IIIA; Information Methods IA

Objectives:

To provide an opportunity for students to synthesise the knowledge and learning experiences gained in the course; to recognise the need to consider change and the issues resulting from change in the light of the total information scene.

41510 INFORMATION COLLECTION MANAGEMENT

Semester: I or II

3 class contact hours
6 week hours

Pre-requisite:

Information Science II & III

Objectives:

To identify the range and purposes of information collections; to examine concepts of inventory control and management as they apply to information collections; to evaluate models of information collection, development and the impact on collection policy of environmental, legal and other factors; to identify, evaluate and use effectively, bibliographic and other aids for selection of information and material for addition to collections; to examine methods of acquiring and maintaining relevance to the collection of information and materials from internal and external sources; to evaluate approaches to the control and circulation of information and materials; to examine means of monitoring and evaluating the effectiveness of information collections.

41515 MANAGEMENT FOR INFORMATION PROVISION

Semester: I or II

3 class contact hours
6 week hours

Pre-requisite:

Administrative Techniques in Information Provision

Objectives:

To introduce key concepts and theories relevant to the management of information organisations and services; to develop an understanding of the processes and techniques of management; to develop an awareness of concepts and accountability; to examine principles important to the management of staff; to introduce techniques to the supervision of staff.

41520 INFORMATION SCIENCE V

Semester: I

4 class contact hours

8 week hours

Pre-requisite:

Information Science II and III

Objectives:

To analyse and evaluate for particular circumstances various approaches to presenting information; to analyse and evaluate methods of analysis of information; to identify and evaluate frameworks for the evaluation of information; to analyse approaches to dissemination of information within the context of information service provision; to appreciate the range of variables in information product design situations; to analyse and evaluate approaches to developing an information product.

41601 TARGET GROUP STUDIES — BUSINESS

Semester: I or II

3 class contact hours

6 week hours

Pre-requisite:

Information Science III

Co-requisite:

Information Science IV

Objectives:

To extend and apply the general principles of information practice identified through the major in Information Science, to an information provision situation focused on a specific target group; to identify the characteristics of a target group, which impinge on information behaviour; to identify the generators of information within and directed towards a specific target group; to analyse the range and type of information resources available for particular target groups, and the specialised systems for organisation and retrieval of these information resources.

41602 TARGET GROUP STUDIES — CHILDREN AND YOUNG ADULTS

Semester: I or II

3 class contact hours

6 week hours

Pre-requisite:

Information Science III

Co-requisite:

Information Science IV

Objectives:

See 41601

41603 TARGET GROUP STUDIES — EDUCATION

Semester: I or II

3 class contact hours

6 week hours

Pre-requisite:

Information Science III

Co-requisite:

Information Science IV

Objectives:

See 41601

- 41604 TARGET GROUP STUDIES — ETHNIC COMMUNITIES**
Semester: I or II 3 class contact hours
6 week hours
Pre-requisite:
Information Science III
Co-requisite:
Information Science IV
Objectives:
See 41601
- 41605 TARGET GROUP STUDIES — GOVERNMENT**
Semester: I or II 3 class contact hours
6 week hours
Pre-requisite:
Information Science III
Co-requisite:
Information Science IV
Objectives:
See 41601
- 41606 TARGET GROUP STUDIES — HEALTH**
Semester: I or II 3 class contact hours
6 week hours
Pre-requisite:
Information Science III
Co-requisite:
Information Science IV
Objectives:
See 41601
- 41607 TARGET GROUP STUDIES — RECREATION**
Semester: I or II 3 class contact hours
6 week hours
Pre-requisite:
Information Science III
Co-requisite:
Information Science IV
Objectives:
See 41601
- 41608 TARGET GROUP STUDIES — WELFARE**
Semester: I or II 3 class contact hours
6 week hours
Pre-requisite:
Information Science III
Co-requisite:
Information Science IV
Objectives:
See 41601

41620 INFORMATION SCIENCE VI

Semester: II

4 class contact hours
8 week hours

Pre-requisite:

Information Science IV & V

Objectives:

To analyse and evaluate theories of the nature and classification of knowledge and information; to identify the foundations on which the information science knowledge base has been built, with particular reference to scientific research models; to analyse key concepts in information science, and historical perspectives.

41715 LIBRARY SCIENCE I

(Master of Arts (Library Science))

Semester: I and II

Objectives:

This unit aims to develop a conceptual understanding of library and information science and its development as a field of study. The content of the area of study will include: identification and analysis of the theoretical knowledge base of library and information science; identification and analysis of the philosophical assumptions of this knowledge base; identification and analysis of the problems unique to library and information science; identification of the research into possible solutions to these problems.

41716 RESEARCH DESIGN AND METHODS I

(Master of Arts (Library Science))

Semester: I

Pre-requisite:

None

Objectives:

This unit aims to develop an understanding of the uses of quantitative methods in analysing problems unique to library and information science and library and information science education, to develop skills required for the critical evaluation of published research and to develop the quantitative skills required to carry out an individual piece of research. The content of the unit will include: basic and background information on definitions, statistical terminology and notation; descriptive statistical measures, e.g. central tendency, variability, correlation and association, graphic analysis, regression and prediction; function and uses of statistical inference and the skills required to undertake an analysis of sample data.

41717 LEARNING PROCESS AND CURRICULUM DESIGN

(Master of Arts (Library Science))

Semester: I

Pre-requisite:

None

Objectives:

Underlying the approach taken in this area of study is the view that particular curriculum practices reflect differing assumptions about the nature of knowledge, the characteristics of the learner and the learning process, as well as a position about the social context in which learning occurs. It is intended in this unit to explicate some of the competing theories involving these issues in order to assist students develop the ability to analyse their own and other curriculum practices. The content of the study will include: organisation of knowledge and the curriculum; sociology of knowledge and the curriculum, contrasting theories of instruction; curriculum planning; curriculum change.

41751 FOUNDATION INFORMATION STUDIES

Semester: I

30 class contact hours total

10 class contact hours

25 week hours

Pre-requisite:

None

Objectives:

To introduce basic concepts in information studies, particularly the information transfer process; to introduce the social, political and economic variables shaping the information environment and information provision; to describe the components of the information infrastructure; to analyse the roles of information professionals in the information transfer process.

41752 FOUNDATION TECHNICAL STUDIES

Semester: I and II

15 class contact hours total

5 class contact hours

13 week hours

Pre-requisite:

None

Objectives:

To introduce the concepts and principles of information processing, storage and retrieval; to develop an awareness of selected information technology and products; to evaluate the usefulness of selected information products to information workers; to develop facility in the use of selected information technology.

41753 SUBJECT ANALYSIS

Semester: I and II

44 class contact hours total

4 class contact hours

12 week hours

Pre-requisite:

None

Objectives:

To introduce key concepts in information organisation and retrieval; to identify, analyse and evaluate conceptual frameworks for the organisation of knowledge and information resources; to identify, analyse and evaluate principles underlying various approaches to analysing and describing information and information resources; to introduce processes of analysing information and information resources for inclusion in information systems.

41754 USER ANALYSIS

Semester: I

44 class contact hours total

4 class contact hours

Pre-requisite:

12 week hours

None

Objectives:

To identify and analyse models of information behaviour; to identify, describe and assess the range of variables which predict or influence information behaviour; to introduce students to a range of communication models; to identify, analyse and evaluate methods available for defining target groups, and to define and justify a target group for providing information services; to develop skills in interviewing potential information users.

41755 MANAGEMENT OF INFORMATION PROVISION

Semester: I

33 class contact hours total

3 class contact hours

Pre-requisite:

8 week hours

None

Objectives:

To develop an understanding of the concepts and principles relevant to the management of resources necessary for information provision; to enable students to apply these principles in managing a variety of resources; to develop an awareness of the role of technology as a management tool; to examine a range of models of work group organisation and determine their strengths and weaknesses; to develop an understanding of the concepts and principles of evaluation; to develop, implement and assess criteria and methods for evaluating information products and services; to develop management communication skills.

41756 PRODUCING INFORMATION

Semester: I

33 class contact hours total

3 class contact hours

Pre-requisite:

8 week hours

None

Objectives:

To analyse the range of materials, equipment, facilities and services available for the production of information products; to evaluate the appropriateness of the medium for the presentation of information for particular situations and users; to plan, edit, design and package an information product.

41815 LIBRARY SCIENCE II

(Master of Arts (Library Science))

Semester: I and II

Pre-requisite:

Library Science I

Objectives:

This unit aims to develop and extend the conceptual understanding of the student in regard to library and information science and its development as a field of study. The content of the area of study will include critical analysis of the development of library and information science education.

41816 RESEARCH DESIGN AND METHODS II

(Master of Arts (Library Science))

Semester: II

Pre-requisite:

Research Design and Methods I

Objectives:

This unit aims to identify the research methodologies and methods appropriate for the solution of problems in library and information science and library and information science education, and to build the knowledge and skills required to understand and apply research techniques from the social and behavioural sciences to the solution to these problems. The content of the unit will include: purposes of research in the development of a field of study and in the development of a profession; the role of research in expanding the knowledge base, in improving practice and the teaching of the field of study; the relationship of research, practice, teaching, and consultancy; use and limitations of specific research designs and practice in library and information science and library and information science education; evaluation of research.

41817 RESEARCH PROJECT

(Master of Arts (Library Science))

Semester: II

Pre-requisite:

Library Science II; Research Design and Methods II; Learning Process and Curriculum Design

Objectives:

The Research Project will provide an opportunity for students to research a selected topic in depth. It is expected that the topics selected by students will reflect three emphases, namely: the analysis of the knowledge base of library and information science and the underlying philosophical assumptions; the analysis of the problems in library and information science; the development and analysis of library and information science education.

41851 INFORMATION PRESENTATION

Semester: I and II

40 class contact hours total

5 class contact hours

13 week hours

Pre-requisite:

None

Objectives:

To analyse and evaluate various approaches to presenting and disseminating information; to analyse and evaluate methods of analysis of information; to identify and evaluate frameworks for the evaluation of information; to identify the functions and characteristics of a range of information resources; to identify and apply criteria for the evaluation of information resources.

41852 INFORMATION AND DOCUMENT RETRIEVAL

Semester: I and II

40 class contact hours total

5 class contact hours

13 week hours

Pre-requisite:

Foundation Technical Studies

Objectives:

To analyse principles and assumptions of data and document retrieval models and models of the information search process; to develop understanding of database design, data modelling, file structure and file organisation; to examine the concepts of computer/telecommunications networks; to identify and evaluate a range of information search strategies; to develop understanding of the principles and properties of documentary languages; to understand the importance of end-user documentation and its evaluation; to analyse and evaluate for particular circumstances a range of approaches to the evaluation of information retrieval.

41853 RESEARCH AND QUANTITATIVE METHODS I

Semester: II

40 class contact hours total

5 class contact hours

13 week hours

Pre-requisite:

None

Objectives:

To assess selected ways of knowing; to gain indepth knowledge of at least one major discipline-based inquiry method; to select and evaluate an appropriate research design for an information problem; to be familiar with basic statistical terminology; to select appropriate presentation techniques for numeric data; to read and understand commonly used inferential techniques; to be aware of current developments in statistics and research of relevance to information consolidators.

41854 INFORMATION CONSOLIDATION

Semester: II

90 class contact hours total

15 class contact hours

35 week hours

Pre-requisite:

Foundation Information Studies; Foundation Technical Studies; User Analysis; Subject Analysis; Information Production; Management for Information Provision.

Co-requisite:

Information Presentation; Information and Document Retrieval; Research and Quantitative Methods I.

Objectives:

To develop an understanding of the principles of re-structuring and re-packing information; to integrate the information consolidation process and students' subject expertise or area of interest in information provision; to implement and assess concepts and principles of evaluation relevant to information consolidation; to develop skills in effective information consolidation with an emphasis on the application of appropriate technologies; to identify professional values appropriate to the information consolidation process.

42751 TOPICS IN TEACHER LIBRARIANSHIP

Semester: I and II

130 class contact hours total

Pre-requisite:

Foundation Information Studies

Objectives:

To review and integrate learning and curriculum theory; to re-assess and apply the principles and techniques of the foundation information studies strand, the concepts of user and subject analysis, the principles on which the technical studies strand are based, and the concepts of information presentation and of information and document retrieval.

LEISURE STUDIES — UNDERGRADUATE UNITS

(listed in alphabetical order by unit name)

51307 THE ADMINISTRATION OF AUSTRALIAN SPORT

Semester: I or II

3 class contact hours
8 week hours

Pre-requisite:

Introduction to Leisure Studies

Objectives:

On completion of this unit the student will: be familiar with the literature pertaining to the role and scope of sport in contemporary society; appreciate the resource demands which sport imposes at differing levels of performance and be familiar with organisational responses to such demands; understand the private, public and voluntary structures and organisations which support and administer Australian sport; be familiar with professional issues surrounding contemporary trends in Australian sport.

51115 ARTS AND ENTERTAINMENT

Semester: I or II

3 class contact hours
8 week hours

Pre-requisite:

Introduction to Leisure Studies

Objectives:

On completion of this unit the student will: have examined the concepts of 'art' and 'entertainment' and their changing roles in social life; appreciate theories of culture and their relevance to the contemporary analysis of leisure; understand the organisation of the arts and entertainment industry in Australia with particular reference to the access and equity, the politics of patronage, and the composition of audiences; be familiar with current issues shaping the future of arts and entertainment in Australia.

11106 COMMUNICATION AND REASONING

Semester: I

3 class contact hours
7 week hours

This unit is a compulsory social theory unit for Bachelor of Arts (Leisure Studies) and Associate Diploma in Recreation students. For a detailed unit description, turn to the section which lists units offered by the Department of Communication Studies.

51606 CONTEMPORARY ISSUES IN LEISURE

Semester: II

3 class contact hours
8 week hours

Pre-requisite:

Theoretical Issues in Leisure; Leisure: Equity and Planning

Objectives:

On completion of this unit the student will: have developed an appreciation of sources and processes of change in the leisure field; have examined the theoretical and practical dimensions of contemporary professional issues in leisure; have examined the nature of the leisure profession's response to problems it has recognised and to identify "conventional wisdom" which may have constrained the patterns of problem recognition and response; have discussed potential futures for leisure in society.

17127 DANCE IN RECREATION I

Semester: I or II

3 class contact hours
6 week hours

This unit is a programming methods unit for students in the Associate Diploma in Recreation. For a detailed unit description, turn to the section which lists units offered by the Department of Physical Education.

17227 DANCE IN RECREATION II

Semester: I or II

3 class contact hours
6 week hours

This unit is a programming methods unit for students in the Associate Diploma in Recreation. For a detailed unit description, turn to the section which lists units offered by the Department of Physical Education.

12105 AN INTRODUCTION TO DEVELOPMENTAL AND EDUCATIONAL PSYCHOLOGY

Semester: I

3 class contact hours
6 week hours

This unit is a compulsory social theory unit for Bachelor of Arts (Leisure Studies) and Associate Diploma in Recreation students. For a detailed unit description turn to the section which lists units offered by the Department of Education Studies.

13104 DRAMA IN RECREATION I

Semester: I or II

3 class contact hours
6 week hours

This unit is a programming methods unit for students in the Associate Diploma in Recreation. For a detailed unit description, turn to the section which lists units offered by the Department of English.

13204 DRAMA IN RECREATION II

Semester: I or II

3 class contact hours
6 week hours

This unit is a programming methods unit for students in the Associate Diploma in Recreation. For a detailed unit description, turn to the section which lists units offered by the Department of English.

32101 ECONOMY AND SOCIETY I

Semester: I

3 class contact hours
6 week hours

This unit is a compulsory social theory unit for students in the Bachelor of Arts (Leisure Studies). For a detailed unit description, turn to the section which lists units offered by the Department of Economics.

51130 FIELD EXPERIENCE I and II (AD)

51230 Semester: I and II (full year units)

Total hours: 150 (I)
200 (II)

Pre-requisite:

Field Experience I is a pre-requisite for Field Experience II

Objectives:

On completion of these units the student will: have applied and developed the values, knowledge and skills acquired through their academic program; have a practical appreciation of the skills necessary to organise and administer programs for different community groups; have begun to clarify their career goals and developed contacts within the field.

51120 FIELD EXPERIENCE I and II (BA)

51220 Semester: II and I (full year units)

Total hours: 200 each unit

Pre-requisite:

Introduction to Leisure Studies, and Recreation Programming are pre-requisites for Field Experience I. Field Experience I is a pre-requisite for Field Experience II.

Objectives:

On completion of these units the student will: have applied and developed the values, knowledge and skills acquired through their academic program; have a practical appreciation of the dynamics of organisational behaviour as it impacts on the delivery of recreation services; have begun to clarify their career goals and developed contacts within the field.

51406 FINANCIAL MANAGEMENT AND LEISURE SERVICES

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Recreation Programming

Objectives:

On completion of this unit the student will: be familiar with conventional accounting recording techniques as they are applied in leisure and recreation; understand the application of the rules governing company and government financial reporting; be able to read and analyse financial statements using conventional tools of analysis; appreciate the elements of cost management accounting and budgeting; comprehend the nature of internal control and accounting for cash; recognise the criteria for evaluating sources of finance, the time value of money and the effects of inflation.

51108 FITNESS LEADERSHIP I

Semester: I or II

3 class contact hours

5 week hours

Objectives:

On completion of this unit the student will: have developed an elementary knowledge of physical fitness and its assessment; be able to conduct physical fitness leadership programs within a commercial or non-commercial environment; be familiar with the language associated with testing and the constraints and dangers of physical fitness appraisal; understand the elementary physiology of physical fitness so that facts and fallacies about fitness can be distinguished; be aware of reputable resources available in the area of physical fitness and how to make contact with these.

51208 FITNESS LEADERSHIP II

Semester: I or II

3 class contact hours

5 week hours

Pre-requisite:

Fitness Leadership I

Objectives:

On completion of this unit the student will: have built on basic concepts of physical fitness and its assessment covered in Fitness Leadership I; have increased their knowledge of fitness leadership programming; have further developed understanding of the physiological basis of fitness; have investigated the correlates of fitness and the relationship between fitness and prescribed physical activity programs.

51116 GRAPHICS IN RECREATION

Semester: I or II

3 class contact hours

5 week hours

Objectives:

On completion of this unit the student will: have an understanding of some of the problems and techniques of attracting the attention of the public, of conveying information and marketing ideas through a variety of print media; have a working knowledge of design methods, printing on paper and fabric; some photographic processes and display techniques; be familiar with the organisational problems involved in producing a publicity campaign; have produced a number of practical examples of their work throughout the semester.

51313 HUMAN ECOLOGY

Semester: I or II

3 class contact hours

8 week hours

Pre-requisite:

Introduction to Leisure Studies

Objectives:

On completion of this unit the student will: appreciate the interrelated nature of the social, political and natural environments in which they live; be aware of the implications for humanity of major disruptions to the global ecosystem; be aware of current responses to these meta-problems; be able to analyse these meta-problems with a view to identifying opportunities for personal action.

51123 INTRODUCTION TO LEISURE STUDIES

Semester: I

3 class contact hours

7 week hours

Pre-requisite:

None

Objectives:

On completion of this unit the student will: have developed a basic understanding of leisure and recreation in the context of world history and contemporary Australian society; be aware of the interdisciplinary nature and scope of leisure studies; have begun to develop a personal philosophy and critical perspective of leisure and recreation; and be familiar with organisational structures and responses to leisure and recreation in Australia.

51117 LEISURE AND EDUCATION

Semester: I or II

3 class contact hours

8 week hours

Pre-requisite:

Introduction to Leisure Studies

Objectives:

On completion of this unit the student will: understand the relationship between leisure and education within the context of Australian society; comprehend the structure and organisation of Australian education service delivery systems as they relate to leisure; appreciate the strengths and weaknesses of different agency responses to the need for leisure education services.

51323 LEISURE AND PUBLIC POLICY

Semester: I

3 class contact hours

7 week hours

Pre-requisite:

Introduction to Leisure Studies; Political Behaviour

Objectives:

On completion of this unit students will: have an understanding of the range of political, philosophical and economic perspectives on the roles of the state in contemporary western societies; have a basic understanding of theories of policy making and how they apply to public policy making in the field of leisure; and be familiar with the history of the development of leisure-related policies in Australia in the nineteenth century and contemporary developments in leisure policy in Australia and overseas.

51510 LEISURE AND THE LAW

Semester: I or II

3 class contact hours

8 week hours

Pre-requisite:

Law and the Legal Process

Objectives:

On completion of this unit the student will: be aware of the areas of injury that may arise under civil and criminal law in recreation management and leisure provision; be alert to modern trends and practices in risk and contract management; recognise the impact of incorporation and insurance in planning leisure and recreation services; and understand the language of legal practice and the principles of case law as they pertain to the developing leisure industry.

51523 LEISURE AND TOURISM PLANNING

Semester: I (to be offered first in 1990)

3 class contact hours

8 week hours

Pre-requisite:

Leisure and Public Policy

Objectives:

On completion of this unit the student will: be familiar with the various forms of planning intervention applied in Australian communities; be able to assess the redistributive consequences of planning decisions at both local and regional levels; and be able to initially evaluate leisure and tourism planning proposals and reports in terms of their objectives and their likely contribution to, and impact on, the community.

10130 LEISURE CRAFT I

Semester: I or II

3 class contact hours

6 week hours

Objectives:

To provide students with understanding and appreciation of the value of art experiences, recreation and leisure and the ability to foster creative expression; to examine art and craft organisation for exhibition, marketing and other consumer modes; to examine political infrastructures in art and craft and their influence on the artist/craftperson as well as the consumer.

10230 LEISURE CRAFT II

Semester: II

3 class contact hours

6 week hours

Objectives:

To make students more aware of the value of art and craft in enriching leisure and recreational activities; to examine current trends in teaching philosophies associated with art and craft; to develop the student's practical and creative ability through participation in group activities and the completion of a range of practical exercises; to make a study of woodcraft and associated medias as recreation for all ages.

10330 LEISURE CRAFT III

Semester: III

3 class contact hours

6 week hours

Pre-requisite:

Leisure Craft I or II

Objectives:

To further develop practical skills and provide opportunities for creative expression through individual exercises in ceramics, printing, weaving and modelling; to provide graded activities and examine resource material and logistics for each craft studied; to plan and develop programs for teaching group work in recreation, leisure and craft centres.

51503 LEISURE: EQUITY AND PLANNING

Semester: I

3 class contact hours

(This unit will not be offered after 1989)

8 week hours

Pre-requisite:

Leisure Research I & II; Recreation and Specific Populations

Objectives:

On completion of this unit the student will: have identified the various forms of planning interventions applied in Australian communities; have begun to understand the redistribution consequences of planning decisions; have critically evaluated planning proposals and reports in terms of their likely contribution to change in the community; and appreciate the differences between planning for equity, equality and need.

51215 LEISURE RESEARCH

(year long unit — commences semester I)

3 class contact hours

8 week hours

Pre-requisite:

Social Psychology of Leisure

Objectives:

On completion of these units the student will: understand the role of research in planning and management; be familiar with the basic elements and limitations of research design; understand and be able to handle a wide range of data gathering and analysis techniques employed in leisure research; be able to recognise and determine when and where particular research techniques are appropriate; be able to assess the validity and reliability of data and analysis as they appear in reports and professional literature; be familiar with the processes involved in coding and preparation of data and its analysis by computer; and be able to present research findings in appropriate format.

51620 LEISURE STUDIES SPECIAL PROJECT

Semester: I or II

112 semester hours
8 week hours

Pre-requisite:

Leisure Research I and II, and approval of the Head of Department of Leisure Studies, and maintenance of an academic record which indicates a capacity to handle self-directed work.

Objectives:

On completion of this unit the student will be able to: design a project or program of study to provide answers to a specific leisure research question; undertake self-directed applied research; draw general principles from a specific study which may have relevance beyond the specific study situation; produce a report which, with some editorial work, may be suitable for publication.

51206 MANAGING SMALL LEISURE SERVICE ORGANISATIONS

(Associate Diploma in Recreation only)

Semester: I

3 class contact hours
7 week hours

Co-requisite:

Organisation Behaviour

Objectives:

On completion of this unit students will: appreciate the range and nature of organisations which deliver leisure services; have a basic understanding of techniques which might be used to manage human and financial resources in a small leisure service organisation; be familiar with selected aspects of the law and how these relate to the management and operation of a small leisure service organisation.

51306 MARKETING AND LEISURE SERVICES

Semester: II

3 class contact hours
8 week hours

Pre-requisite:

Recreation Programming

Objectives:

On completion of this unit the student will: demonstrate knowledge and understanding of marketing concepts, theories, terminology and practices; demonstrate an understanding of the role of marketing in modern business management; demonstrate knowledge and understanding of marketing functions which relate to both personal services and manufactured goods in organisations providing leisure services; demonstrate a working knowledge of the special supply and demand characteristics and marketing activities employed by organisations providing leisure services; and demonstrate the ability to perform a range of marketing management functions appropriate to the leisure industry.

38209 MICRO-COMPUTERS: LEISURE AND TOURISM APPLICATIONS

Semester: II

3 class contact hours
6 week hours

This unit is a compulsory leisure studies core unit for students in the Bachelor of Arts (Leisure Studies). For a detailed unit description, turn to the section which lists units offered by the Department of Computing Studies.

16106 MUSIC IN RECREATION I

3 class contact hours
6 week hours

This unit is a programming methods unit for students in the Associate Diploma in Recreation. For a detailed unit description, turn to the section which lists units offered by the Department of Music.

36202 ORGANISATION BEHAVIOUR

Semester: I and II

3 class contact hours
6 week hours

This unit is a compulsory social theory unit for Bachelor of Arts (Leisure Studies) and Associate Diploma in Recreation students. For a detailed unit description, turn to the section which lists units offered by the Department of Administrative, Social and Political Studies.

36205 ORGANISING HUMAN SERVICES

Semester: II

3 class contact hours
8 week hours

This unit is a compulsory social theory unit for students in the Bachelor of Arts (Leisure Studies). For a detailed unit description, turn to the section which lists units offered by the Department of Administrative, Social and Political Studies.

51113 OUTDOOR RECREATION I

Semester: I or II

3 class contact hours
5 week hours

Objectives:

On completion of this unit the student will: have developed an understanding of the way outdoor activities and environmental education programs can interact and be pursued simultaneously; be aware of the different agencies which provide opportunities for outdoor recreation; be familiar with techniques for communicating ecological awareness in an outdoor environment; be aware of the skills, knowledge and resources necessary to organise orienteering, bushwalking and camping programs; have developed the knowledge and skills necessary to plan and safely lead minor cross-country expeditions in the environs of Sydney.

51213 OUTDOOR RECREATION II

Semester: I or II

3 class contact hours
5 week hours

Please Note: If any student has a disability which may affect their ability to complete the requirements of this unit they must consult with the lecturers responsible.

Objectives:

On completion of this unit the student will: have explored the notion of wilderness and traced the history of the idea from an Australian perspective; appreciate the ways outdoor activities and environmental education may interact and be pursued simultaneously in specialised environments while at the same time being cognisant of the impact that such activities have upon these environments; have examined the concept of adventure programming from both a philosophical and practical viewpoint; by direct experience, be aware of the skills necessary to organise outdoor recreation programs selected from the following: abseiling, bicycle touring, canoeing, canyoning, caving, cross-country skiing, downhill skiing, kayaking, orienteering and rock climbing; have investigated the potential hazards associated with outdoor recreation and in concert, develop the appropriate skills of judgement associated with their successful execution.

51501 PARK AND NATURAL AREA MANAGEMENT I

Semester: I or II

3 class contact hours
8 week hours

Pre-requisite:

Introduction to Leisure Studies

Objectives:

On completion of this unit students will: be familiar with the history and organisation of the provision of park systems in Australia and overseas; understand the principles and procedures of park planning, including the roles of public involvement and design and be able to apply the Recreation Opportunity Spectrum (ROS) in the development of a park plan of management; have a basic understanding of the relationships among demand, supply and management in the provision of outdoor recreation opportunities; and be familiar with a number of case studies dealing with selected park and recreation management issues in Australia.

51601 PARK AND NATURAL AREA MANAGEMENT II

Semester: I or II

3 class contact hours
8 week hours

Pre-requisite:

Park and Natural Area Management I

Objectives:

On completion of this unit students will have: an understanding of the various systems of natural area protection in Australia and overseas, the advantages and limitations of these and the role of recreation in natural area management; an ability to apply systems for recreation planning in the natural environment; and an understanding of critical case studies dealing with selected issues in the recreation management of natural areas in Australia and overseas.

35102 POLITICAL BEHAVIOUR

Semester: I and II

3 class contact hours

6 week hours

This unit is a compulsory social theory unit for Bachelor of Arts (Leisure Studies) and Associate Diploma in Recreation students. For a detailed unit description, turn to the section which lists units offered by the Department of Administrative, Social and Political Studies.

51413 RECREATION AND SPECIFIC POPULATIONS

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Recreation Programming

Objectives:

On completion of this unit the student will: have explored philosophical and definitional issues associated with such terms as "specific populations"; understand the evolution of recreation services for specific populations; understand basic etiology, characteristics and needs of selected specific populations; appreciate the economic, social psychological and physiological barriers experienced by this group of leisure seekers; have examined several contemporary issues as they relate to recreation provision for specific populations.

51610 RECREATION FACILITY DESIGN AND MANAGEMENT

Semester: I or II

3 class contact hours

8 week hours

Pre-requisite:

Managing Small Leisure Service Organisations

Objectives:

On completion of this unit the student will: be familiar with the design and physical planning processes involved in developing recreation facilities; understand typical operating procedures associated with the management of leisure complexes and the reasons why these should be considered in the design process; be familiar with a number of specific facilities and a range of evaluation models that have been developed to gauge the effectiveness of recreation facilities.

51104 RECREATION LEADERSHIP

Semester: II

3 class contact hours

6 week hours

Pre-requisite:

None

Objectives:

On completion of this unit the student will: appreciate different roles played by recreation leaders in the provision of recreation programs and services; have developed a basic understanding of prevailing theories of leadership and considered their relevance and application to recreation; be familiar with a range of practical recreation/leadership skills; have demonstrated an ability to apply these skills in a peer leadership situation and through the development of a resource kit.

51506 THEORETICAL ISSUES IN LEISURE

Semester: I

3 class contact hours
8 week hours

Pre-requisite:

Work and Leisure

Objectives:

On completion of this unit the student will: have further developed skills in analysing and evaluating literature in the leisure field; be familiar with the leading theoretical models presently under debate in the leisure field; have examined the problems of corroborating theories in the social sciences and the processes through which theories are developed and theoretical disputes resolved; will recognise the value sets which intrude into all decisions and professional judgements.

51308 TOURISM MANAGEMENT I

Semester: I

3 class contact hours
8 week hours

Pre-requisite:

Introduction to Leisure Studies

Objectives:

On completion of this unit the student will: demonstrate a conceptual awareness of leisure-based tourism and other forms of travel; be able to use systems theory principles to analyse and describe tourism and to develop appropriate models for further investigation; be able to systematically and analytically investigate tourism's elements in terms of their structures, functions, operations and intra-system interrelationships; demonstrate knowledge and understanding of the interrelationships between tourism, its elements, and the environment with which it interacts; demonstrate awareness of the applicability of such knowledge to management and other business practices in the tourism industry; demonstrate the ability to apply this subject's content in a managerial decision-making role using case histories or case studies.

51408 TOURISM MANAGEMENT II

Semester: II

3 class contact hours
8 week hours

Pre-requisite:

Tourism Management I; Organisation Behaviour

Objectives:

On completion of this unit the student will: have the ability to utilise management theories and concepts and assess their applicability to various tourism industry settings and management structures; have developed an understanding of the functions and levels of management in tourism industry organisations through the use of case studies; have developed an ability to formulate management strategies and perform management functions in a tourism industry environment.

51203 RECREATION PROGRAMMING

Semester: I

3 class contact hours
7 week hours

Pre-requisite:

None

Objectives:

On completion of this unit the student will: understand the theories, models and purposes of recreation programming; be familiar with the professional frameworks that give shape to recreation service delivery systems; have the skills to translate community need into appropriate recreation programs; have the necessary skills to plan, implement and evaluate recreation programs in a variety of community settings.

51106 SOCIAL PSYCHOLOGY OF LEISURE

Semester: II

3 class contact hours
7 week hours

Pre-requisite:

Introduction to Developmental and Educational Psychology

Objectives:

On completion of this unit the student will: understand the social and psychological antecedents of leisure behaviour; understand the processes of cognition which impact on the attitudes, perceptions and motivations of individuals at leisure; understand the assumptions underlying research techniques commonly applied in social psychological studies.

51107 SPORT IN RECREATION I

Semester: I or II

3 class contact hours
5 week hours

Objectives:

On completion of this unit the student will: be aware of the structure and nature of Australian sport; be aware of sporting and related support agencies servicing the community; understand the principles of planning and developing a sporting event or program; appreciate the human need for physical activity with particular focus on special consumer groups; have participated in selected sporting activities of a recreation nature where elements of the above can be demonstrated.

51207 SPORT IN RECREATION II

Semester: I or II

3 class contact hours
5 week hours

Pre-requisite:

Sport in Recreation I

Objectives:

On completion of this unit the student will: further understand the structure and nature of sport in contemporary Australian society; have developed an understanding of basic marketing principles as they relate to the organisation and administration of sporting events and programs, and to apply these in community settings; be equipped with the knowledge and skills to organise, implement and evaluate recreation programs in selected sporting activities; have addressed contemporary issues relevant to the provision of sporting programs at the community level.

51114 VIDEO IN RECREATION

Semester: I or II

3 class contact hours
5 week hours

Objectives:

On completion of this unit the student will: have explored the potential of video as a management and programming tool in recreational settings; understand the basics of video production skills; have the opportunity to develop video material with application to a variety of recreational settings and roles; have examined the role of video within the Australian leisure context.

51109 WATER BASED RECREATION IA

Semester: I or II

3 class contact hours
5 week hours

Objectives:

On completion of this unit the student will: have gained practical experience in the teaching of swimming to people with a wide range of ages and physical abilities; have achieved a high standard of competence in water safety; be able to use water as a theme for recreation programs; be aware of the role and administrative structures of water based recreation agencies; have a basic understanding of the type of facilities that exist for water based recreation and their potential for programming; and have gained a theoretical and practical background in water craft.

51209 WATER BASED RECREATION IB

Semester: I or II

3 class contact hours
5 week hours

Objectives:

On completion of this unit the student will: Be introduced to boating as a recreational pursuit; have gained a theoretical background in recreational boating and apply it to a variety of programming types; be familiar with the organisation and operation of governmental and private agencies that regulate, control and operate recreational boating opportunities; be able to complete a basic training course in sailing as laid down by the Australian Yachting Federation.

51304 WORK AND LEISURE

Semester: II

3 class contact hours
7 week hours

Pre-requisite:

Introduction to Leisure Studies

Objectives:

On completion of this unit the student will: appreciate concepts of work and leisure in industrial societies; be aware of the historical development of Australian patterns of work and leisure; appreciate the effects of class, gender and age on participation in, and commitment to, particular leisure pursuits; be able to relate changes in the nature of employment and the organisation of work to the development of new requirements in leisure.

35103 WORK, ORGANISATION AND SOCIETY

Semester: I and II

3 class contact hours

6 week hours

This unit is a compulsory social theory unit for Bachelor of Arts (Leisure Studies) and Associate Diploma in Recreation students. For a detailed unit description, turn to the section which lists units offered by the Department of Administrative, Social and Political Studies.

GRADUATE UNITS

(listed in alphabetical order by unit name)

51805 APPLIED METHODS

Semester: I or II

3 class contact hours
maximum 150 semester hours

Pre-requisite:

Approval of program co-ordinator

Objectives:

Students complete a contract in advance with the program co-ordinator undertaking to complete a project requiring 50, 100 or 150 hours of work during the semester. The project work allows students to extend their knowledge of the field of leisure and recreation, and/or apply general knowledge and skills to the field of leisure and recreation, and/or practice professional skills in recreation in a field setting.

51704 ECONOMICS OF LEISURE AND TOURISM

Semester: II

3 class contact hours
150 semester hours

Pre-requisite:

2 core units

Objectives:

The aim of this unit is to introduce students to the language, concepts and analytical techniques of economics and then apply them to leisure and tourism. The unit is thus intended to explore ways in which economics has been applied to various sectors of, and issues in, leisure and tourism. The unit also examines: the role of the state as leisure provider; means of assessing the value and viability of leisure and tourism investments in the public and private sector; and mainstream economic theories, as well as critical theories, on the operation of the market system.

51709 LEISURE AND TOURISM ORGANISATION AND POLICY

Semester: II

3 class contact hours
150 semester hours

Pre-requisite:

Leisure Theory; Leisure and Tourism Research

Objectives:

The aim of this unit is to examine the history of organised leisure provision in Australia by the public, private and voluntary sectors; to explain the efforts of these three sectors to cater to, as well as shape and control, the leisure behaviour of Australians; to describe the ramifications of the provision of organised leisure in Australia and examine linkages with other aspects of public, private and voluntary activities; and to discover the response of contemporary leisure organisations to the perceived social, economic and institutional problems in Australia.

51711 LEISURE PLANNING

Semester: I

2 class contact hours

100 semester hours

Pre-requisite:

None

Objectives:

On completion of this unit the student will: understand the principles of the urban and regional planning process as they apply to leisure, recreation and tourism; be able to identify the components of a planning problem (environmental, economic, social, legal, political) and determine related data requirements; be familiar with those aspects of state and local government Acts and ordinances which govern leisure, recreation and tourism planning in N.S.W.; be able to establish objectives and select appropriate design strategies for the establishment of leisure services/facilities; be able to relate the elements of design to management criteria in the provision of leisure opportunities; be able to critically assess and evaluate the outcomes of planning and design decisions.

51707 LEISURE AND TOURISM RESEARCH

Semester: I

3 class contact hours

150 semester hours

Pre-requisite:

None

Objectives:

This unit will introduce students to social science research methods and their utilisation in leisure and tourism studies. Students will become familiar with a range of research methods and approaches and, through group projects, will gain experience in conducting, thus enabling them to critically evaluate research and to undertake modest research exercises. The unit is intended to cover the principles of research as well as practical aspects such as interviewing and computer analysis of survey data.

51803 LEISURE RESEARCH PROJECT

Semester: I

2 class contact hours

100 semester hours

Pre-requisite:

Leisure and Tourism Research

Objectives:

To provide students with the opportunity to undertake a substantial applied research project through which to develop and test their project design and managerial skills; to encourage students to consolidate and reflect on knowledge gathered in the course and bring this to bear on some contemporary problem or issue in the leisure field; to enable students to test their own capacity for self-direction in the undertaking of the task of project design and management; to enable students to complete the course with an original project report which demonstrates their abilities in the leisure field.

51712 LEISURE THEORY

Semester: I

3 class contact hours
150 semester hours

Pre-requisite:

None

Objectives:

On completion of the unit, students will be familiar with a cross-section of the literature which explains different aspects of leisure theory. The literature addressed will draw from sociology, psychology, history, theology and leisure studies. Students will also become familiar with contemporary debates and issues in leisure theory.

51710 POPULAR CULTURE

Semester: I

2 class contact hours
100 semester hours

Pre-requisite:

None

Objectives:

On completion of this unit, students will be familiar with the historical idea of popular culture as collective social formation and the contemporary idea of popular culture as mass culture. Students will learn techniques and theories of cultural analysis and will inquire into the relationship between cultural production, popular culture and leisure. The literature on popular culture guides the unit through an analysis of historical material, mass culture, magazines, comics, music, television, sport and tourism.

51807 TOURISM AND LEISURE MARKETING

Semester: I

2 class contact hours
100 semester hours

Pre-requisite:

2 core units

Objectives:

On completion of this unit the student will understand the nature of market relations and marketing processes for leisure and tourism; understand the difference between selling and marketing orientations in the public, private/commercial and voluntary sectors; be familiar with the co-ordinative and integrative requirements of all marketing efforts; recognise the criteria for effective market segmentation and the selection of client groups; comprehend current trends in pricing for leisure and tourism; and be familiar with the communication processes necessary for successful promotion in terms of personal contact, advertising, incentive schemes and publicity.

51706 TOURISM MANAGEMENT

Semester: I

2 class contact hours
100 semester hours

Pre-requisite:

None

Objectives:

On completion of this unit the student will: demonstrate knowledge and understanding of management as a social process; demonstrate the ability to analyse management theories and empirical studies and assess their applicability to various tourism industry settings and management structures; demonstrate knowledge of the functions and levels of management in tourism industry organisations; demonstrate the ability to formulate management strategies and perform management functions appropriate to sectors of the travel and tourism industry; and, demonstrate knowledge and understanding of the necessary ethics and responsibilities of tourism managers in relation to external environments and publics.

51806 TOURISM MANAGEMENT PROJECT

Semester: II

2 class contact hours
100 semester hours

Pre-requisite:

Tourism Management; Leisure and Tourism Research

Objectives:

The unit will require students to form teams of two or three to complete a management consultancy project. Academic staff will adopt the client role but participants will use actual industry firms or organisation case situations wherever possible. On completion of the project, students will be able to: initiate and bring to fruitful completion an applied management project which relates to a tourism industry opportunity or problem; demonstrate the ability to integrate the knowledge and skills they have acquired in the program and apply them to a managerial decision-making case; demonstrate that they can function effectively in a management team and contribute to project management; and, produce original work in an appropriate format which demonstrates their abilities in the field of tourism management.

51705 TOURISM SYSTEMS

Semester: I

3 class contact hours
150 semester hours

Pre-requisite:

None

Objectives:

On completion of this unit the student will: demonstrate a conceptual awareness of leisure-based tourism and other forms of travel; use systems theory principles to analyse and describe tourism and to develop appropriate models for further investigation; systematically and analytically investigate tourism's component elements in terms of their structures, functions, operations, and intra-system inter-relationships; demonstrate knowledge and understanding of the inter-relationships between tourism and the environments with which it interacts; demonstrate awareness of the applicability of such knowledge to management and other business practices in the travel and tourism industry; and demonstrate the ability to apply this subject's body of knowledge in a managerial decision-making role using contemporary case histories or case studies.

51708 THE TRAVEL AND TOURISM INDUSTRY

Semester: I

2 class contact hours
100 semester hours

Pre-requisite:

None

Objectives:

On completion of this unit the student will be able to: identify, define and describe the travel and tourism industry; classify the firms and organisations comprising the industry into sectors according to their basic functions; analyse and critically evaluate each sector; demonstrate knowledge of the environments with which the industry and its constituent sectors interact; demonstrate knowledge of occupations and management functions within industry sectors; and demonstrate the ability to critically investigate management problems and functions in the context of one or more industry sectors in ways that are sensitive to tourism's external environments.

51808 TRAVEL AND TOURISM LAW

Semester: II

2 class contact hours
100 semester hours

Pre-requisite:

None

Objectives:

On completion of this unit the student will be able to: demonstrate basic knowledge and understanding of general legal principles and processes which affect business activities in Australia; demonstrate knowledge and understanding of laws and regulations which have particular significance for the tourism industry; and demonstrate the ability to recognise legal obligations in management contexts in the tourism industry.

ASSOCIATE DIPLOMA IN COMMUNITY ORGANISATIONS

55100 WORKING IN THE COMMUNITY SECTOR

Pre-requisite:

None

Objectives:

To provide an innovative and structured means by which students can reflect upon themselves and society; to introduce the scope of the community sector; to explore the wider social, historical, and economic context in which the community sector operates; to locate the organisation within that context and the worker within the organisation; to provide the individual students with opportunities to reflect on the forces and pressures operating on them, and ways they may respond.

55102 COMMUNITY PRACTICE AND PRACTITIONERS

Pre-requisite:

Working in the Community Sector

Objectives:

To investigate the origins of community protests and projects and the emergence of 'community' as a challenge to increasing bureaucratisation and professionalisation; to investigate the origins and philosophies of community-based services within large government departments; to critically analyse the meanings of community practice as an alternative to other forms of provision; to explore the nature of the relationships between community practitioners and members of a community; to evaluate the impact of community practice and practitioners on recent social change.

55103 COMMUNITY RESEARCH I

Pre-requisite:

Working in the Community Sector

Objectives:

To enable an understanding of research as a process of enquiry that has an applied dimension in community projects; to alert students to the social and political contexts of research for community projects; to examine the ethics of particular forms of research and research methodologies; to develop skills in simple research methods for the investigation of local issues and the development of locality profiles; to develop appropriate evaluation and monitoring techniques to apply to local projects.

55104 COMMUNITY RESEARCH II

Pre-requisite:

Community Research I

Objectives:

To further develop the research skills and understandings gained in Community Research I; to examine in detail the research aims, methods and achievements of a number of significant research projects in the social sciences; to achieve analytic skills and statistical skills appropriate to a critical reading of a variety of research results and interpretations; to achieve conceptual skills appropriate to the development of research projects of medium to large scale, as well as smaller projects; to achieve implementation skills of a high order in the design and carrying out of research projects.

55105 FUNDING

Pre-requisite:

Working in the Community Sector

Objectives:

To introduce students to the variety of sources of funds and ways of funding community endeavours; to examine the way in which different sources of funds and ways of funding can shape the activities of the organisation being funded, particularly its relationship with clients/users; to encourage students to view the process of approaching potential funding sources for funds as the establishment of a relationship between the organisation seeking funds and the organisation providing funds; to review the fund allocation process of the major organisational sources of funds, with particular emphasis on government organisations; to teach students ways of approaching sources for funds; to explore by way of practical examples varieties of methods for charging for services and the implications of these for relationships with client/users; to examine the variety of financial institutions which lend money for community endeavours, the forms of these loans, their implications and how to obtain them.

55106 MONEY MANAGEMENT I

Pre-requisite:

Working in the Community Sector

Objectives:

To introduce students to basic cash accounting — cash receipts/payments/petty cash/bank reconciliations/salary records; to introduce students to the concepts of budgeting and fund accounting; to develop skills and understanding of basic financial reports.

55107 MONEY MANAGEMENT II

Pre-requisite:

Working in the Community Sector

Objectives:

To introduce students to the principles of basic accrual accounting, particularly as these relate to the balance sheet, statements of revenues and expenditure, assets and liabilities; to develop skills in program budgeting; to examine issues of financial management in the context of government funding, donations and fees for service.

55108 GOVERNMENT AND POLITICAL PROCESSES I

Pre-requisite:

Working in the Community Sector

Objectives:

To enable students to understand political processes; to examine the relationship between government, state and society; to overview the structure of government in Australia; to enable students to understand the processes of government using local government as a case study; to equip students with an understanding of local political processes and the capacity to intervene in these.

55109 GOVERNMENT AND POLITICAL PROCESSES II

Pre-requisite:

Government and Political Processes I

Objectives:

To explore with students the dynamics of the varied relationships that exist between ministers, parliamentarians, and public servants; to develop students' understanding of government policy making and resource distribution processes, especially the budgetary process; to give students a clear understanding of the way responsibilities for providing welfare services have been divided between government organisations and, within these, between groups of service providers; to examine closely the dynamics of the ways government organisations interact with non-government organisations; to study the ways in which government departments generate information and ways in which that information can be accessed by non-government groups; to incorporate the variety of insights and understanding obtained elsewhere in the unit to develop lobbying skills.

55110 GROUP PROCESSES

Pre-requisite:

Working in the Community Sector

Objectives:

To develop an understanding of how people function in groups; to identify the characteristics of an effective group; to develop skills which will assist in the analysis of ineffective behaviour in groups; to increase knowledge about how the behaviour of oneself affects the operation of the group to study the structures of community and power in groups; to develop skills in negotiation and handling conflict; to practice and apply the above knowledge and skills in special purpose groups such as committees and meetings.

55111 LOCAL PROCESSES

Pre-requisite:

Working in the Community Sector

Objectives:

To investigate the ways in which local processes have been theorised within sociology; to develop in students an understanding of local communities as an arena for the expression of different interests; to analyse case studies of community conflicts in order to illustrate why and how some interests are expressed and pursued while others are pushed aside and ignored; to locate the sources of these interests in differing communities by examining local demography, industry and employment structures.

55112 PERSONNEL PRACTICES

Pre-requisite:

Working in the Community Sector

Objectives:

To teach students aspects of the employment process relevant to community organisations; to introduce students to those aspects of the industrial relations system (laws, institutions and organised interests) that bear upon and help shape employment practices in community organisations; to develop students' capacities to recruit, train and manage volunteers, partly by reviewing aspects of the employment process identified above.

55113 PROMOTION FOR COMMUNITY ORGANISATIONS

Pre-requisite:

Working in the Community Sector

Objectives:

To introduce students to promotion and marketing of community organisations and programs; to provide skills in identifying target groups and ensuring effective promotion to and communication from these; to introduce students to the variety of media sources available for specific information and promotion purposes; to enable students to assess the effectiveness of media usage in particular projects; to develop a critical understanding of the role of various media in aiding or hindering the aims of community projects; to analyse case studies of media usage in community projects.

55114 MEDIA PRODUCTION

Pre-requisite:

Working in the Community Sector

Objectives:

To provide students with basic skills in the production of items of publicity and promotion; to develop skills in co-ordination and communication for the purposes of publicity and promotion; to introduce students to the various publicity production industries and provide an understanding of production processes; to help students to mount a publicity campaign for particular community projects by providing them with a knowledge of production costing and sequences.

55115 SETTING UP A COMMUNITY ORGANISATION

Pre-requisite:

Working in the Community Sector

Objectives:

To give students knowledge of the ways in which organisations can be formed and the advantages and disadvantages of each; to make students aware of the various state and local government requirements, concessions, exemptions, etc; to outline the types of records that should be kept to enable the organisation to be efficiently managed and to fulfil the requirements of accountability — i.e. a simple management information system; to introduce students to the various issues that arise when forming an organisation, e.g. insurance, maintenance of property and equipment, location, lease or buy, etc.

55116 SOCIAL INEQUALITIES

Pre-requisite:

Working in the Community Sector

Objectives:

To analyse the manner in which inequality is part of the fundamental structuring of Australian society; to trace the historical and economic sources of social inequality in Australian society; to develop an understanding of present economic and social forces that maintain and change levels of inequality in Australian society; to investigate schooling and the division of labour in Australian society for a perspective on social inequality; to identify disadvantaged groups within Australian society and promote an awareness of the social and economic difficulties they encounter; to recognise that inequality is explained in different ways and that these explanations inform action; to examine differing modes of intervention aimed at redressing social inequalities and their intended and unintended consequences.

55117 STRUCTURES AND PROCESSES IN COMMUNITY ORGANISATIONS

Pre-requisite:

Working in the Community Sector

Objectives:

To review conventional forms of organisations within the community sector; to investigate how certain organisational structures reinforce fundamental social divisions; to examine the processes whereby organisations produce specific power structures, languages, expectations, divisions of labour and relationships; to illuminate conventional organisational forms by examining alternative models and evaluating different approaches to organisational design; to investigate alternative models of organisational design and their potential to establish more democratic relationships between workers, management committees and users; to examine the additional difficulties in establishing and maintaining alternative forms of organisation and to develop skills in overcoming these difficulties.

55118 SOCIAL CONSTRUCTION OF SOCIAL PROBLEMS

Pre-requisite:

Social Inequalities

Objectives:

To examine the concept of a "social problem" from the perspective of social inequalities and the sources of these; to develop an understanding of how and why Australia is a society of diverse cultural composition; to examine the extent to which social and cultural differences are a source of tension in Australian society, and why; to develop a recognition of "deviant" behaviour as a socially constructed rather than an individual phenomenon; to interpret the impact of structural changes on individuals.

55121 INTEGRATION OF COMMUNITY PRINCIPLES AND PRACTICE

Pre-requisite:

19 units or their equivalent

Objectives:

To provide students with an opportunity to examine both the formal course input and their own experience within community based organisations and to relate the two; to provide an in-depth analysis of the relationship between theory and practice in at least one aspect of community organisation management; and then to consider this analysis in the light of their own philosophical, ethical and value stance.

55122 COMMUNITY RESEARCH PROJECT I AND II

55123 Pre-requisite:

All 14 Part I units

Objectives:

To provide students with an opportunity to complete a substantial applied research project which will allow them to extend their own investigative skills and their knowledge of the community sector. The project will differ for each student but will take one of two forms:

- a) a substantial investigation of some problem or issue in the community sector using qualitative or quantitative research methods, or
- b) a major consultancy involving the investigation and implementation of a management initiative within a community organisation.

A formal contract will be negotiated with each student and the project will involve a minimum of 100 hours of work and a written report of at least 3,000 words for each of the units. Assessment will be on a pass/fail basis.

55119 COMMUNITY SKILLS I AND II

55120 Pre-requisite:

All 14 Part I units

Objectives:

To provide students with an opportunity to obtain recognition for study of subjects that can not be classified as advanced versions of any of the Part I units and are not taught in any other departments within Kuring-gai College. These units are primarily designed to allow recognition to satisfactory completion of a series of employment based short courses. Students enrolling in this unit will complete a formal contract determining the nature and content of the specific project they will undertake. Each of the units will require a written report of at least 2,000 words.

NURSING

STUDIES IN THE DISCIPLINE OF NURSING

The School of Nursing offers a major sequence of studies in the discipline of Nursing.

Nursing Studies I	— Concepts of health and disease
Nursing Studies II	— The Developing Person — Theory, belief, fashion and practice
Nursing Studies III	— Nursing — Cellular growth and human change
Nursing Studies IVA	— Nursing — The human organism's interaction with the environment
Nursing Studies IVB	— Nursing — The human organism's interaction with the environment
Nursing Studies VA	— Nursing — Human patterns, organisation and meaning
Nursing Studies VB	— Nursing — Human patterns, organisation and meaning
Nursing Studies VC	— Nursing — The patient within a health care organisation
Nursing Studies VIA	— Nursing — Where the context is unpredictable or unfamiliar
Nursing Studies VIB	— Nursing — Where the context is unpredictable or unfamiliar
Nursing Studies VIC	— Nursing — Unifying concepts

6II05 NURSING STUDIES I

Concepts of health and disease

Semester: I

4 class contact hours

10 week hours

Pre-requisite:

None

Objectives:

Concepts of health and disease are many and varied through history; each concept is culturally determined. A study of these concepts is designed to remove some of the sources of confusion about health and disease. Since health is the ultimate goal of all health care, how it is conceptualised determines both the nature of nursing practice and the health care system. The study will take into account the multi-dimensional nature of the person and the various kinds of health: biological, psychological, ethical, social and spiritual.

61205 NURSING STUDIES II

The Developing Person — Theory, belief, fashion and practice

Semester: II

4 class contact hours

10 week hours

Pre-requisite:

None

Objectives:

To explore the changing patterns of growth and development of the human organism from conception to death; to highlight those times of development where the person depends on others for assistance in attaining or maintaining optimal health; to explore the influence of culture and value-systems on understanding of growth, development and dependency; to provide students with opportunities to increase their skills in relating to people of all age groups and their awareness of the diversity of patterns of human development; to increase recognition of the ways in which health care agencies are able to promote health and prevent health related problems for all age groups; to introduce students to the basic elements of research necessary for critical reading of literature relevant to nursing.

61305 NURSING STUDIES III

Nursing — Cellular growth and human change

Semester: I

4 class contact hours

10 week hours

Pre-requisite:

Nursing Studies I and II

Co-requisite:

Biological Sciences II

Objectives:

To explore the qualities of the human condition particularly related to education, cellular growth and language; to examine changes within the human organism related to teaching and learning; cellular changes resulting in disabilities; the growth of neoplasms; surgical interventions and language function; to consider the implications of these changes for the clinical relationships and judgment of nurses, patients and their families; to understand the broad applications of knowledge of these themes in relation to developmental, acquired and degenerative disabilities and to other changes in structure, function, behaviour and life patterns of the human organism.

61405 NURSING STUDIES IVA

Nursing — The human organism's interaction with the environment

Semester: II

5 class contact hours

10 week hours

Pre-requisite:

Nursing Studies II; Biological Sciences III

Objectives:

To explore the qualities of the human condition particularly related to sensation and perception; metabolism; cognition; affect and emotion; fluid and electrolyte dynamics; volition and "behaviour"; and oxygenation; to examine the internal and external dynamics of the human organism's interaction with the environment and its implications for clinical practice; to understand the broad applications of knowledge of these themes in relation to developmental, acquired and degenerative disabilities and to other changes in structure, function, behaviour and life pattern of the human organism.

61406 NURSING STUDIES IVB

Nursing — The human organism's interaction with the environment

Semester: II

5 class contact hours

10 week hours

Pre-requisite:

Nursing Studies I & II; Ethics, Life Sciences & Sociality II; Biological Sciences III.

Objectives:

For Objectives see 61405 Nursing Studies IVA.

61505 NURSING STUDIES VA

Nursing — Human patterns, organisation and meaning

Semester: I

5 class contact hours

10 week hours

Pre-requisite:

Nursing Studies IVA

Objectives:

To explore the qualities of the human condition, particularly related to communication and kinship; inflammation and immunity; space, time and ideology; support and movement; aesthetics and ethics; co-ordination, control and integration; and transcendence and spirituality; to examine the network of patterns, organisation and meaning in the complex of human life and its implications for the clinical relationships and judgments of nurses, patients and their families; to understand the broad applications of knowledge of these themes in relation to developmental, acquired and degenerative disabilities and to other changes in structure, function, behaviour and life pattern of the human organism.

61506 NURSING STUDIES VB

Nursing — Human patterns, organisation and meaning

Semester: I

5 class contact hours

10 week hours

Pre-requisite:

Nursing Studies IVB

Objectives:

For Objectives see 61505 Nursing Studies VA

61507 NURSING STUDIES VC

Nursing — The patient within a health care organisation

Semester: I

2 class contact hours

8 week hours

Pre-requisite:

Nursing Studies IVA and IVB; Work, Organisation and Society; Political Behaviour

Objectives:

To analyse relationships within health care systems and organisations and the way in which these structures influence patterns of relationships between nurses, other health workers, patients and their families; to understand the variety of ways in which health care systems have been organised transculturally, historically and within our own society; to explore the changing role of the nurse in the health care system and the career options open to the first level practitioner; to compare the role of the nurse in Australia with the international role of the nurse.

61605 NURSING STUDIES VIA

Nursing — Where the context is unpredictable or unfamiliar

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Nursing Studies VA and VB

Co-requisite:

Nursing Studies VIB

Objectives:

To increase students' confidence and adaptability in the application of their knowledge to clinical situations which are unpredictable or unfamiliar; to refine the exercise of clinical judgment in an area of nursing speciality and in a geographical area where demography and epidemiology differ from that of the New South Wales Northern Metropolitan Health Region.

61606 NURSING STUDIES VIB

Nursing — Where the context is unpredictable or unfamiliar.

Semester: II

Pre-requisite:

Nursing Studies VA and VB

Co-requisite:

Nursing Studies VIA

Objectives:

For objectives see 61605 Nursing Studies VIA

61607 NURSING STUDIES VIC

Nursing — Unifying concepts

Semester: II

4 class contact hours

8 week hours

Pre-requisite:

Nursing Studies III

Co-requisite:

Nursing Studies VIA and VIB

Objectives:

To provide students with opportunities to review and integrate the human themes and fundamental principles of this nursing program; to deepen reflection on the humanistic foundations of nursing; to increase awareness of the intimate connection between theory and practice; to critically evaluate Orem's concepts of nursing practice and to compare this with other selected conceptual frameworks; to further examine the significance of responsibility, trust, compassion, clinical judgment, creativity and adaptability.

STUDIES IN ETHICS, LIFE SCIENCES AND SOCIALITY

The School of Nursing offers a major sequence of studies in the discipline of Ethics, Life Sciences and Sociality.

Ethics, Life Sciences and Sociality I	— Autonomy and Paternalism
Ethics, Life Sciences and Sociality II	— Ethical Theories and Ethical Reasoning.
Ethics, Life Sciences and Sociality III	— Theories of Justice
Ethics, Life Sciences and Sociality IV	— Truth and Information
Ethics, Life Sciences and Sociality V	— Authority and Responsibility
Ethics, Life Sciences and Sociality VI	— Ethical Issues in Experimentation and Issues in Clinical Ethics.

The program of study is intended to provide both a comprehensive academic foundation in the study of applied Ethics in the Life Sciences and the field of Sociality at the undergraduate level and a basic preparation for dealing with ethical dilemmas in nursing practice. Though the course is an essential component of the nursing program, it will be of interest and practical relevance to people of any professional or academic affiliation concerned with the evaluative aspects of issues that confront the community as a result of advancements in modern technology, the biosciences and medicine.

61108 ETHICS, LIFE SCIENCES AND SOCIALITY I

Autonomy and Paternalism

Semester: I

3 class contact hours

6 week hours

Pre-requisite:

None

Objectives:

To examine the concept of autonomy and its divergent interpretations; to bring students to an awareness of a moral principle of autonomy and its implications for ethics; to develop students' ability and willingness to protect and defend the well-being, rights, integrity and freedom of every person; to help students accept responsibility for personal effectiveness in social relationships, group activities, and team work; to develop a conscious and critical awareness towards keeping free and honest exchange of ideas with others and reducing prejudices in self; to have students identify conflicting values in several contexts.

61208 ETHICS, LIFE SCIENCES AND SOCIALITY II

Ethical Theories and Ethical Reasoning

Semester: II

3 class contact hours

6 week hours

Pre-requisite:

None

Co-requisite:

Communication II

Objectives:

To introduce students to an historic view of the interrelations of medicine and the prevailing concepts of human kind, a required foundation for understanding the rational premises for medical activity in the past, and nursing activity more recently, and for a perception of the present state of medicine, history, and humanity; to help students examine cultural history in an effort to understand the nature of human kind and the relationships which exist among human beings, and understand human behaviour as rooted in the conception constructed by people about themselves and their universe; to examine dominant cultural characteristics of any era and how they influence prevailing ethical theories and reasoning; to initiate a detailed study of teleological and deontological theories; and of the nature of ethical reasoning; to integrate the study of moral justification and its role in decisions of conscience with an understanding of the philosophical foundations of practice in health care; to provide opportunities for the student to articulate a moral point of view on a specific issue and justify that position in the face of an opposing view; to examine the implications of a world view that places the primacy of the human person as central to all human activities; to explore the question of human sociality and its implications for the entire spectrum of ethics.

61308 ETHICS, LIFE SCIENCES AND SOCIALITY III

Theories of Justice

Semester: I

3 class contact hours

6 week hours

Pre-requisite:

Ethics, Life Sciences and Sociality I and II

Co-requisite:

Law and Society

Objectives:

To develop the student's understanding of the theories of justice, considering the implications for moral problems in health care; develop student's understanding of various problems and theories of economic justice, with emphasis on the major distinctions, principles, and methods of moral argument. Students will examine the distinctive features of justice and their special connection with law, and justice in relation to rights; provide students with opportunities to confidently examine the theories and verbally highlight the advantages and disadvantages in each system.

61408 ETHICS, LIFE SCIENCES AND SOCIALITY IV

Truth and Information

Semester: II

3 class contact hours

8 week hours

Pre-requisite:

Ethics, Life Sciences and Sociality II

Objectives:

The student will examine the concepts of truth and information. Arguments in relation to each of the concepts are examined. The student will examine related problems of truth, lying, deception, non-disclosure and under-disclosure in relationships, professional and patient, in the health care system; students will develop an understanding of the rules of fidelity, confidentiality and privacy.

61508 ETHICS, LIFE SCIENCES AND SOCIALITY V

Authority and Responsibility

Semester: I

3 class contact hours

8 week hours

Pre-requisite:

Ethics, Life Sciences and Sociality II; Health and Welfare Law

Objectives:

The student is directed to a philosophical inquiry of the practice of nursing within the health care sector and addresses the ethical aspects of concrete social and institutional settings. Students will be brought to an understanding of their responsibility as practising nurses by examining main aspects of the concept of responsibility, namely: *authority, expertise, accountability, and liability*. The student will explore the concept of responsibility, not only for its relevance to the ethics of individual character and actions, but to the moral foundations of the cultural, legal, political, and social context of health care generally. Students will be able to interpret their responsibilities to others and know what can rightfully be expected of others in terms of those relationships. Familiarise students with a basic philosophical treatment of the concepts of authority, power, responsibility and rights in health care. Introduce students to the legal and social notions of responsibility and their implications for health care and public policy.

61608 ETHICS, LIFE SCIENCES AND SOCIALITY VI

Ethical issues in experimentation and issues in Clinical Ethics

Semester: II

3 class contact hours

6 week hours

Pre-requisite:

Ethics, Life Sciences and Sociality II

Objectives:

The student will be introduced to ethical issues in human experimentation and behavioural research; critically examine the scope and justification of aggressiveness in patient care, including considerations of intensive life-support systems, organ transplantation and artificial organs; and to an understanding of the origins of technology and the different human needs which technology serves and often dis-serves.

Legislation and By-Laws

The Colleges of Advanced Education Act
College By-Law
Affiliation By-Law

THE COLLEGES OF ADVANCED EDUCATION ACT

Introduction

The William Balmain College was declared to be a College of Advanced Education as from the 1st September, 1971, by virtue of the notification published in the Government Gazette of the 27th August, 1971 (page 3299), above the signature of the Hon. C. B. Cutler, M.L.A. Minister for Education and Science in the State of New South Wales.

On the 1st July, 1973, a Planning Committee was appointed by the New South Wales Minister for Education and Science to prepare to govern the College during the intervening period preparatory to the incorporation of the College as a College of Advanced Education under Section 16.1 of the Higher Education Act.

In April, 1974, the Minister for Education endorsed a recommendation of the College Planning Committee that its name be changed to the Kuring-gai College of Advanced Education.

By virtue of the notification published in the Government Gazette of 25th October, 1974 (page 4129), the Hon. E. A. Willis, M.L.A., Minister for Education in the State of New South Wales, constituted a body corporate to be a College of Advanced Education under the corporate name of Kuring-gai College of Advanced Education.

On 1st June, 1975 The Colleges of Advanced Education Act, 1975, replaced Part VI of the Higher Education Act, 1969. The Colleges of Advanced Education Act allows colleges in New South Wales to exercise more responsibility and individuality in administering their affairs.

Pending the approval of the College By-Law prepared and submitted under Section 23 of The Colleges of Advanced Education Act the Kuring-gai College of Advanced Education shall be governed by the regulations appearing in this Calendar and such regulations as are adopted from time by the College Council.

Act No. 11, 1975 (1), as amended by Act No. 47, 1975 (2); Act No. 24, 1980 (3); Act No. 196, 1980 (4); Act No. 87, 1981 (5); Act No. 153, 1983 (6); and Act No. 152, 1984 (7).

An Act with respect to the constitution of new colleges of advanced education and the continuation of established colleges of advanced education; to enlarge the powers, authorities, duties and functions of colleges of advanced education; to amend the Higher Education Act, 1969, and certain other Acts; and for purposes connected therewith. (**N.B.** All reference to Riverina College of Advanced Education, which appears in this Act, has been removed.)

BE it enacted by the Queen's Most Excellent Majesty, by and with the advice and consent of the Legislative Council and Legislative Assembly of New South Wales in Parliament assembled, and by the authority of the same, as follows:-

- Short title.** 1. This Act may be cited as the "Colleges of Advanced Education Act, 1975".
- Commence-
ment.** 2. (1) This section and sections 1 and 3 shall commence on the date of assent to this Act.
(2) Except as provided in subsection (1), this Act shall commence on such day as may be appointed by the Governor in respect thereof and as may be notified by proclamation published in the Gazette.
- Interpretation.** 3. (1) In this Act, except to the extent that the context or subject-matter otherwise indicates or requires—
"advanced education course" means a course of study approved under the Higher Education Act, 1975, as an advanced education course;

"appointed day", means the day appointed and notified under section 2
(2) "Board" means the New South Wales Advanced Education Board constituted under the Higher Education Act, 1975;

"college" means—

- (a) an institution declared under section 4 to be a college of advanced education; and
- (b) a college of advanced education constituted under section 5; "corporate college" means a college of advanced education constituted under section 5; "regulations" means regulations made under this Act.

(2) A reference in this Act, express or implied, to by-laws in relation to a corporate college is a reference to by-laws made by that college.

**College within
a Department
of the
Government.**

4. (1) The Minister may, by order published in the Gazette—
 - (a) declare any educational institution that forms part of a Department of the Government to be a college of advanced education with the name specified in the order; and
 - (b) specify the Department of which it forms part.
- (2) Where the Minister wholly revokes an order published under subsection (1), he may constitute a corporate college to take the place of the college to which the revoked order related.
- (3) The Minister shall not exercise his powers under this section in respect of an institution that forms part of a Department of the Government not administered by him except with the concurrence of the Minister administering that Department.

**Incorporation
as college of
advanced
education.**

5. (1) The Minister may by notification published in the Gazette—
 - (a) constitute a corporation that is a college of advanced education with the corporate name specified in the notification; and
 - (b) appoint the first council of that corporate college, being a council constituted as provided by section 6.
- (2) The members of a corporation constituted under subsection (1) consist of the persons who are, for the time being—
 - (a) members of the council of the college;
 - (b) servants of the college;
 - (c) students of the college;
 - (d) graduates of the college; and
 - (e) within any other class of persons specified in the by-laws of the college as members of the corporation,unless, in the case of a person referred to in paragraph (b), (c), (d), or (e), he is exempted by the Council of the college, on grounds of conscience, from membership of the corporation.
- (3) The governing body of a corporate college is its council which shall act in such manner as to it appears best calculated to promote the purposes and interests of the college.
- (4) A decision supported by a majority of votes at a meeting of the council of a corporate college at which a quorum is present is a decision of the corporation of which it is the governing body.
- (5) The Minister may, by notification published in the Gazette, change the corporate name of a corporate college.
- (6) A change under subsection (5) in the name of a corporate college does not affect the identity of the corporation or any rights or obligations of the corporation or render defective any legal proceedings by or against the corporation, and any legal proceedings that might have been continued or commenced by or against it by its former name may be continued by or against it by its new name.

(7) Except as provided by subsection (8), a corporate college shall not alienate, mortgage, charge or demise any land or interest in land except with the consent in writing of the Minister.

(8) A corporate college may, without the consent in writing of the Minister, demise any land where—

- (a) the term of the lease does not exceed 21 years; and
- (b) subject to subsection (9) (b), there is reserved for the whole of the term the best rent that may reasonably be obtained without fine.

(9) A lease by a corporate college for the purposes of an affiliated residential college shall—

- (a) be for a term not exceeding 99 years;
- (b) be at a nominal rent;
- (c) include a condition providing for forfeiture of the lease and re-entry by the lessor if the lease is assigned; and
- (d) include such other conditions, and such covenants, as the college approves.

Dissolution of corporate college. 5A. Schedule 2 has effect in respect of the dissolution of a corporate college.

Placing of corporate college under control of administrator. 5B. Schedule 3 has effect in respect of the placing of a corporate college under the control of an administrator.

First council of corporate college. 6. (1) The first council of a corporate college appointed by a notification under section 5 (1) shall consist of not more than twenty-three persons.
(2) The members of the first council of a corporate college shall, subject to subsection (3), hold office for such period as the Minister specifies in the notification by which they are appointed.
(3) The Minister may, by notification published in the Gazette, from time to time extend the period for which the members of the first council of a corporate college specified in the notification hold office.

Council (other than first council) of a corporate college. 7. (1) After the expiration of the term of office of the members of the first council of a corporate college, the council of the college shall be reconstituted to consist of—

- (a) not more than twenty-three members; or
- (b) where the college is a college in respect of which the regulations specify a greater number of members — not more than that greater number of members,

as provided by this section.

(2) The council of a college shall consist of—

- (a) official members, comprising—
 - (i) the principal officer of the college; and
 - (ii) a full-time servant of the college who is the holder of the office, in the college prescribed by the by-laws for the purposes of this paragraph;
- (b) Members elected in the manner and by the persons prescribed by the by-laws in respect of each class of members, comprising—
 - (i) 5 eligible servants of the college, consisting of—
 - (a) 3 members of the academic staff;
 - (b) 1 member of the non-academic staff; and
 - (c) 1 member of either the academic or the non-academic staff, as prescribed by the by-laws, having the qualifications prescribed by the by-laws either

- generally or in respect of each or any class of them;
- (ii) 2 students of the college having the qualifications prescribed by the by-law, for both or each of them; and
 - (iii) 2 persons, other than servants or students of the college, who have received an academic award of the college on completion of an advanced education course or an award prescribed by the by-laws for the purposes of this subparagraph; and
- (c) appointed members (being 12 in number or, where regulations made for the purposes of subsection (1) (b) specify a greater number of members than 23, 12 plus the number of members by which the number so specified exceeds 23, in number) appointed by the Minister as far as practicable from the following categories—
- (i) persons experienced in the field of education;
 - (ii) persons experienced in industry or commerce;
 - (iii) persons who are practising, or have practised, a profession;
 - (iv) persons associated with trade unions;
 - (v) persons having such other qualifications and experience as the Minister thinks appropriate.

(2A) A servant (other than a servant whose service with the college is, in the terms of his or her employment by the college, expressed to be casual service) or a student of the college may not be appointed under subsection (2) (c).

(2B) In this section "eligible servant", in relation to a college, means a servant of the college other than one whose service with the college is, in the terms of his or her employment by the college, expressed to be part-time, casual or temporary service but includes a servant of the college whose service is classified by the by-laws as full-time or half-time.

(3) A person may not be elected or appointed under subsection (2) if he is of or above the age of 70 years.

(4) Subject to this Act, a member (other than an official member) of a council holds office—

- (a) in the case of an elected member, until—
 - (i) the expiration of such period (not exceeding four years) after that member takes office as is prescribed by the by-laws in respect of that member; or
 - (ii) the accession to office of his successor, whichever is the later; and
- (b) in the case of an appointed member, until the expiration of such period (not exceeding 4 years) as is specified in the instrument of appointment of that member,

and any elected or appointed member is, if otherwise qualified, eligible for re-election or re-appointment, as the case may be.

(5)

(6) Notwithstanding subsection (4), section 30 of the Interpretation Act, 1897, applies to and in respect of an appointment made under subsection (2) (c).

Graduate members of councils.

7A. For the purposes of section 7(2)(b)(iii)—

- (a) an academic award conferred under the common seal of a dissolved college, within the meaning of Schedule 2, shall be deemed—
 - (i) where it is or was conferred (in accordance with clause 10 of that Schedule) on a student transferred to a course or programme of study provided by another college or

educational institution—to be an academic award of the college or institution to which the student is or was transferred; or

(ii) where it was conferred before the dissolution of the college—to be an academic award of a college, if any, specified as the appointed person in relation to the dissolved college by order made under clause 5 (1) of that Schedule or, where no college is so specified, to be an academic award of a college nominated by the Minister for the purposes of this section; and

(b) an academic award conferred, on completion of an advanced education course, by an institution subsequently declared to be a college or constituted as a corporate college under section 4 shall be deemed to be an academic award of the college or corporate college.

**Vacation of
office of
member of a
council.**

8. (1) A member (other than an official member) of the council of a corporate college shall be deemed to have vacated office, if the member—

- (a) attains the age of seventy years;
- (b) dies;
- (c) becomes a temporary patient, a continued treatment patient, a protected person or an incapable person within the meaning of the Mental Health Act, 1958, or a person under detention under Part VII of that Act;
- (d) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her estate for their benefit.
- (e) is convicted in New South Wales of a felony or of a misdemeanour punishable by imprisonment for twelve months or longer, or is convicted outside New South Wales of an offence which, if committed in New South Wales, would be a felony or misdemeanour so punishable;
- (f) resigns his or her office by writing under his or her hand addressed, in the case of an appointed member, to the Minister or, in the case of an elected member, to the principal officer of the college;
- (g) is absent from three consecutive meetings of the council of which reasonable notice has been given to the member personally or in the ordinary course of post and is not, within six weeks after the last of those meetings, excused by the council for his or her absence;
- (h) being a member elected under section 7 (2) (b) (i) ceases to be an eligible servant within the meaning of section 7, of the college or to hold the qualifications prescribed by the by-laws in respect of the member:
- (i) being a member elected under section 7 (2)(b)(ii), ceases to be a student of the college or to hold the qualifications prescribed by the by-laws in respect of the member;
- (j) being a member elected under section 7 (2) (b) (iii) becomes a servant or student of the college; or
- (k) being a member appointed under section 7 (2) (c), becomes a servant (other than a servant whose service with the college is, in the terms of his or her employment by the college, expressed to be casual service) or student of the college.

(2) Where a casual vacancy occurs in the office of a member of the council (including the first council) of a corporate college, the vacancy shall be

filled by the appointment or election of a member—

- (a) in the manner provided by the by-laws; or
- (b) where no provision is made by the by-laws — in the same manner as his or her predecessor in office.

(3) A member elected or appointed to fill a casual vacancy holds office for the balance of the term of office of his or her predecessor but is eligible if otherwise qualified, for re-election or re-appointment, as the case may be.

**Meetings of
council of
corporate
college.**

9. (1) The procedure for calling meetings of the council of a corporate college and the procedure at those meetings shall, subject to the by-laws, be such as is determined by the council.

(2) At any meeting of the members of the council of a corporate college one half (or where one half is not a whole number the whole number next higher than one half) of the total number of members for the time being of the council shall form a quorum.

**Powers, etc.,
of corporate
college.**

10. (1) Subject to this Act and the regulations, a corporate college—

- (a) has, by its council, the control and management of any real or personal property vested in or acquired by the college and is, by its council, responsible for its maintenance;
- (b) shall, at such place as is, or such places as are, approved by the Minister in respect of the college, provide such advanced education courses as are approved by the Board by an order relating to that college;
- (c) may confer academic awards and grant and issue certificates evidencing those awards in respect of the classes of students or other persons eligible under the by-laws;
- (d) may acquire any property for the purposes of this Act by gift, devise or bequest and may, by its council, agree to carry out the conditions of any such gift, devise or bequest;
- (e) may, within such limits, to such extent and upon such conditions (as to security or otherwise) as the Governor upon the recommendation of the Treasurer approves, borrow money for the purpose of carrying out and performing any of its powers, authorities, duties or functions, the renewal of loans or the discharge of any indebtedness to a bank;
- (f) may invest any funds belonging to or vested in the college in any manner—
 - (i) for the time being authorised for the investment of trust funds; or
 - (ii) approved by the Governor, upon the recommendation of the Treasurer, either generally or in a particular case, or in a particular class of cases;
- (g) may, under conditions acceptable to the Board, provide courses or programmes of study that are not advanced education courses;
- (h) shall, at such times as may be required by the Board, forward to the Board such estimates as are specified by the Board as to the financial and other needs of the college, and such other information as the Board requires in order to discharge its responsibilities; and
- (i) may engage in such activities relating to advanced education as it deems desirable and as are consistent with the promotion of the purposes and interest of the college.

(2) The rule of law against remoteness of vesting does not apply to or in respect of any condition of a gift, devise or bequest to which a corporate college has agreed.

- (3) Where a college is not a corporate college—
- (a) subsection (1) (c) applies to it as if it were a corporate college; and
 - (b) the Minister or other person administering the college shall cause subsections (1) (f) and (1) (h) to be complied with as if the college were a corporate college.

Powers of corporate college over certain land.

- 10A. (1) Where any real or personal property used for the conduct of a corporate college is vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise), the corporate college has, by its council, the control and management of that real or personal property and is, by its council, responsible for its maintenance.
- (2) Except to the extent that subsection (3) otherwise provides, nothing in subsection (1) enables a corporate college to alienate, mortgage, charge or demise any land or interest in land vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise).
- (3) A corporate college may, on behalf of the Crown or a Minister of the Crown, as the case may require, lease land of which , pursuant to subsection (1), it has the control and management, subject to the lease being for a term not exceeding 21 years and including a condition providing for forfeiture of the lease and re-entry by the lessor if the lease is assigned.
- (4) A corporate college is, in the exercise of any of its functions under this section, subject to the control and direction of the Minister.

Delegation of powers, etc.

11. (1) The council of a corporate college may, by resolution, delegate to—
- (a) a member of the college;
 - (b) a servant of the college;
 - (c) the holder for the time being of a specified office in the service of the college;
 - or
 - (d) a committee appointed by the council
- the exercise or performance, in any specified case or specified class of cases, of any power, authority, duty or function of the college other than this power of delegation and any power conferred on it under section 23.
- (2) A delegation by the council of a corporate college pursuant to subsection (1)—
- (a) may be revoked by a resolution of the council; and
 - (b) does not prevent the exercise or performance by the college of the power, authority, duty or function delegated.

Servants of corporate college.

12. (1) Subject to this Act, a corporate college may—
- (a1) employ persons as members of the academic or other staff of the college;
 - (a) determine what promotions may be made, whether or not of academic staff;
 - (b) determine the qualifications required of persons to be appointed or promoted within the academic staff of the college;
 - (c) in accordance with the by-laws, discipline servants of the college whether or not they are members of the academic staff; and
 - (d) in accordance with the by-laws, impose penalties for any such breaches of discipline.
- (2) Except in so far as provision is otherwise made by law, the conditions of employment (including salary, wages or remuneration) of servants of a corporate college shall be such as are from time to time determined by the council of the college.

Transfer of certain persons to staff of corporate college

13. (1) In this section "superannuation scheme" means a scheme, fund or arrangement under which any superannuation or retirement benefits are provided and which is established by or under an Act.
- (2) Where the Minister constitutes a corporate college he may, in the notification that constitutes the college or in another notification published in the Gazette with respect to the college, specify the names of members of the Public Service and of a Teaching Service who are to be transferred to the service of the college, but he shall not so specify the name of a person unless that person—
- (a) is a member of the Public Service or Teaching Service employed in connection with the provision of the courses or programmes of study provided or to be provided by the college; and
 - (b) agrees in writing to the inclusion of his name in the notification.
- (3) Where, immediately before the day on which a notification referred to in subsection (2) is published, a person whose name is specified in the notification was a member of the Public Service or a Teaching Service, that person becomes on that day a servant of the college to which the notification relates.
- (4) A person who, pursuant to subsection (3), becomes a servant of a college shall be paid salary or wages at a rate not less than the rate that was payable to him immediately before he became a servant of the college subject to any adjustment necessary to give effect to any fluctuation in the basic wage for adult males, or adult females, as the case may be, for the time being in force within the meaning of Part V of the Industrial Arbitration Act, 1940, until his salary, is, or his wages are, varied in accordance with law.
- (5) Where any condition of employment of a person who, pursuant to subsection (3), becomes a servant of a college was, immediately before he became such a servant, regulated by an award or industrial agreement, or an agreement made under the Public Service Act, 1902, or the Education Commission Act, 1980, that condition shall continue to be so regulated until an award or industrial agreement regulating that condition and binding on the college is made by a competent tribunal.
- (6) Subject to subsection (7), a person who, pursuant to subsection (3), becomes a servant of a college—
- (a) retains any rights accrued or accruing to him as a member of the Public Service or a Teaching Service, as the case may be;
 - (b) may continue to contribute to any superannuation scheme to which he was a contributor immediately before becoming a servant of a corporate college; and
 - (c) is entitled to receive annual, sick and long service leave and any payment, pension or gratuity;
- as if he had continued to be a member of the Public Service or the Teaching Service, as the case may be, and—
- (d) his service as a servant of the college shall be deemed to be service as a member of the Public Service or the Teaching Service, as the case may be, for the purposes of any law under which those rights accrued or were accruing, under which he continues to contribute or by which that entitlement is conferred; and
 - (e) he shall be deemed to be a member of the Public Service or the Teaching Service, as the case may be, for the purposes of any superannuation scheme to which, by the operation of this subsection, he is entitled to contribute.
- (7) A person who, but for this subsection, would be entitled under subsection (6) to contribute to a superannuation scheme or to receive any payment, pension or gratuity under that scheme shall not be so entitled upon his becoming a contributor to any other superannuation scheme,

and the provisions of subsection (6) (e) cease to apply to or in respect of him in any case where he becomes a contributor to another superannuation scheme.

(8) Subsection (7) does not prevent the payment to a servant of a college, upon his ceasing to be a contributor to a superannuation scheme, of such amount as would have been payable to him if he had ceased, by reason of resignation, to be such a contributor.

(9) Where, pursuant to subsection (6) (b), a person continues to contribute to a superannuation scheme, the college shall contribute to the superannuation scheme the same amount as would have been payable by the Government of New South Wales if that person had remained a member of the Public Service or a Teaching Service, as the case may be, and been paid salary or wages at the rate paid to him by the college.

(10) A person who, pursuant to subsection (3), becomes a servant of a college is not entitled to claim, both under this Act and any other Act, benefits in respect of the same period of service.

(11) Nothing in this section affects the operation of the Industrial Arbitration Act, 1940.

Acquisition of land. 14. (1) The Governor may, on the recommendation of the Minister, resume or appropriate any land under Division I of Part V of the Public Works Act, 1912, for the purposes of this Act.

(1A) The Minister may, for the purposes of this Act, acquire land, including land previously appropriated or resumed for any purpose, by purchase, acceptance of transfer or conveyance.

(2) The Minister shall not make a recommendation for the purposes of subsection (1) in respect of the resumption or appropriation of land for the purposes of a corporate college unless the Minister is satisfied that adequate provision has been or will be made for the payment by the college for the purposes of which the resumption or appropriation is to be effected, of compensation for the resumption or appropriation and of all necessary charges and expenses incidental to the resumption or appropriation.

(3) A resumption or appropriation effected pursuant to subsection (1) shall be deemed to be for an authorised work within the meaning of the Public Works Act, 1912, and the Minister shall, in relation to that authorised work, be deemed to be the Constructing Authority within the meaning of that Act.

(4) Sections 34,35,36 and 37 of the Public Works Act, 1912, do not, but Section 38 of that Act does, apply in relation to a resumption or appropriation under this section.

Grant or transfer of certain land to corporate college. 15. (1) Where land on which a corporate college is conducted is vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise) the land may—

(a) where it is vested in the Crown — be transferred to the college subject to such trusts, conditions, covenants, provisions, exemptions, and reservations as the Minister administering the Crown Lands Consolidation Act, 1913, thinks fit; or

(b) where it is vested in a Minister of the Crown — be conveyed or transferred to the college for such estate, and subject to such trusts and rights of way or other easements, as the Minister thinks fit.

(2) A conveyance, transfer or other instrument executed for the purposes of subsection (1)—

(a) is not liable to be stamped with stamp duty under the Stamp Duties Act, 1920; and

(b) may be registered under any Act without fee.

Control of Academic Awards. 16. A college shall not confer any academic award in respect of a course or programme of study conducted by it unless the award is of a nomenclature approved by the Board.

Fees. 17. (1) Subject to this section, the Minister may fix the fees to be charged by a college.
(2) Subsection (1) does not authorise or require the Minister to fix the fees to be charged—
(a) in respect of residential facilities provided by a college; or
(b) in respect of courses or programmes of study other than advanced education courses.
(3) Before he fixes fees under subsection (1) in respect of a college that forms part of a Department of the Government, the Minister shall take into consideration any representations with respect to those fees made by the Minister administering that Department or made by a person or body nominated by him for the purpose.
(4) Where any fees have been fixed under this section by the Minister in respect of any matter, a college shall not make any charge, other than the fees so fixed, in respect of that matter.
(5) Subject to subsections (4) and (6), a college may fix fees to be charged by the college, including fees in respect of—
(a) admission to the college;
(b) examinations;
(c) residential facilities provided by the college;
(d) courses or programmes of study other than advanced education courses;
(e) the conferring of awards;
(f) the provision of amenities and services, whether or not of an academic nature; or
(g) an organisation of students or of students and other persons.
(6) A college is, in the exercise of its power to fix fees under this section, subject to the control and direction of the Minister.

Certificate of Academic Award. 18. A certificate evidencing any academic award conferred by a corporate college shall be under the seal of the college.

Financial Year. 19. The financial year of a corporate college shall be—
(a) where no period is prescribed as referred to in paragraph (b)— the year commencing on 1st January; or
(b) the period prescribed for the purposes of this section.
20. *****

Annual Report 21. (1) This section applies to an institution (being a college or other institution) that conducts an advanced education course, but does not apply to an institution to which the Annual Report (Statutory Bodies) Act, 1984, applies.
(2) As soon as practicable after 1st January, but on or before 30th June, in each year, an institution to which this section applies shall prepare and forward—
(a) to the Minister; and
(b) where the institution forms part of a Department of the Government not administered by the Minister — to the Minister administering that Department.
a report of its work and activities in relation to advanced education courses for the 12 months ending on 31st December in the preceding year.
(3) The Minister shall lay the report or cause it to be laid before both Houses of parliament as soon as practicable after receiving the report.

Political or religious discrimination prohibited.

22. No political or religious test shall be administered to any person in order to entitle him to be admitted as a student at a college, or to hold office therein, or to be eligible to receive any academic award or to enjoy any benefit, advantage or privilege thereof.

By-Laws.

23. (1) A corporate college may, by its council, make by-laws for or with respect to—

- (a) all matters that by this Act are required or permitted to be prescribed by by-laws or are necessary or convenient for the purpose of giving effect to this Act;
- (a1) the management and good government of the college;
- (b) the discipline of servants of the college and the imposition of penalties for breaches of discipline by servants of the college;
- (c) the discipline of students at the college and the imposition of penalties for breaches of discipline by those students;
- (d) the use and custody of the common seal of the college;
- (e) the conduct of meetings of the council of the college;
- (f) the election of the elected members of the council of the college and their accession to office;
- (g) the person entitled to preside at a meeting of the council of the college and his voting powers at such a meeting;
- (h)
- (i) the membership and method of appointment of committees and boards of the college and of the council of the college and the quorum powers and duties of any such committee or board;
- (j) the manner of appointment, promotion and dismissal of servants of the college;
- (k) the qualifications for admission and continuation as a student of the college;
- (l) the examinations for, and the conferring of, awards and the attendance of candidates therefore;
- (m) the examinations for, and the granting of, fellowships, scholarships, bursaries and prizes;
- (n) the admission of students of other educational institutions to any status within the college;
- (o) the conferring on graduates of other educational institutions, or on other persons, of academic awards without examination;
- (p) the establishment of residential colleges and halls of residence and their conduct, and the affiliation of residential colleges within the college;
- (q) the affiliation with the college of an educational or research establishment;
- (r) the payment of out-of-pocket expenses to members of the council;
- (s) the powers, authorities, duties and functions of the principal officer of the college;
- (t) the establishment and membership of a convocation; and
- (u) the exemption of persons specified or described in the by-laws from the payment of fees..

(2) The by-laws may provide for empowering the council or principal officer of the college, subject to any restrictions and conditions specified in the by-laws, to make rules (not inconsistent with this Act or a by-law) for regulating, or providing for the regulation of, a specified matter that is a matter with respect to which by-laws may be made or for carrying out and giving effect to the by-laws, and any such rule has the same force and effect as a by-law.

(3) A by-law made by the council of a college

- (a) shall be sealed with the seal of the college and be submitted for the consideration and approval of the Governor; and
 - (b) for the purposes of section 41 (v) of the Interpretation Act, 1897, is required to be approved by the Governor.
- (4) A by-law made by a college may be proved by the production of a verified copy under the seal of the college or by the production of a document purporting to be a copy of the by-law and to be printed by the Government Printer.

- Regulations.** 24. (1) The Governor may make regulations for or with respect to—
- (a) any matter with respect to which by-laws may be made by a corporate college;
 - (b) the keeping of records and accounts by corporate colleges and the supply to the Board of information relating to those colleges and to advanced education courses;
 - (c) the administration and functions of colleges;
 - (d) prescribing all matters that, by this Act, are required or permitted to be prescribed by regulations or which are necessary or convenient for carrying out or giving effect to this Act.
- (2) A regulation made under subsection (1) may apply to all corporate colleges or to a corporate college specified in the regulation and shall, to the extent of any inconsistency with any by-law made by a corporate college to which it applies, prevail over that by-law.

Savings and transitional provisions. 25. Schedule 1 has effect.

Amendment of Act No.41, 1919. 26. *(The amending provision relating to the Local Government Act, 1919, is not reprinted: Reprints Act, 1972, s.6.)*

Amendment of Act No. 50, 1924. 27. *(The amending provision relating to the Metropolitan Water, Sewerage, and Drainage Act, 1924, is not reprinted: Reprints Act, 1972, s.6.)*

Amendment of Act No. 11, 1938. 28. *(The amending provision relating to the Hunter District Water, Sewerage and Drainage Act, 1938, is not reprinted: Reprints Act, 1972, s.6.)*
 29. *****

Schedule 1.

Interpretation. 1. In this Schedule—
 “established college” means a college of advanced education (including a corporate college of advanced education) established under the Higher Education Act, 1969, and in existence immediately before the appointed day;
 “established corporate college” means a corporate college of advanced education established under the Higher Education Act, 1969, and in existence immediately before the appointed day.

Application of Act to certain colleges. 2. This Act applies to and in respect of an established college (other than an established corporate college) as if—
 (a) this Act had been in force on the day on which the notification by which the college was constituted was published; and
 (b) that notification had been an order under section 4.

- Reconstitution of certain corporate colleges.** 3. On the appointed day, an established corporate college is hereby reconstituted as a corporation having as its members the persons referred to in section 5 (2).
- Continuation of reconstituted colleges.** 4. An established corporate college continues on and after the appointed day as reconstituted by clause 3 and its continuity as a corporation is not affected by that reconstitution or by any amendments effected by this Act.
- Application of Act to established corporate colleges.** 5. Subject to this Schedule, this Act applies to and in respect of an established corporate college as if—
- (a) this Act had been in force on the day on which the notification by which the college was constituted was published; and
 - (b) that notification had been a notification under section 5 (1).
- Council of established corporate college.** 6. (1) The members of a body corporate comprising an established corporate college constituted under section 16 (1), or reconstituted under section 16 (7), of the Higher Education Act, 1969, who held office immediately before the appointed day, continue on and after that day as the council of that corporate college to the extent provided by this clause.
- (2) Where a body corporate referred to in subclause (1) had not, before the appointed day, been reconstituted under section 16 (7) of the Higher Education Act, 1969—
- (a) the members of the body corporate holding office immediately before the appointed day shall be deemed to be members of the first council of the college holding office pursuant to section 5 (1); and
 - (b) any notification with respect to those members published under section 16 (6) of the Higher Education Act, 1969, shall be deemed to be a notification published under section 6 (2) of this Act.
- (3) Where a body corporate referred to in subclause (1) had, before the appointed day, been reconstituted under section 16 (7) of the Higher Education Act, 1969—
- (a) The members of the body corporate holding office immediately before the appointed day shall be deemed to be the council of the college as reconstituted under section 7;
 - (b) the persons who, immediately before the appointed day, were official members of that body corporate hold office, subject to this Act, on and from the appointed day as official members of the council, as so reconstituted;
 - (c) the persons who immediately before that day, were elected members of that body corporate hold office, subject to this Act, on and from the appointed day as elected members of the council, as so reconstituted, for the balance of the term of office for which they were last appointed as members of that body corporate; and
 - (d) the persons who, immediately before that day, were nominated members of that body corporate, hold office, subject to this Act, on and from the appointed day as appointed members of the council, as so reconstituted, for the balance of the term of office for which they were last appointed as members of that body corporate and so hold that office as if they had been appointed thereto by the Minister under section 7 (2) (c).
- Certain determinations continue to have effect.** 7. To the extent to which a determination made under section 18 of the Higher Education Act, 1969, was in force immediately before the appointed day, the determination—
- (a) shall, where it was made under section 18 (1) (a) of that Act, be

- deemed to have been made under section 12 (1);
- (b) shall, where it was made under section 18 (1) (b) of that Act, be deemed to have been made under section 12 (3); and
- (c) shall, where it was made under section 18 (3) of that Act, be deemed to have been made by the council of the college to which it relates under section 12 (6).

Saving of certain rights of servants. 8. Section 13 applies to and in respect of a servant of a college to whom section 19 of the Higher Education Act, 1969, applied immediately before the appointed day in the same way as it would apply to him if—

- (a) his employment as such a servant had been—
 - (i) where, before he became such a servant, he was a member of the Public Service — employed as a member of the Public Service; or
 - (ii) where, before he became such a servant, he was a member of the Teaching Service — employed as a member of the Teaching Service; and
- (b) he had, pursuant to section 13 (3), been transferred to the service of the college on the appointed day.

Fees to continue. 9. Any fees that, immediately before the appointed day, were in force under section 22 of the Higher Education Act, 1969, shall be deemed to have been fixed on that day under section 17.

Saving of by-laws. 10. To the extent to which a by-law made under the Higher Education Act, 1969, would, but for this clause, have ceased on the appointed day to have any force or effect but could have taken effect on that day had it been made under this Act, the by-law shall be deemed to have been made under this Act and to have taken effect on that day.

Construction of cross-references. 11. A reference in any other Act, or in any by-law, regulation or statutory instrument, or in any other instrument, shall be construed—

- (a) where the reference is to a college of advanced education constituted under the Higher Education Act, 1969 — as including a reference to a college;
- (b) where the reference is to a corporate college of advanced education constituted under the Higher Education Act, 1969 — as including a reference to a corporate college;
- (c) where the reference is to a college of advanced education constituted under this Act — as including a reference to an established college; and
- (d) where the reference is to a corporate college of advanced education constituted under this Act — as including a reference to an established corporate college.

Delegations by council of corporate college. 12. To the extent to which a delegation by an established corporate college under section 21 of the Higher Education Act, 1969, was in force immediately before the appointed day, it shall be deemed to be a delegation under section 11 by resolution of the council of that college.

Interpretation Act, 1897. 13. Nothing in this Schedule affects any saving effected by the Interpretation Act, 1897.

Schedule 2.

(Sec. 5A.)

Dissolution of Corporate College

Interpretation 1. In this Schedule—
 "appointed day", in relation to a dissolved college, means the day upon

which the college is dissolved;
"appointed person", in relation to a dissolved college, means, except to such extent and for such purposes, if any, as a corporate college is specified in the order by which the college is dissolved as being the appointed person, the corporation;

"corporation" means the corporation constituted by clause 7 (1);

"dissolved college" means a college dissolved by an order under clause 5 (1);

"superannuation scheme" means a scheme, fund or arrangement under which any superannuation or retirement benefits are provided and which is established by or under an Act;

"transferred servant" means a servant of a corporate college who becomes—

- (a) a servant of another college;
- (b) an officer or temporary employee of the Public Service; or
- (c) a member of a Teaching Service, in accordance with clause 8 (1).

Minister may recommend dissolution.

2. (1) Where the Minister is of the opinion—
- (a) that a corporate college is unable to meet its debts as they fall due;
 - (b) that a corporate college lacks sufficient funds to perform its functions adequately;
 - (c) that there has been such a substantial decrease in the demand for the advanced education courses provided by a corporate college that the college has lost its viability;
 - (d) that it would be more efficient or economical, or both, to dissolve a corporate college; or
 - (e) that population changes or movements or other changes in the community or community needs require the transfer or relocation of resources employed in the provision of advanced education courses by a corporate college.

He may recommend to the Governor that the corporate college be dissolved.

(2) The Minister shall not make a recommendation under subclause (1) in relation to a corporate college unless—

- (a) he is satisfied that the dissolution of the college is in the best interests of the State;
- (b) he has consulted with the college regarding the proposed recommendation; and
- (c) he has considered the interests of the staff and students of the college.

Arrangements relating to staff

3. (1) Before a corporate college is dissolved, the Minister—
- (a) may, in consultation with the Board, persons appointed in accordance with the regulations as representatives of the servants of the college, the councils or governing bodies of such other colleges or educational institutions as may be concerned and, as the case may require, the Public Service Board and the Education Commission of New South Wales, make arrangements for a servant of the college (not being a casual employee), upon its dissolution, to be transferred to a position in—
 - (i) another college;
 - (ii) the Public Service; or
 - (iii) a Teaching Service; and
 - (b) shall notify the servant of the arrangements referred to in paragraph (a) that have been made for his transfer.
- (2) Nothing in this clause authorises the transfer of a person to a position—
- (a) another college without the concurrence of the council of that

- college;
- (b) the Public Service without the concurrence of the Public Service Board; or
- (c) a Teaching Service without the concurrence of the Education Commission of New South Wales.

(3) The arrangements, referred to in subclause (1) (a), for the transfer of a servant of a college may be made in respect of the servant personally or by reference to a class or description of servants to which the servant belongs.

(4) A servant of a college shall be deemed to have been notified of the arrangements, referred to in subclause (1) (a), for his transfer if the arrangements are specified in the order by which the college is dissolved.

Arrangements relating to students.

- (1) Before a corporate college is dissolved, the Minister shall—
- (a) in consultation with the Board, persons appointed in accordance with the regulations as representatives of the students of the college, the councils or governing bodies of such other colleges or educational institutions as may be concerned and, if the case so requires, the Education Commission of New South Wales, make arrangements for each student enrolled in an advanced education course provided by the college, upon its dissolution, to be transferred to a course or programme of study provided by—
 - (i) another college; or
 - (ii) some other educational institution,
 being a course or programme of study that is, in the opinion of the Minister, substantially the same, in academic content, as the advanced education course in which the student is enrolled at the college to be dissolved; and
 - (b) notify each student of the college of the arrangements referred to in paragraph (a) that have been made for his transfer.

(2) The arrangements, referred to in subclause (1)(a), for the transfer of each student enrolled in an advanced education course may be made in respect of a student personally or by reference to a class or description of students to which the student belongs.

(3) A student of a college shall be deemed to have been notified of the arrangements, referred to in subclause (1) (a), for his transfer if the arrangements are specified in the order by which the college is dissolved.

Governor may dissolve college.

(1) The Governor may, on the recommendation of the Minister under clause 2 (1), by order published in the Gazette, dissolve a corporate college.

(2) An order under subclause (1)—

- (a) shall specify the date on which the college to which the order relates is dissolved; and
- (b) may specify, in relation to that college—
 - (i) that a corporate college be the appointed person to such extent and for such purposes as may be specified in the order;
 - (ii) the arrangements made under clause 3 (1) (a) in respect of servants;
 - (iii) the arrangements made under clause 4 (1) (a) in respect of students; and
 - (iv) a person for the purposes of clause 9.

Transfer of assets, etc., of dissolved college.

(1) On and from the appointed day for a dissolved college, subject to and in accordance with any provision of the order by which the college is dissolved and by which a corporate college is specified in that order as being the appointed person—

- (a) all real and personal property and all right and interest therein and all management and control thereof that, immediately before that day, was vested in or belonged to the dissolved college shall vest in and belong to the appointed person;
 - (b) all money and liquidated and unliquidated claims that, immediately before that day, were payable to or recoverable by the dissolved college shall be money and liquidated and unliquidated claims payable to or recoverable by the appointed person;
 - (c) all proceedings pending immediately before that day at the suit of the dissolved college shall be deemed to be proceedings pending on that day at the suit of the appointed person and all proceedings so pending at the suit of any person against the dissolved college shall be deemed to be proceedings pending at the suit of that person against the appointed person;
 - (d) all contracts, agreements, arrangements and undertakings (not being a contract of employment or a contract, agreement, arrangement or undertaking entered into by a student with respect to the provision to the student of an advanced education course or some other course or programme of study) entered into with, and all securities lawfully given to or by, the dissolved college and in force immediately before that day shall be deemed to be contracts, agreements, arrangements and undertakings entered into with and securities given to or by the appointed person;
 - (e) the appointed person may, in addition to pursuing any other remedies or exercising any other powers that may be available to it, pursue the same remedies for the recovery of money and claims referred to in this subclause and for the prosecution of proceedings so referred to as the dissolved college might have done but for its dissolution;
 - (f) the appointed person may enforce and realise any security or charge existing immediately before that day in favour of the dissolved college and may exercise any powers thereby conferred on the dissolved college as if the security or charge were a security or charge in favour of the appointed person;
 - (g) all debts, money and claims, liquidated and unliquidated, that, immediately before that day, were due or payable by, or recoverable against, the dissolved college shall be debts due by, money payable by and claims recoverable against the appointed person;
 - (h) all liquidated and unliquidated claims for which the dissolved college would, but for its dissolution, have been liable shall be liquidated and unliquidated claims for which the appointed person shall be liable; and
 - (i) a reference in any other Act, or in any regulation, by-law or other statutory instrument to the dissolved college shall be read and construed as a reference to the appointed person.
- (2) Subject to this Act and any order by which a corporate college is dissolved, any act, matter or thing done or omitted to be done before the appointed day for a dissolved college by, to or in respect of the dissolved college shall, to the extent that, but for the dissolution of the college, that act, matter or thing would on or after that day have had any force or effect or been in operation, be deemed to have been done or omitted to be done by, to or in respect of the appointed person.
- (3) No attornment to the appointed person by a lessee (not being the lessee under a lease to which subclause (4) relates) from a dissolved college shall be required.

(4) Notwithstanding any other provision of this clause, on the appointed day for a dissolved college a lease in force immediately before the appointed day, being a lease of a kind referred to in section 5 (9) granted by the dissolved college, is terminated.

**Minister to be
corporation
sole for certain
purposes.**

7. (1) The Minister is, for the purpose of exercising or performing any power, authority, duty or function expressed to be conferred or imposed on him as the appointed person or the corporation by or under this Act, hereby incorporated as a corporation sole with the corporate name "Minister administering the Colleges of Advanced Education Act, 1975".

(2) The corporation—

- (a) has perpetual succession;
- (b) shall have an official seal;
- (c) may take proceedings, and be proceeded against in its corporate name;
- (d) may do and suffer all other things that a body corporate generally may, by law, do and suffer, and
- (e) is, for the purpose of any Act, a statutory body representing the Crown.

(3) The seal of the corporation shall not be affixed to any instrument or document except in the presence of the Minister, or an officer of the Board for the time being authorised by him for the purpose, who shall attest by his signature the fact and date of the affixing of the seal.

(4) All courts and persons acting judicially—

- (a) shall take judicial notice of the seal of the corporation that has been affixed to any instrument or document; and
- (b) shall, until the contrary is proved, presume that the seal was properly affixed.

(5) Property vested in the corporation pursuant to clause 6 (1) may be disposed of in accordance with subclauses (6) and (7).

(6) The Governor may, by notification published in the Gazette, divest the corporation of any real property and vest any such property in such corporate college or other person as may be specified in the notification.

(7) The corporation may transfer any personal property vested in it to such corporate colleges or other persons as the corporation may determine.

(8) Claims and proceedings that, pursuant to clause 6 (1), are claims and proceedings against the corporation are claims and proceedings against it as nominal defendant.

**Transferred
staff.**

8. (1) A person who, immediately before the appointed day for a dissolved college, was a servant of that college and who—

- (a) presents himself for work, on the appointed day, in the position to which he is, on that day, in accordance with the arrangements referred to in clause 3 (1) (a), to be transferred; or
- (b) has, in the opinion of the Minister, a reasonable excuse for not presenting himself for work, on the appointed day, in the position to which he is, on that day, in accordance with the arrangements referred to in clause 3 (1) (a), to be transferred but presents himself for work in that position as soon as practicable after that day,

shall, upon presenting himself for work under paragraph (a) or (b), as the case may be, become—

- (c) a servant of another college;
- (d) an officer or temporary employee of the Public Service; or
- (e) a member of a Teaching Service.

as the case may require.

(2) A transferred servant shall be paid salary or wages, and allowances, at a rate not less than the rate that was payable to him immediately before

the appointed day for the college of which he was, immediately before that day, a servant, subject, in the case of salary or wages, to any adjustment necessary to give effect to any fluctuation in the basic wage for adult males, or adult females, as the case may be; for the time being in force within the meaning of Part V of the Industrial Arbitration Act, 1940, until his salary is, or his wages or allowances are varied or altered by an award of a competent tribunal, an industrial agreement, the employer to which he is transferred or otherwise in accordance with law.

(3) Subject to subclause (4), where a transferred servant was, immediately before the appointed day for the college of which he was, immediately before that day, a servant, a contributor to a superannuation scheme, he—

- (a) shall retain any rights accrued or accruing to him as such a contributor; and
- (b) may continue to contribute to any superannuation scheme to which he was a contributor immediately before the appointed day.

as if he had continued to be a servant of the dissolved college during his service with the employer to which he is transferred, and—

- (c) his service with the employer to which he is transferred shall be deemed to be service with the dissolved college for the purposes of any law under which those rights accrued or were accruing or under which he continues to contribute; and
- (d) he shall be deemed to be a servant of the dissolved college for the purposes of any superannuation scheme to which, by the operation of this subclause, he is entitled to contribute.

(4) A person who, but for this subclause, would be entitled under subclause (3) to contribute to a superannuation scheme shall not be so entitled upon his becoming a contributor to any other superannuation scheme, and the provisions of subclause (3) (d) cease to apply to or in respect of him in any case where he becomes a contributor to another superannuation scheme.

(5) Subclause (4) does not prevent the payment to a transferred servant, upon his ceasing to be a contributor to a superannuation scheme, of such amount as would have been payable to him if he had ceased, by reason of resignation, to be a contributor.

(6) Where, pursuant to subclause (3) (b), a transferred servant continues to contribute to a superannuation scheme, the employer to which he is transferred shall contribute to that superannuation scheme the same amount as would have been payable by the dissolved college if that person had remained a servant of the dissolved college and been paid salary or wages at the rate paid to him by the employer to which he is transferred.

(7) For the purposes of sick leave, long service leave or leave in the nature of long service leave, service of a transferred servant with a dissolved college shall, if not so deemed by section 13 (6), be deemed to be service with the employer to which he is transferred.

(8) For the purpose of calculating the entitlement of a transferred servant to long service leave or leave in the nature of long service leave at any time, there shall be deducted from the amount of long service leave or leave in the nature of long service leave to which, but for this subclause, the transferred servant would be entitled—

- (a) any long service leave or leave in the nature of long service leave; and
- (b) the equivalent in long service leave or leave in the nature of long service leave of any benefit instead of long service leave or leave in the nature of long service leave.

taken or received by the transferred servant before that time.

(9) Subject to subclause (10), a transferred servant shall retain any right

to annual leave accrued to him in respect of his service with the dissolved college.

(10) A person who becomes a member of a Teaching Service pursuant to subclause (1) shall not retain any right to annual leave accrued to him as a servant of a dissolved college but shall, instead of that right, be entitled to compensation.

(11) The amount of compensation to which a person is entitled pursuant to subclause (10) is the monetary equivalent of the annual leave the right to which he would, but for that subclause, retain, calculated by reference to the salary or wages payable to him immediately before the appointed day for the college of which he was, immediately before that day, a servant.

(12) The compensation to which a person is entitled pursuant to subclause (10) is recoverable from the Government of New South Wales and shall be paid out of the Consolidated Fund which, to the necessary extent, is hereby appropriated accordingly.

(13) A transferred servant is not entitled to claim both under this Act and any other Act, benefits in respect of the same period of service.

(14) Nothing in this clause affects the operation of the Industrial Arbitration Act, 1940.

**Super-annuation—
employer's
liability.**

9. Where, before the appointed day for a dissolved college, a person died or retired or was retrenched and the person was, at the date of his death, retirement or retrenchment, a servant of the dissolved college, which college was, at that date, for the purposes of any superannuation scheme, his employer, then, for the purposes of the Act by or under which that scheme is established, the Government of New South Wales or, where the order by which the college is dissolved so specifies, a person specified in that order for the purposes of this clause shall, on and after the appointed day, be deemed to be the employer in the service of whom that person was employed at the date of his death, retirement or retrenchment for the purposes of any provision in that Act under which payments may be required to be made by that employer in respect of the superannuation scheme.

Students

10. (1) Where a student enrolls in the course or programme of study in respect of which arrangements for his transfer have been made pursuant to clause 4 (1) (a) the college or institution to which he has transferred—

(a) shall, as far as it may practicably do so, give him credit in that course or programme for any subject or work completed by him in the advanced education course from which he has transferred; and

(b) where—

(i) before the completion of that course or programme the student requests the council or governing body of that college or institution to confer on him, on completion of that course or programme, an academic award under the seal of the dissolved college;

(ii) in the opinion of that council or governing body the student has completed such part of his course or programme at the dissolved college as to warrant his academic award being conferred under the seal of the dissolved college; and

(iii) the student satisfactorily completes the course or programme in which he has enrolled at the college or institution to which he has transferred,

shall confer that academic award on the student under the seal of the dissolved college.

(2) A person having custody or possession of the common seal of the dissolved college shall make the common seal available to a college or educational institution requiring the common seal for the purposes of subclause (1) (b).

(3) Where a person completes an advanced education course provided by a corporate college but the college is dissolved before an academic award has been conferred on the person in respect of the course, the appointed person shall confer the academic award on the person under the common seal of the dissolved college.

- Regulations** 11. (1) The Governor may make regulations containing other provisions of a savings or transitional nature consequent on the dissolution of a corporate college.
- (2) A provision made under subclause (1) may take effect as from the appointed day for a dissolved college or a later day.
- (3) To the extent to which a provision referred to in subclause (1) takes effect from a date that is earlier than the date of its publication in the Gazette, the provision does not operate so as—
- (a) to effect, in a manner prejudicial to any person (other than the State or an authority of the State), the rights of that person existing before the date of its publication therein; or
 - (b) to impose liabilities on any person (other than the State or an authority of the State) in respect of anything done or omitted to be done before the date of its publication therein.
- (4) A provision made under subclause (1) shall, if the regulations under this clause so provide, have effect notwithstanding any other clause of this Schedule.

Schedule 3

(Sec.5B)

CORPORATE COLLEGE UNDER CONTROL OF ADMINISTRATOR.

- Interpretation.** 1. In this Schedule—
- “administrator”, in relation to a corporate college, means the person appointed as administrator of that college pursuant to clause 4;
- “appointed day”, in relation to a corporate college, means the day upon which an administrator is appointed for the corporate college;
- “Department” means a Department within the meaning of the Public Service Act, 1979;
- “Department Head” in relation to a Department, means the Department Head within the meaning of the Public Service Act, 1979, in relation to that Department;
- “higher education” has the meaning ascribed thereto in section 4 of the Higher Education Act, 1975.

- Minister may recommend appointment of administrator.** 2. Where the Minister is of the opinion—
- (a) that a corporate college is unable to meet its debts as they fall due;
 - (b) that a corporate college lacks sufficient funds to perform its functions adequately; or
 - (c) that there has been such a substantial decrease in the demand for the advanced education courses provided by a corporate college that the college has lost its viability.
- he may recommend to the Governor that an administrator of the college be appointed.

- Administrator—qualifications.** 3. A person shall not be appointed as the administrator of a college unless he is, in the opinion of the Minister, experienced in, or has qualifications which are relevant to the administration of higher education in New South Wales.
- Governor may appoint administrator.** 4. The Governor may, on the recommendation of the Minister under clause 2, by order published in the Gazette, appoint, on a date specified in the order, a person to be the administrator of a corporate college.
- Transfer of functions to administrator.** 5. On and from the appointed day for a corporate college—
- (a) the administrator shall (until the order by which he was appointed is revoked) have and may exercise and perform all the powers, authorities and functions of the college and the council of the college; and
 - (b) the members of the council of the college shall cease to hold office as such.
- Remuneration.** 6. (1) Where an officer of a Department is appointed as an administrator, there is payable, in respect of the period of his appointment as administrator, by the college to the Department Head, for transmission to the Consolidated Fund, such costs and expenses in respect of the administration as the Minister determines.
- (2) Where a person who is not an officer of a Department is appointed as an administrator, there is payable, in respect of the period of his appointment as administrator, by the college to him such remuneration and expenses in respect of the administration as the Minister determines.
- Regulations** 7. The regulations may make provision for or with respect to the functions of an administrator and, in particular, for or with respect to—
- (a) the accommodation, if any, to be provided at or by the college for the administrator; and
 - (b) requiring servants of the college—
 - (i) to render all necessary assistance to the administrator in the exercise or performance of his powers, authorities, duties or functions in accordance with his appointment; and
 - (ii) not to obstruct the administrator in the exercise or performance of his powers, authorities, duties or functions.
- Reconstitution of council.** 8. The Minister may, upon the revocation of the order by which an administrator was appointed, appoint, by notification published in the Gazette, a council of a corporate college as if it were, for the purposes of this Act, the first council of the college.

COLLEGES OF ADVANCED EDUCATION ACT, 1975 BY-LAW

His Excellency the Governor, with the advice of the Executive Council and in pursuance of the provisions of the Colleges of Advanced Education Act, 1975, has been pleased to approve the By-law made by the Kuring-gai College of Advanced Education and set forth hereunder.

ERIC BEDFORD, Minister for Education.

KURING-GAI COLLEGE OF ADVANCED EDUCATION BY-LAW

CHAPTER I — Preliminary

1. This By-law may be cited as the "Kuring-gai College of Advanced Education By-law".
2. This By-law applies to and in respect of the Kuring-gai College of Advanced Education.
3. This by-law is divided as follows:—
 - CHAPTER I. — Preliminary.
 - CHAPTER II. — The Council.
 - Division 1 — *Preliminary.*
 - Division 2 — *Official Members.*
 - Division 3 — *Academic and Non-academic Staff Members.*
 - Division 4 — *Student Members.*
 - Division 5 — *Conduct of Elections.*
 - Division 6 — *Additional Members.*
 - Division 7 — *General.*
 - CHAPTER III. — The Chairman and Deputy Chairman of the Council.
 - CHAPTER IV. — Meetings of the Council.
 - CHAPTER V. — The Principal.
 - CHAPTER VI. — Committees and Boards of the Council.
 - Division 1 — *General.*
 - Division 2 — *The Academic Board.*
 - Division 3 — *Boards of Studies.*
 - CHAPTER VII. — The Common Seal.
 - CHAPTER VIII. — Admission to Courses.
 - CHAPTER IX. — Rules.
 - CHAPTER X. — The Conduct and Discipline of Servants & Students.
 - Division 1 — *Servants.*
 - Division 2 — *Students.*
 - CHAPTER XI. — Appeals.
 - Division 1 — *Preliminary.*
 - Division 2 — *General.*
 - Division 3 — *Appeals by Servants.*
 - Division 4 — *Appeals by Students.*
 - CHAPTER XII. — Appointment, Progression, Promotion and Resignation of Servants.
 - CHAPTER XIII. — Honorary Awards.
4. In this By-law and in a rule, except in so far as the context or subject-matter otherwise indicates or requires—
"absence", in relation to an office of a member of the Council or of a

Chairman or Deputy Chairman, includes a vacancy in that office; "approved course" means an advanced education course in the College leading to an award;

"Chairman" means the Chairman of the Council;

"clause" means a clause of this By-law;

"Council" means the Council of the College;

"Deputy Chairman" means the Deputy Chairman of the Council;

"Praefectus" means the person appointed to that office by the Council;

"Praelector" means the person appointed to that office by the Council;

"Principal" means the principal officer of the College;

"rule" means a rule made under this By-law;

"Secretary" means the person appointed as Secretary of the College;

"servant" means a servant of the College;

"student" means a student of the College;

"the Act" means the Colleges of Advanced Education Act, 1975;

"the College" means the Kuring-gai College of Advanced Education.

5. In this By-law, or a rule, except in so far as a contrary intention appears, a reference to an authority, a servant or an office shall be construed as a reference to an authority, a servant or an office in or of the College.
6. Where this By-law, or a rule provides for the appointment of a person to an office by virtue of some other office held by him, such other person as may for the time being be acting in that office shall hold that appointment ex officio unless the Council resolves that he should not do so.
7. Except as provided in section 7 (4) of the Act and in so far as a contrary intention appears, a person appointed or elected under this By-law or a rule to an office shall, if otherwise qualified, be eligible for re-appointment or re-election to that office on ceasing to hold that office.
8. (1) A notice or other document which is authorised or required to be served on any person by this By-law or a rule may be served—
 - (a) by delivering it to that person personally;
 - (b) where that person is resident at or has an office at the College, by forwarding it to him through the internal mail of the College; or
 - (c) by pre-paid post to that person's address as last known to the Secretary.(2) Service of a notice or other document in accordance with subclause (1) (b) or (c) shall be deemed to have been effected 72 hours after the day of forwarding or posting.

CHAPTER II The Council

Division 1— Preliminary

9. In this Chapter—

"absolute majority", in relation to votes, means a number greater than one-half of the total number of voting papers accepted by the Returning Officer in respect of an election;

"academic staff member" means a full-time servant of the academic staff elected to the Council in accordance with Division 3 and 5 of this Chapter;

"final count", in relation to an election of members of the same class or description, means the count as a consequence of which the number of remaining candidates for election is equal to the number of members to be elected;

"full-time servant" means a servant classified as a full-time servant in accordance with clause 11(a);

"member" means a member of the Council;

"non-academic staff member" means the full-time servant of the non-academic staff elected to the Council in accordance with Divisions 3 and 5 of this Chapter;

"Roll of Academic Staff" means the roll referred to in clause 21 (1) (a);

"Roll of Non-academic Staff" means the roll referred to in clause 21 (1) (b);

"Roll of Students" means the roll referred to in 21 (1) (c);

"student member" means a student elected to the Council in accordance with Divisions 4 and 5 of this Chapter.

**Division 2—
Official
Members.**

10. For the purposes of section 7 (2) (a) (ii) of the Act, the prescribed offices are the offices of—
- (a) Praelector; and
 - (b) Praefectus.

**Division 3—
Academic and
Non-academic
Staff Members.**

11. For the purposes of section 7 (2) (b) (i) of the Act—
- (a) a servant is classified as a full-time servant if he is a servant other than a servant whose service with the College is, by the terms of his appointment by or contract with the College, expressed to be part-time service; and
 - (b) the specified number of full-time servants is 3 of whom 2 shall be members of the academic staff and one shall be a member of the non-academic staff.
12. For the purposes of section 7 (2) (b) (i) of the Act, in respect of a person seeking election as an academic staff member—
- (a) the prescribed qualification is entry of the name of the person in the Roll of Academic Staff as at the date and time referred to in clause 24 (2) (d); and
 - (b) the prescribed experience is being appointed, as at the date and time referred to in clause 24 (2) (d), to an office which carries tenure in excess of one year.
13. For the purposes of section 7 (2) (b) of the Act, the academic staff members shall be elected by the persons whose names are entered in the Roll of Academic Staff as at the date and time referred to in clause 24 (2) (d).
14. For the purposes of section 7 (2) (b) (i) of the Act, in respect of a person seeking election as the non-academic staff member—
- (a) the prescribed qualification is entry of the name of that person in the Roll of Non-academic Staff as at the date and time referred to in clause 24 (2) (d); and
 - (b) the prescribed experience is being appointed, as at the date and time referred to in clause 24 (2) (d), to an office which carries tenure in excess of one year.
15. For the purposes of section 7 (2) (b) of the Act, the non-academic staff member shall be elected by the persons whose names are entered in the Roll of Non-academic Staff as at the date and time referred to in clause 24 (2) (d).

**Division 4—
Student
Members.**

16. For the purposes of section 7 (2) (b) (ii) of the Act, the number of students to be elected to the Council is 2.
17. For the purposes of section 7 (2) (b) (ii) of the Act, in respect of a person seeking election as a student member—
- (a) the prescribed qualifications are—
 - (i) that he is enrolled in an approved course;
 - (ii) that he is not a full-time servant; and
 - (iii) that his name is entered in the Roll of Students, as at the date

- and time referred to in clause 24 (2) (d); and
- (b) the prescribed experience is being a student in an approved course as at the date and time referred to in clause 24 (2) (d).

18. For the purposes of section 7 (2) (b) of the Act, the student members shall be elected by the persons whose names are entered in the Roll of Students as at the date and time referred to in clause 24 (2) (d).

**Division 5—
Conduct of
Elections**

19. The Secretary shall be Returning Officer.

20. The Returning Officer—

- (a) shall conduct all elections held under this Chapter.
- (b) may be assisted in the performance of any of his powers or duties under this Chapter by such persons as he appoints;
- (c) shall be the final arbiter on all matters concerning the eligibility of candidates or voters; and
- (d) shall not be eligible to stand as a candidate for election and shall maintain an attitude of impartiality in relation to candidates.

21. (1) The Returning Officer shall keep—

- (a) a roll containing the names and last known addresses of those full-time servants of the academic staff who have entered upon duty following their appointment to offices which carry tenure in excess of one year;
- (b) a roll containing the names and last known addresses of those full-time servants of the non-academic staff who have entered upon duty following their appointment to offices which carry tenure in excess of one year; and
- (c) a roll containing the names and last known addresses of students in approved courses who are not full-time servants.

(2) A reference to a roll kept by the Returning Officer under subclause (1) (a) (b) or (c) includes a reference to a copy of a roll kept under that subclause.

(3) The Returning Officer shall delete from—

- (a) the roll kept under subclause (1) (a) the name of any person who ceases to come within the provisions of subclause (1) (a);
- (b) the roll kept under subclause (1) (b) the name of any person who ceases to come within the provisions of subclause (1) (b); and
- (c) the roll kept under subclause (1) (c) the name of any student—
 - (i) who ceases to come within the provisions of subclause (1) (c); or
 - (ii) while he is on leave of absence.

(4) A person who is entitled to have his name entered in a roll referred to in subclause (1) (a) (b) or (c) may inspect that roll during the times that the office of the Secretary is ordinarily open.

22. An election conducted under this Chapter shall not be invalid by reason only of the omission of the name of a person who is entitled to have his name entered in the Roll of Academic Staff, the Roll of Non-academic Staff, or the Roll of Students, as the case may be.

23. (1) Where an election is necessary because of—

- (a) the expiration of the term of office of an elected member; or
- (b) the occurrence of a casual vacancy in the office of an elected member, except where that casual vacancy occurs within 3 months of the date on which, but for that casual vacancy, the term of office of the member would otherwise expire;

the Returning Officer shall conduct an election in accordance with this Division.

- (2) Where a casual vacancy occurs in the office of a member within 3 months of the date on which, but for that casual vacancy, the term of office of that member would otherwise expire, the Council may appoint a person having the same qualification and experience as is prescribed in respect of that member to fill the vacancy for the unexpired portion of the term of that office.
- (3) Nothing in this Division applies to a member referred to in section 7 (2) (b) (iii) of the Act.
24. (1) The Returning Officer shall give notice of an election by displaying a notice of election on such notice boards in the premises of the College as the Council nominates as official notice boards and by such other means, if any, as the Council thinks fit.
- (2) The notice of election shall—
- (a) specify the class or classes of Council members to be elected;
 - (b) state the number of persons to be elected and the qualifications for candidature;
 - (c) specify the form of nomination;
 - (d) specify a date and time by which nominations must reach the Returning Officer; and
 - (e) contain such other information relating to the election as the Returning Officer thinks fit.
25. In the conduct of the election of a member the following intervals shall be allowed:—
- (a) between the date when the notice of election is given and the time specified in the notice of election as the time by which nominations must reach the Returning Officer — not less than 14 days and not more than 28 days;
 - (b) between the time specified in the notice of election as the time by which nominations must reach the Returning Officer and the date that the notice of the holding of a ballot is given — not more than 48 hours.
 - (c) between the date of despatch of voting papers by post in accordance with clause 28 (3) and the date by which those voting papers must be returned to the Returning Officer — not less than 14 days and not more than 28 days.
26. (1) The Returning Officer shall not accept a nomination unless it is—
- (a) in writing in the form specified in the notice of election;
 - (b) signed by 2 persons who are eligible to vote at the election for which the candidate is nominated;
 - (c) endorsed with or accompanied by the candidate's written and signed consent to his nomination; and
 - (d) received by the Returning Officer before the time specified in the notice of election as the time by which nominations must reach the Returning Officer.
- (2) There shall be a separate nomination for each candidate.
27. If, following the close of nominations—
- (a) the number of accepted nominations does not exceed the number of persons to be elected, the Returning Officer shall declare the persons whose nominations have been accepted to be elected; or
 - (b) the number of accepted nominations does exceed the number of persons to be elected, the Returning Officer shall give notice of the holding of a ballot in the same way as he gives notice of an election under clause 24 (1).
28. (1) The notice of the holding of a ballot—

- (a) shall state that voting papers—
 - (i) will be posted to those persons who are eligible to vote and who, within 5 days after the date when that notice is given, apply to the Returning Officer for postal votes; and
 - (ii) will be available, at the places designated as voting places under paragraph (b) and on the date and between the hours specified in paragraph (c), to those persons who are eligible to vote and who have not applied, in accordance with subclause (2), for postal votes in that ballot;
 - (b) shall specify the place or places at which voting will take place;
 - (c) shall specify a date on which, and the hours during which, voting will take place;
 - (d) shall specify a date and time by which voting papers posted to those applying for postal votes under subclause (2) must be returned to the Returning Officer, being the same Officer being the same date as the date on which voting will take place and being the time at which voting will coincide as specified in paragraph (c); and
 - (e) may contain such other information relating to the ballot as the Returning Officer thinks fit.
- (2) A person who is eligible to vote in a ballot may, within 5 days after the date when the notice of the holding of that ballot is given, apply to the Returning Officer for a postal vote.
- (3) Where a person who is eligible to vote in a ballot applies, in accordance with subclause (2), for a postal vote, the Returning Officer shall post to that person a voting paper for that ballot.
29. A voting paper shall contain the names of the candidates in alphabetical order and shall be initialled by the Returning Officer or by such person as the Returning Officer appoints.
30. A voting paper posted to a person under clause 28 (3) shall be accompanied by—
- (a) a form of declaration that the person voting is qualified to vote at the election;
 - (b) 2 envelopes, one marked "voting paper" and the other addressed to the Returning Officer; and
 - (c) a notice which—
 - (i) states the date and time by which the completed voting paper must reach the Returning Officer; and
 - (ii) contains instructions for the transmission of the complete voting paper to the Returning Officer.
31. (1) If the Returning Officer is satisfied that a voting paper posted under clause 28 (3) has been lost or destroyed he may, upon written application by the voter to whom the lost or destroyed voting paper was addressed, supply a duplicate voting paper to that person.
- (2) An election conducted under this Chapter shall not be invalid because a person who applied for a postal vote under clause 28 (2) did not receive a voting paper.
32. A voter who has received a voting paper sent to him by post under clause 28 (3), after having recorded his vote on the voting paper, shall—
- (a) place the voting paper in the envelope marked "voting paper";
 - (b) complete the form of declaration;
 - (c) place the envelope marked "voting paper" together with the completed form of declaration into the envelope addressed to the Returning Officer; and

- (d) transmit the envelope addressed to the Returning Officer to the Returning Officer in accordance with the instructions for its transmission.
33. On the date specified in the notice of the holding of a ballot as the date on which voting is to take place, the Returning Officer or such person as he appoints shall—
- (a) set up a voting place or places;
 - (b) during the hours specified in the notice of the holding of a ballot as the hours during which voting will be conducted, issue to each person applying to vote, who is qualified to do so and who has not applied under clause 28 (2) for a postal vote in that ballot—
 - (i) a voting paper; and
 - (ii) instructions setting out the manner in which the voter's vote is to be recorded;
 - (c) witness the placing of voting papers by voters in a locked box provided for the receipt of those voting papers.
34. The Returning Officer or such person as he appoints shall place his initials against the name of a voter in the Roll of Academic Staff, the Roll of Non-academic Staff or the Roll of Students, as the case may be, when the voter is posted a voting paper under clause 28 (3) or issued personally with a voting paper under clause 33 (b), as the case may be, and those initials shall be evidence of that voter having cast his vote in that ballot.
35. A voter shall record his vote on a voting paper posted or issued to him by placing the number "1" opposite the name of the candidate to whom he desires to give his first preference vote and he may then, at this discretion, give contingent votes to some or all of the remaining candidates by placing the numbers "2", "3", "4", and so on, as the case may require, opposite the names of the other candidates respectively so as to indicate by numerical sequence the order of his preference for those candidates.
36. All envelopes addressed to the Returning Officer and purporting to contain voting papers and all ballot boxes shall remain unopened until the time specified in the notice of the holding of a ballot as the time at which voting will conclude.
37. After the time specified in the notice of the holding of a ballot as the time at which voting will conclude, the Returning Officer or such person as he appoints shall—
- (a) open each outer envelope addressed to the Returning Officer and purporting to contain a voting paper transmitted under clause 32 (d);
 - (b) if he is satisfied that the form of declaration has been properly completed, open the envelope marked "voting paper" and place the voting paper contained therein in a place convenient for counting;
 - (c) after opening all the postal votes, open the ballot box or boxes, as the case may be, and place the voting papers contained therein with the voting papers contained therein with the voting papers referred to in paragraph (b); and
 - (d) count, in accordance with this Division, the votes recorded on the voting papers referred to in paragraph (b) and (c).
38. A voting paper received in respect of a ballot by the Returning Officer after the date and time specified in the notice of the holding of that ballot as the date and time at which voting will conclude shall not be taken into account at that ballot.

39. The Returning Officer shall reject as informal any voting paper in respect of which the voter has not complied with the provisions of this Division.
40. The result of a ballot shall be ascertained by the Returning Officer in accordance with the following provisions:-
 - (a) Where there is only 1 vacancy to be filled, the candidate to be elected, or where there are 2 vacancies to be filled, the first candidate to be elected, shall be ascertained in the following manner—
 - (i) at the first count the Returning Officer shall count the total number of first preference votes given for each candidate;
 - (ii) the candidate who has received the largest number of first preference votes shall, if that number constitutes an absolute majority of votes, be declared elected;
 - (iii) if no candidate has received an absolute majority of first preference votes, the Returning Officer shall make another count;
 - (iv) on that other count the candidate who has received the fewest first preference votes shall be excluded, and each voting paper counted to him shall be counted to the candidate next in order of the voter's preference;
 - (v) if any candidate then has an absolute majority of votes he shall be declared elected, but if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the fewest votes and counting each of his voting papers to the continuing candidate next in the order of the voter's preference shall be repeated until one candidate has received an absolute majority of votes;
 - (vi) the candidate who has received an absolute majority of votes shall be declared elected.
 - (b) Where there are 2 vacancies to be filled, the second candidate to be elected shall be ascertained in the following manner—
 - (i) the Returning Officer shall rearrange all the voting papers under the names of the respective candidates in accordance with the first preference votes indicated thereon, except that each ballot paper on which a first preference for an elected candidate is indicated shall be placed in the parcel of the candidate next in order of the voter's preference;
 - (ii) the Returning Officer shall then count the voting papers in the parcel of each continuing candidate and so ascertain the total number of votes given for each such candidate;
 - (iii) if any such candidate then has an absolute majority of votes he shall be declared elected, but if no such candidate then has an absolute majority of votes the procedure shall be as provided in paragraph (a)(iii) (iv) (v) and (vi)'
 - (iv) in the application of paragraph (a) (iii) (iv) (v) and (vi) a reference to first preference votes shall be read as a reference to all the votes counted to a candidate in pursuance of subparagraph (ii).
41.
42. (1) For the purposes of this Division, if, after any count two or more candidates have received an equal number of votes and one of those candidates has to be excluded, the Returning Officer shall determine by lot which of those candidates shall be excluded.
 (2) Where, under subclause (1), the exclusion of a candidate in an election

is required to be determined by the Returning Officer by lot, the Returning Officer shall —

- (a) write the names of each candidate in respect of whom the determination is to be made on separate and similar slips of paper;
 - (b) fold the slips so as to prevent identification;
 - (c) place the folded slips in a receptacle and mix them together;
 - (d) draw out a slip at random; and
 - (e) exclude the candidate whose name appears on the slip drawn out by him.
43. Each candidate in an election shall be entitled to nominate from among those persons eligible to vote at that election, other than candidates, a scrutineer to be present at the counting of votes and any determination by lot in that election.
44. The Returning Officer, any person appointed by him in connection with the conduct of an election or any scrutineer shall not in any way disclose or aid in disclosing in what manner a voter has voted in an election under this Division.

**Division 6—
Additional
Members.**

45. For the purposes of section 7 (2)(b)(iii) of the Act there shall be 2 additional members.
46. (1) An election of additional members shall be conducted at a meeting of the Council, convened by the Secretary, of which the Secretary has given at least 10 days' notice by posting or delivering to each member a notice of election stating —
- (a) the date, time and place of the meeting;
 - (b) that an election of additional members is to be held at the meeting; and
 - (c) the number of additional members to be elected at the meeting.
- (2) An election referred to in subclause (1) shall be conducted in such manner as may be determined at the meeting of the Council convened in accordance with that subclause.

**Division 7—
General.**

47. (1) In this clause, "nominal term of office", in relation to an elected member, means a period during which that member holds office other than by virtue of section 7 (4)(a)(ii) of the Act.
- (2) A person who is elected as a member (other than a member referred to in section 7 (2)(b)(iii) of the Act) shall —
- (a) if he is elected as a member of the Council to be constituted under section 7 of the Act on the expiration of the term of office of the members of the first Council — take office on the day following the date of that expiration; and
 - (b) if he is elected to a Council, other than the Council referred to in paragraph (a)—
 - (i) before the date of expiration of his predecessor's nominal term of office — take office on the day following the date of that expiration; or
 - (ii) after the date of expiration of his predecessor's nominal term of office — take office on his election.
- (3) A person who is elected as a member referred to in section 7 (2)(b)(iii) of the Act shall take office on his election.
- (4) For the purposes of section 7 (4)(a)(i) of the Act, the prescribed period in respect of an elected member (other than a member referred to in section 7 (2)(b)(iii) of the Act) is —
- (a) in the case of elected members of the Council constituted under section 7 of the Act on the expiration of the term of office of the

- members of the first Council — 2 years; and
 - (b) in the case of elected members of a Council, other than the Council referred to in paragraph (a) —
 - (i) where that elected member takes office on the day following the date of expiration of his predecessor's nominal term of office — 2 years; and
 - (ii) where that elected member takes office after the day referred to in subparagraph (i) — 2 years, less a period equivalent to the period during which his predecessor held office by virtue of section 7 (4)(a)(ii) of the Act.
- (5) For the purposes of section 7 (4)(a)(i) of the Act, the prescribed period in respect of an elected member referred to in section 7 (2)(b)(iii) of the Act is —
- (a) if he is elected as a member of the Council constituted under section 7 of the Act on the expiration of the term of office of the members of the first Council — 2 years, less a period equivalent to the period commencing on the day following that expiration and ending on the day before the day when the elected member takes office; and
 - (b) if he is elected to a Council other than the Council referred to in paragraph (a)—2 years, less a period equivalent to the period during which his predecessor held office by virtue of section 7 (4)(a)(ii) of the Act.
- (6) Where the elected member referred to in subclause (2)(b) or (4)(b) is a member who has been re-elected to an office on the expiration of his previous nominal term of office —
- (a) subclause (2)(b) or (4)(b), as the case may be, shall be read as if the references to "his predecessor's nominal term of office" were references to that previous nominal term of office; and
 - (b) subclause (4)(b)(ii) shall be read as if the reference to "his predecessor" was a reference to that elected member.
48. The Council may direct that reasonable out-of-pocket expenses be paid to members acting pursuant to their duties as Council members.

CHAPTER III The Chairman and Deputy Chairman of the Council.

49. This Chapter applies to and in respect of the Council after the Council is reconstituted under section 7 of the Act.
50. (1) As soon as practicable after the Council is reconstituted under section 7 of the Act, the Secretary shall conduct an election to elect a Chairman and a Deputy Chairman in accordance with this Chapter.
- (2) As soon as practicable after the election of the members of the Council in accordance with Chapter II of this By-law, other than —
- (a) the election whereby the Council is reconstituted under section 7 of the Act;
 - (b) the election of members referred to in section 7 (2)(b)(iii) of the Act; or
 - (c) the election of a member to fill a casual vacancy;
- The Secretary shall conduct an election to elect a Chairman and a Deputy Chairman in accordance with this Chapter.
- (3) Official members of the Council shall not be eligible to be elected as Chairman or Deputy Chairman under this Chapter.
- (4) or 8 (1) of the Act;
- whichever event shall first occur.

51. Subject to this By-law and the Act, the Council may make rules regulating or providing for the conduct of elections for the offices of Chairman and Deputy Chairman.
52. (1) The Secretary shall conduct elections for the offices of Chairman and Deputy Chairman.
(2) An election conducted under subclause (1) shall be by secret ballot.
53. Where an election is to be held to fill the office of Chairman or Deputy Chairman, the Secretary shall send to each member of the Council a notice which shall —
 - (a) state that an election is to be held for the office of Chairman or Deputy Chairman or both; and
 - (b) invite nominations and specify the date and time by which those nominations must reach the Secretary, which date and time shall not be earlier than 14 days after the date on which the notice is sent.
54. (1) A nomination for the office of Chairman or Deputy Chairman shall be made only with the written consent of the person nominated and shall be delivered to the Secretary before the date and time specified by the Secretary under clause 53(b).
(2) Each nomination shall be in writing on a separate paper signed by 2 members of the Council.
(3) A person may be nominated for the office of Chairman and for the office of Deputy Chairman.
(4) If a person is nominated for the office of Chairman and for the office of Deputy Chairman, the election for Chairman shall be completed first and if that person is elected Chairman, then his nomination shall be withdrawn from the election for Deputy Chairman.
55. (1) If only one nomination is received by the Secretary for the office of Chairman or the office of Deputy Chairman, as the case may be, by the date and time specified under clause 53(b), the Secretary shall declare that nominee for the office of Chairman or that nominee for the office of Deputy Chairman, as the case may be, to be elected.
(2) If more than one nomination is received for the office of Chairman or the office of Deputy Chairman, as the case may be, the Secretary shall send to each member of the Council in respect of the office or offices for which he has received more than one nomination—
 - (a) a voting paper;
 - (b) instruction setting out the manner in which the voter's vote is to be recorded and specifying the date and time by which completed voting papers must reach the Secretary, which date shall not be earlier than 14 days after the instructions are sent; and
 - (c) 2 envelopes, one marked "voting paper" and the other addressed to the Secretary.
- (3) The Secretary shall ascertain the result of the voting under subclause (2) in accordance with the procedure used to ascertain the result of a ballot to elect one member from two or more candidates under clause 40.
56. The Chairman and the Deputy Chairman shall hold their respective offices for the period from their election until—
 - (a) the close of the ordinary meeting of the Council next preceding the expiration of 2 years from the date of their election;
 - (b) their successors are elected;
 - (c) they resign from those offices; or
 - (d) they cease to be members of the Council pursuant to section 7

57. (1) An election to fill a casual vacancy in the office of the Chairman or the Deputy Chairman shall be held at a meeting of the Council within 2 months after the vacancy occurs.
(2) A member elected to fill a casual vacancy in the office of the Chairman or Deputy Chairman shall hold office for the balance of the term of office of his predecessor.
58. Subject to this By-law, the Chairman or, in his absence, the Deputy Chairman, shall by virtue of his office, be a member of any committee appointed under this By-law, or any rule or resolution of the Council.
59. In the absence of the Chairman, the powers, authorities, duties and functions conferred or imposed upon the Chairman by this By-law may be exercised and performed by the Deputy Chairman.
60. At any meeting of the Council, the Chairman or, in his absence, the Deputy Chairman, shall preside, but if the Chairman and the Deputy Chairman are both absent from that meeting, a person, other than an official member, elected from among their number by the members present shall preside at that meeting.
61. The person presiding at any meeting of the Council in accordance with clause 60 shall have a deliberative vote and, in the event of an equality of votes, a second vote.

CHAPTER IV Meetings of the Council.

62. In this Chapter, "meeting" means a meeting of the Council.
63. The Council shall meet in ordinary session not fewer than 6 times each year and at such other times as it resolves.
64. (1) A quorum at a meeting shall be one-half of the members of the Council for the time being, but if one-half of the members is not a whole number, a quorum shall be the next higher whole number.
(2) If a quorum of the Council is not present within half an hour after the time appointed for the commencement of a meeting, the members then present may either—
 - (a) appoint a future date as the date on which the meeting shall be held, in which case, that date shall be far enough in the future to enable the secretary of the Council to give all members 7 clear days' notice of the meeting; or
 - (b) appoint the date of the next ordinary meeting as the date on which the meeting shall be held, in which case the business which was to have been dealt with at the meeting lacking a quorum shall take precedence over the business of the ordinary meeting of the Council convened for that date.
65. The Secretary of the College or such other officer as is appointed by the Council shall act as secretary of the Council.
66. (1) Not less than 7 days written notice of an ordinary meeting shall be given by the secretary of the Council to the members of the Council, setting out the date, time and place of the meeting.
(2) An agenda for a meeting shall be forwarded by the secretary of the Council to members not less than 7 days before the date of the meeting.
(3) Items of business not included in the agenda forwarded under subclause (2) may be considered by the meeting if a majority of the members present agrees so to do, but not otherwise.

67. (1) The secretary of the Council shall give notice of a special meeting of the Council upon receipt of—
 - (a) a written request for a special meeting made by not fewer than 5 members of the Council; or
 - (b) an instruction to convene a special meeting given by the Chairman and the Principal or by the Chairman and the Deputy Chairman.
 (2) Not less than 7 days notice in writing of a special meeting shall be given by the secretary of the Council to the members of the Council setting out the date, time and place of, and the agenda for, the special meeting.
68. Proceedings of the Council shall be valid notwithstanding non-receipt of a notice of meetings by a member.

CHAPTER V The Principal

69. The Principal shall—
 - (a) be the chief executive officer of the College;
 - (b) be the chief academic and administrative officer of the College; and
 - (c) subject to the Act, this By-law and the direction and control of the Council—
 - (i) exercise a general superintendance over the educational and administrative affairs of the College; and
 - (ii) be responsible for maintaining the discipline of the College.
70. Subject to this By-law and any direction by the Council, the Principal shall be, by virtue of his office, a member of all committees of the College and may, if he so desires, be the chairman at any meeting of a committee.

CHAPTER VI Committees and Boards of the Council

Division I— General.

71. Subject to the Act and this By-law, the Council may—
 - (a) appoint such committees and boards, consisting of such persons, whether members of the Council or not, as it thinks fit;
 - (b) confer or impose upon a committee or board appointed under paragraph (a) such powers and duties as it may from time to time determine; and
 - (c) fix the date, time and place of a meeting of a committee or board appointed under paragraph (a) and the manner of convening and conducting the proceedings of that meeting.
72. Unless the Council otherwise decides in a particular case, a quorum at a meeting of a committee or board shall be one-half of the members of the committee or board for the time being, but if one-half of the members is not a whole number, a quorum shall be the next higher whole number.
73. If a quorum of a committee or board is not present within half an hour after the time appointed for the commencement of a meeting, the members of the committee or board then present may either—
 - (a) appoint a future date as the date on which the meeting shall be held, in which case that date shall be far enough in the future to enable the secretary of the committee or board to give all members 7 clear days' notice of the meeting, or
 - (b) appoint the date of the next ordinary meeting of the committee or board as the date on which the meeting shall be held, in which

case the business which was to have been dealt with at the meeting of the committee or board lacking a quorum shall take precedence over the business of the ordinary meeting of the committee or board convened for that date.

**Division 2—
The Academic
Board.**

74. (1) The Council shall appoint a board to be known as the Academic Board.
(2) The Academic Board shall be the principal academic advisory body to the Council and shall exercise and perform such powers and duties as the Council may from time to time determine.
(3) The Academic Board shall meet at least 4 times each year.
(4) The Secretary or his nominee shall act as secretary to the Academic Board.

**Division 3—
Boards of
Studies.**

75. (1) The Council shall appoint a board for each School of the College, to be known as a Board of Studies.
(2) A Board of Studies shall exercise and perform such powers and duties as the Council may from time to time determine.
(3) A Board of Studies shall meet at least once in each semester.

CHAPTER VII The Common Seal

76. The Common Seal of the College shall be kept in the custody of the Secretary and shall not be used except as resolved by the Council or as provided by the Act or this By-law.
77. The Secretary shall affix the Common Seal of the College—
(a) to the certificate issued to any person as evidence that an award has been conferred on him by the College;
(b) to other documents which are required to be under the Common Seal and to which the Council has resolved that the Common Seal be affixed.
78. Every document to which the Common Seal of the College is affixed shall be signed by—
(a) the Chairman or the Deputy Chairman;
(b) the Principal; and
(c) the Secretary.
79. The Secretary shall keep a register of the use of the Common Seal of the College and shall record in that register, in relation to each occasion on which the Common Seal of the College is affixed to a document—
(a) the authority for the affixing of the Common Seal;
(b) the nature of the document to which the Common Seal is affixed;
(c) the date on which the Common Seal is affixed; and
(d) the names of the persons referred to in clause 78 who signed the document.

CHAPTER VIII Admission to Courses

80. (1) Subject to subclause (2), students shall be admitted to an approved course on the basis of their achievement in the Higher School Certificate examination or an examination that is, in the opinion of the Academic Board, equivalent to the Higher School Certificate examination.
(2) A student may be admitted to an approved course on the basis of a qualification other than that referred to in subclause (1) where he has reached a standard of education acceptable to the Academic Board and will, in the opinion of the Academic Board, probably succeed in that course.

(3) Subject to this By-law, the Council may make rules for or with respect to the terms and conditions upon which a student may be admitted to an approved course and the continuance by that student in that approved course.

81.

CHAPTER IX Rules

82. (1) The Principal may from time to time make rules, not inconsistent with the Act or this By-law, for carrying out and giving effect to this By-law and for regulating or providing for the regulation of the management and good government of the College.
- (2) The Principal may from time to time make rules amending, adding to or repealing any rules made under subclause (1).
- (3) A rule made by the Principal shall come into force when a copy thereof is posted on such notice boards of the College as the Council nominates as official notice boards.
- (4) The Secretary shall table a rule at the next ordinary meeting of the Council after that rule comes into force under subclause (3).
- (5) The Secretary shall—
- (a) keep a copy of any rules made by the Principal under this clause;
 - (b) incorporate in the copy of the rules kept under paragraph (a) any amendments or additions to the rules made under subclause (2) when those amendments or additions come into force under subclause (3); and
 - (c) produce the copy of the rules kept under paragraph (a) when reasonably required to do so by a member of staff, a student or an office bearer of the Students' Representative Council.
- (6) The Council may disallow any rule made by the Principal at a meeting of the Council held within 3 months of the coming into force of the rule.

CHAPTER X The Conduct and Discipline of Servants and Students

**Division 1—
Servants.**

83. In this Division, a servant who—
- (a) commits a breach of any provision of this By-law, a regulation or a rule;
 - (b) is grossly or persistently negligent, careless or inefficient, or is incompetent, in the discharge of his duties;
 - (c) wilfully disobeys or disregards any lawful order or direction made or given under the Act, this By-law, a regulation or a rule; or
 - (d) is guilty of any improper conduct;
- shall be deemed to have committed a breach of discipline.
84. (1) If the Principal is of the opinion that he has reasonable grounds for believing that a servant has committed a breach of discipline he may—
- (a) immediately suspend that servant from duty and, if he thinks fit, exclude him from the College and shall, where he so suspends that servant or so suspends and excludes that servant—
 - (i) at the time of the suspension verbally inform that servant of the grounds on which that servant is alleged to have committed a breach of discipline and afford that servant an opportunity to verbally explain his conduct; and
 - (ii) as soon as practicable after the time of the suspension, give that servant a written statement specifying the grounds on

- which that servant is alleged to have committed a breach of discipline and indicating that that servant may forward an explanation of his conduct in writing to the Principal; or
- (b) give that servant a written statement specifying the grounds on which that servant is alleged to have committed a breach of discipline and seek an explanation from that servant of his conduct which that servant may give verbally or in writing, or both.
- (2) After hearing and considering any explanation given by a servant pursuant to subclause (1), the Principal may take any one or more of the following courses of action:
- (a) lift the suspension of that servant;
 - (b) terminate the exclusion of that servant;
 - (c) censure that servant;
 - (d) suspend that servant; with pay, for such period, not exceeding 3 months as the Principal may determine;
 - (e) suspend that servant, without pay, for such period, not exceeding 21 days as the Principal may determine;
 - (f) demote or withhold the progression of that servant;
 - (g) dismiss that servant from the employment of the College.
- (3) The Principal shall, within 10 days after the exercise of any of the powers referred to in subclause (2) in respect of a servant, notify that the servant of the exercise of that power.
- (4) A servant who has received a notification under subclause (3) may appeal to a Staff Appeal Committee against the decision of the Principal by serving a notice in writing in accordance with subclause (5) on the Secretary within 30 days after the receipt of that notification.
- (5) The notice referred to in subclause (4) shall state—
- (a) the full name and address of the servant appellant;
 - (b) the decision of the Principal in respect of which the appeal is brought;
 - (c) the grounds of the appeal; and
 - (d) the name of the member of the Council or another servant nominated by the servant appellant as a member of the Staff Appeal Committee, and shall be endorsed with the consent in writing of the nominated member of the Council or servant to his appointment as a member of the Staff Appeal Committee.

**Division 2—
Students.**

85. In this Division and in Clause 95 (c), “misconduct” means misconduct in relation to the affairs of the College and includes non-compliance with this By-law, a regulation or a rule.
86. (1) Where misconduct is committed by a student in, or in connection with, a class conducted by a member of the academic staff of the College, that member may, if he is a Head of a School or has authority to do so vested in him by the Head of the School in respect of which that class is conducted, exclude that student from the class then being conducted.
- (2) A member of the academic staff who excludes a student from his class for misconduct under subclause (1) shall, if he is not the Head of the School in respect of which that class is conducted, report the student’s behaviour and his exclusion to the Head of the School concerned as soon as practicable after excluding that student.
- (3) A Head of a School—
- (a) who excludes a student under subclause (1); or
 - (b) to whom misconduct by a student is reported by a member of the academic staff of the College under subclause (2).
- may suspend that student from attendance at his classes or the classes conducted by that member for a period not exceeding 2 weeks.

87. Where misconduct is committed by a student in or in connection with the Library or its precincts, the Principal Librarian may suspend that student from the Library and its precincts for a period not exceeding 2 weeks.
88. (1) Where misconduct is suspected by a servant on reasonable grounds to have been committed by a student—
- (a) within the precincts of the College; or
 - (b) in or in connection with an examination conducted by the College, that servant—
 - (c) if he is not the Principal, may report that misconduct to the Principal in writing who shall conduct such inquiries and interview such persons in relation thereto as he sees fit; or
 - (d) if he is the Principal— may conduct such inquiries and interview such persons in relation thereto as he sees fit.
- (2) A Head of a School shall report to the Principal, in writing, the exclusion of a student for misconduct, by himself under clause 86 (1) or reported to him by a member of the staff under clause 86 (2), whether or not he has suspended the student by whom the misconduct was alleged to have been committed.
- (3) The Principal Librarian shall report to the Principal, in writing, his suspension of any student under clause 87 for misconduct.
- (4) Where a report is made to the Principal under subclause (2) or (3) or an appeal is made to him under clause 89, he shall conduct such inquiries and interview such persons in relation thereto as he sees fit.
- (5) Where the Principal is satisfied, after conducting such inquiries or interviews as are required by subclause (4), that alleged misconduct by a student as referred to in subclause (2) or (3) or clause 89 was not committed, he shall—
- (a) take no further action against the student concerned; and
 - (b) cancel any period of suspension imposed on that student by a Head of a School or by the Principal Librarian.
- (6) Where the Principal is satisfied, after conducting such inquiries or interviews as are authorised by subclause (1) (d) or required by subclause (1)(c) or (4), that alleged misconduct by a student as referred to in subclause (1)(2) or (3) or clause 89 was committed, he may do any one or more of the following things:
- (a) take no further action against the student concerned;
 - (b) cancel or reduce a period of suspension imposed on that student by a Head of a School or by the Principal Librarian;
 - (c) reprimand that student;
 - (d) suspend that student from the College for a period not exceeding one semester;
 - (e) suspend that student from attendance at a particular class or classes for a period not exceeding one semester;
 - (f) suspend that student from the use of any facility of the College for a period not exceeding one semester; or
 - (g) expel that student.
- (7) The Principal may, in respect of a student, exercise any of his powers under subclause (6) notwithstanding that that student may have been suspended from attendance at classes under clause 86 (3) or from the Library and its precincts under clause 87.
- (8) The Principal shall, within 10 days after the exercise of any of the powers referred to in subclause (6) in respect of a student, notify that student of the exercise of that power.
89. A student affected by a decision of a servant, other than the Principal in respect of alleged misconduct, may appeal against that decision to the

Principal within 21 days after being informed of that decision by that servant.

90. (1) A student affected by a decision of the Principal whether on appeal or otherwise, in respect of alleged misconduct, may appeal against that decision to the Student Appeal Committee by serving a notice in writing in accordance with subclause (2) on the Secretary within 14 days after the receipt of a notification under clause 88 (8).
- (2) The notice referred to in subclause (1) shall state—
- (a) the full name and address of the student appellant;
 - (b) the decision of the Principal in respect of which the appeal is brought; and
 - (c) the grounds of the appeal.

CHAPTER XI Appeals

- Division 1—** 91. In this Chapter, "Appeal Committee" means, in the case of an appeal by—
Preliminary. (a) a servant— the Staff Appeal Committee; and
(b) a student— the Student Appeal Committee.

- Division 2—** 92. An Appeal Committee shall be appointed in accordance with the provisions
General. of this Chapter and shall be deemed to be a committee of the Council.

93. The Chairman, the Deputy Chairman and the Principal are not eligible to be members of an Appeal Committee.
94. (1) An Appeal Committee—
- (a) shall not proceed with the hearing of an appeal unless all members of that Committee are present;
 - (b) may determine an appeal and any matter arising for determination during the course of an appeal, by a majority;
 - (c) shall not be bound by the rules of evidence or by precedent; and
 - (d) may adjourn a hearing of an appeal for such period not exceeding 21 days as it may determine from time to time.
- (2) The Council may, by resolution, extend the period referred to in subclause (1) (d) where it feels the circumstances so warrant.
95. An Appeal Committee may—
- (a) uphold an appeal and set aside the decision of the Principal;
 - (b) dismiss an appeal and confirm the decision of the Principal; or
 - (c) find the breach of discipline by a servant, or the misconduct by a student, as the case may be, proved but vary the penalty imposed by the Principal.
96. (1) A person appearing before an Appeal Committee shall be entitled to be represented by another person.
- (2) Subject to subclause (3), the decision of an Appeal Committee shall be final and conclusive of the matters raised by an appeal.
- (3) The Council may, within 3 months of the date of a decision of an Appeal Committee, decide to reduce a penalty—
- (a) imposed by the Principal and confirmed by that Appeal Committee; or
 - (b) imposed by that Appeal Committee in place of a penalty imposed by the Principal.
- (4) An appellant shall not be entitled to be heard by the Council at any meeting at which consideration of an Appeal Committee's decision takes place, but the Council may decide to hear that appellant.
- (5) In the event that an Appeal Committee confirms a penalty or imposes a different penalty, it shall state in the statement of its decision the date from which the penalty, confirmed or imposed, shall take effect and subject to subclause (3), the penalty shall take effect from that date.

**Division 3—
Appeals by
Servants.**

97. (1) The Council shall, on receipt by the Secretary of an appeal under clause 84 (4), appoint a Staff Appeal Committee to hear and determine that appeal.
- (2) The members of a Staff Appeal Committee shall be—
- (a) a member of the Council nominated by the Principal;
 - (b) a member of the Council or another servant nominated by the appellant; and
 - (c) a person nominated jointly by the 2 members of the Staff Appeal Committee referred to in paragraphs (a) and (b).
- (3) If the 2 members of a Staff Appeal Committee referred to in subclause (2) (a) and (b) are unable to reach agreement as to the person to be nominated under subclause (2) (c), a Council member shall be appointed to that position by a special meeting of the Council called for that purpose.
- (4) No person, whether nominated under subclause (2) or appointed under subclause (3), as the case may be, shall form part of a Staff Appeal Committee unless he agrees to do so.
- (5) The members of a Staff Appeal Committee shall elect a chairman from among their number as may be necessary from time to time.
98. (1) On receipt of a notice of appeal from a servant under clause 84 (4), the Secretary shall forthwith inform the Principal who shall, within 3 days, nominate a member of the Council to sit on a Staff Appeal Committee in accordance with clause 97 (2) (a).
- (2) The Secretary shall, as soon as practicable after receiving the Principal's nomination under subclause (1), inform the member nominated of his nomination.
- (3) Within 3 days of being informed by the Secretary of his nomination under subclause (2), the nominated member shall, if he is willing to sit on the Staff Appeal Committee for that appeal, sign and forward to the Secretary a written notice to that effect.
- (4) If the member after being informed of his nomination by the Secretary under subclause (2) informs the Secretary that he is unwilling to sit or does not forward to the Secretary a notice in accordance with the provisions of subclause (3), the Secretary shall inform the Principal to that effect and the procedure outlined by this clause shall be followed until a member nominated by the Principal indicates his willingness to sit in accordance with the provisions of subclause (3).
99. (1) As soon as practicable after a person nominated by the Principal under clause 98 (1) as a member of a Staff Appeal Committee has consented to be a member of that Staff Appeal Committee, that member and the member referred to in clause 97 (2) (b) shall meet for the purpose of nominating the third member of the Staff Appeal Committee in accordance with clause 97 (2) (c).
- (2) The same procedure shall be followed in relation to a person nominated under clause 97 (2) (c) notifying his willingness or otherwise to sit on a Staff Appeal Committee as is followed by the case of a Principal's nominee under clause 98 (3) and (4).
100. (1) A Staff Appeal Committee shall be deemed to be appointed at such time as the third member agrees to a nomination made under clause 97 (2) (c) or is appointed under clause 97 (3), as the case may be.
- (2) The Secretary shall, in respect of an appeal, give notice at the next meeting of the Council at which it is practicable to do so that a Staff Appeal Committee has been appointed.
101. At such time as an Appeal Committee has been appointed the Secretary shall—
- (a) appoint a date, not later than 7 days after the date on which the

Staff Appeal Committee is appointed, a time and a place for the hearing of the appeal in respect of which the Committee was appointed; and

- (b) notify the members of the Staff Appeal Committee, the Principal and the appellant servant of the date, time and place appointed for the hearing of the appeal.
102. (1) If a member of a Staff Appeal Committee is not present at the hearing of an appeal, the members present may—
- (a) adjourn the hearing; or
 - (b) notify the Secretary that the Staff Appeal Committee is dissolved and that a new Staff Appeal Committee should be appointed for that appeal.
- (2) Should the appointment of a new Staff Appeal Committee be necessary under subclause (1) (b) the same procedure shall be followed to appoint that Committee as was followed to appoint the dissolved Staff Appeal Committee.
- (3) A person nominated or appointed as a member of a Staff Appeal Committee dissolved under subclause (1) (b) shall be eligible to be re-nominated or reappointed, as the case may be, to the new Staff Appeal Committee.
103. (1) At a hearing of a Staff Appeal Committee both the Principal and the appellant servant have a right to appearance, to be present throughout the hearing and to call witnesses.
- (2) A Staff Appeal Committee, when hearing an appeal, shall—
- (a) consider firstly the material presented by the Principal to support his decision; and
 - (b) after considering the material presented by the Principal under paragraph (a) consider the material presented by the appellant servant and any explanation offered by him.
- (3) A record of the proceedings of a Staff Appeal Committee shall be kept and a copy made available to the appellant servant if he so desires.
104. (1) A Staff Appeal Committee shall, at the conclusion of a hearing, prepare a written statement of its decision and forward it to the Secretary.
- (2) The Secretary, on receipt of the statement referred to in subclause (1), shall—
- (a) forward a copy of that statement to the appellant servant and a copy to the Principal; and
 - (b) table that statement at the first meeting of the Council at which it is practicable to do so.

**Division 4—
Appeals by
Students.**

105. (1) In respect of each year, the Council shall appoint a Student Appeal Committee to hear and determine appeals made under clause 90 during that year.
- (2) Subject to subclause (3), a Student Appeal Committee shall be appointed for a period of 12 months commencing on 1st January in each year.
- (3) If the hearing of an appeal, commenced within the period for which the Student Appeal Committee dealing with the appeal was appointed, is adjourned to a date outside that period, that Student Appeal Committee is authorised to proceed with the hearing and determination of that appeal notwithstanding that it has been replaced by a new Student Appeal Committee.
- (4) Subject to subclause (5), the members of a Student Appeal Committee shall be—
- (a) a member of the Council nominated by the Principal;
 - (b) a member of the Council nominated by the Students' Representative Council; and

- (c) a member of the Council nominated by the Council.
- (5) In addition to the 3 members of the Student Appeal Committee referred to in subclause (4), the Principal, the Students' Representative Council and the Council shall each nominate an alternate member who will sit on the Committee in the place of the nominees for whom they are the alternates in the event of any of those nominees being unable or unwilling to sit on an appeal.
106. (1) With the consent of the appellant and the Principal, an alternate member nominated under clause 105 (5) may replace a member of a Student Appeal Committee on an adjournment of a hearing of an appeal if that member is unwilling or unable to act and, in like manner, a member of a Student Appeal Committee may replace an alternate member so nominated.
- (2) The members of a Student Appeal Committee shall elect a chairman from among their number as may be necessary from time to time.
107. On receipt of a notice of appeal from a student under clause 90 (1), the Secretary shall—
- (a) appoint a date, not later than 7 days after the date on which he received that notice of appeal, a time and a place for the hearing of the appeal; and
 - (b) notify the persons who will be members of the Student Appeal Committee on the date appointed for the hearing of the appeal or, if necessary, their alternates, the Principal, the Secretary of the Students' Representative Council and the appellant student of the date, time and place appointed for the hearing of the appeal.
108. (1) The hearing of an appeal by a Student Appeal Committee shall not proceed unless reasonable opportunity is afforded to both the Principal and the appellant student to be present.
- (2) At a hearing of a Student Appeal Committee both the Principal and the appellant student have a right of appearance, to be present through the hearing and to call witnesses.
- (3) A Student Appeal Committee, when hearing an appeal, shall—
- (a) consider firstly the material presented by the Principal to support his decision; and
 - (b) after considering the material presented by the Principal under paragraph (a), consider the material presented by the appellant student and any explanation offered by him.
- (4) A record of the proceedings of a Student Appeal Committee shall be kept and a copy made available to the appellant student if he so desires.
109. (1) A Student Appeal Committee shall, at the conclusion of a hearing, prepare a written statement of its decision and forward it to the Secretary.
- (2) The Secretary, on receipt of the statement referred to in subclause (1), shall—
- (a) forward a copy of that statement to—
 - (i) the appellant student;
 - (ii) the Principal; and
 - (iii) the Secretary of the Students' Representative Council; and
 - (b) table that statement at the first meeting of the Council at which it is practicable to do so.

CHAPTER XII

Appointment, Progression, Promotion and Resignation of Servants

110. Subject to the Act and this Chapter, the Council may make rules for regulating or providing for the regulation of the manner of appointment,

progression and promotion of servants.

111. (1) Subject to the Act and to subclause (2), a vacancy in the academic or non-academic staff establishment shall be filled—
 - (a) following advertisement within the College; and
 - (b) if the Council feels it appropriate, following public advertisement.(2) Subject to the Act, the Council may resolve to fill a vacancy in the academic or non-academic staff establishment by invitation.
112. An advertisement inviting applications to fill a vacancy under clause 111(1) shall specify the criteria according to which the appointment is to be made or, if this would result in the advertisement being of undue length, shall state that a copy of the relevant criteria will be available upon request from the Secretary.
113. (1) Where vacancies are advertised, appointments shall be made by the Council or it may delegate this function to the Principal, who shall first consider the recommendation of a selection committee before making a decision on an appointment.
(2) The members of a selection committee referred to in subclause (1), in so far as they are not designated by this Chapter, shall be appointed by the Principal.
114. (1) When a selection committee referred to in clause 113 (1) meets with respect to a vacancy in the position of—
 - (a) a Principal Lecturer or with respect to a vacancy in a position senior to that of Principal Lecturer, other than the position of Head of a School, the selection committee shall consist of—
 - (i) the Principal;
 - (ii) a member of the Council;
 - (iii) an outside academic of standing in the field in which the appointment is to be made;
 - (iv) the Head of a School; and
 - (v) a member of the College academic staff of comparable standing to the level of the appointment elected by the members of the College academic staff in accordance with the rules;
 - (b) a Head of a School, the selection committee shall consist of—
 - (i) the Principal;
 - (ii) a member of the Council;
 - (iii) 2 outside academics of standing in the field in which the appointment is to be made; and
 - (iv) a member of the College academic staff of comparable standing to the level of the appointment elected by the members of the College academic staff in accordance with the rules;
 - (c) a Senior Lecturer, the selection committee shall consist of—
 - (i) the Principal;
 - (ii) an outside academic of standing in the field in which the appointment is to be made;
 - (iii) the Head of a School;
 - (iv) the Head of the Department to which the appointment is to be made; and
 - (v) a member of the College academic staff of comparable standing to the level of the appointment.
 - (d) a Lecturer, the selection committee shall consist of—
 - (i) the Head of a School;

- (ii) a Head of the Department to which the appointment is to be made;
 - (iii) a Senior Lecturer;
 - (iv) an outside academic of standing in the field in which the appointment is to be made; and
 - (v) the Secretary or his nominee;
- (e) an Administrative Officer or with respect to a vacancy in a position senior to that of Administrative Officer on the College non-academic staff, other than Secretary or Staff Recruitment Officer, the selection committee shall consist of—
- (i) the Principal;
 - (ii) a member of the Council;
 - (iii) a senior administrative staff member of an outside educational institution;
 - (iv) the Staff Recruitment Officer; and
 - (v) the Secretary or his nominee;
- (f) the Secretary or the Staff Recruitment Officer, the selection committee shall consist of—
- (i) the Principal;
 - (ii) a member of the Council; and
 - (iii) 2 senior administrative staff members of an outside educational institution;
- (g) a member of the non-academic staff other than a member of the non-academic staff referred to in paragraph (e) or (f), the committee shall consist of—
- (i) the Secretary or his nominee;
 - (ii) the Head of the Administrative Department to which the appointment is to be made; and
 - (iii) the Staff Recruitment Officer.

(2) The Secretary or his nominee shall be the secretary of any selection committee appointed under this Chapter of which the Secretary is a member and, where the Secretary is not a member of a selection committee the Principal shall be secretary of that selection committee.

(3) A selection committee shall consider the merits of an applicant for a position according to the criteria which have been specified for that position under clause 112.

(4) A selection committee shall not be bound to interview each applicant, but may arrange to interview one or more applicants as it sees fit.

115. (1) In respect of a servant who is a member of the academic staff or the non-academic staff, progression on the salary scale shall be subject to
- (a) clause 84 (2) (f);
 - (b) the provisions of the appropriate salary determination; and
 - (c) the approval of the Principal, which shall only be given after consultation with the appropriate Head of Department.
- (2) Should progression on the salary scale not be recommended in respect of a servant, that servant may—
- (a) if he is a Senior Lecturer, appeal to a committee appointed by the Principal and made up in the same way as a selection committee for Senior Lecturers under clause 114(1) (c);
 - (b) if he is a Lecturer, appeal to a committee appointed by the Principal and made up in the same way as a selection committee for Lecturers under clause 114(1) (d);
 - (c) if he is an Administrative Officer or the holder of a position on the non-academic staff (other than Secretary or Staff Recruitment Officer) senior to that Administrative Officer, appeal to a committee

- appointed by the Principal and made up in the same way as a selection committee provided for under clause 114(1) (e);
- (d) if he is the Secretary or the Staff Recruitment Officer, appeal to a committee appointed by the Principal and made up in the same way as a selection committee provided for under clause 114(1) (f); or
 - (e) if he is a member of the non-academic staff (other than a member of the non-academic staff referred to in paragraph (c) (d)) appeal to a committee appointed by the Principal and made up in the same way as a selection committee provided for under clause 114(1) (g).
116. (1) The promotion of a servant who is a member of the academic staff or non-academic staff shall be made on the basis of merit.
- (2) The question of promotion under subclause (1) shall be considered annually by—
- (a) the Council; or
 - (b) subject to subclause (3), the Principal under delegation from the Council.
- (3) If the question of promotion is delegated to the Principal under subclause (2) (b), the Principal shall consider the recommendation of a promotion committee before making a decision on a promotion.
- (4) In the case of promotion of a member of the academic staff, the members of the promotion committee referred to in subclause (3) shall be the Principal, an outside academic of standing, the Heads of Schools and a servant who is a member of the academic staff of comparable standing to the level of appointment elected by the members of the College academic staff in accordance with the rules.
- (5) In the case of promotion of a member of the non-academic staff, the members of the promotion committee referred to in subclause (3) shall be the Principal, the Secretary, a senior administrative staff member of an outside educational institution and a member of the non-academic staff of comparable standing to the level of appointment elected by the members of the College non-academic staff in accordance with the rules.
- (6) In so far as the members of a promotion committee are not designated by subclause (4) or (5), they shall be appointed by the Principal.
117. (1) Subject to subclause (2), a servant who is a full-time member of the academic staff and who wishes to resign shall submit his resignation in writing to the Principal at least 3 months before the date from which he wishes the resignation to take effect.
- (2) The Principal may agree to the resignation of a servant who is a full-time member of the academic staff taking effect from a date less than 3 months from the date of the submission of his resignation where the Principal feels the circumstances justify that action.
118. (1) Subject to subclause (2), a servant who is a full-time member of the non-academic staff and who wishes to resign shall submit his resignation in writing to the Principal at least 14 days before the date from which he wishes the resignation to take effect.
- (2) The Principal may agree to the resignation of a servant who is a full-time member of the non-academic staff taking effect from a date less than 14 days from the date of the submission of his resignation where the Principal feels the circumstances justify that action.
119. (1) No resignation shall be effective until it has been accepted in writing by the Principal.

(2) If a resignation is not accepted by the Principal he shall advise the servant in writing to that effect and the reason for the non-acceptance.

CHAPTER XIII Honorary Awards

- Honorary Awards** 120. The Council, of its own motion or on the recommendation of the Academic Board, may make an award ad eundem gradum or honoris causa to a person who, in the opinion of the Council, is eligible for or might properly be honoured by such an award.

CHAPTER XIV Fees

121. Subject to the provisions of the Act, the Council may make rules for or with respect to—
- (a) the amount of any fees or charges to be paid by students for the use of the facilities of the College; and
 - (b) the time at which such fees shall be due and payable.
122. The Principal may—
- (a) exclude from any examination;
 - (b) exclude from any class or the use of any facilities of the College;
 - (c) withhold the result of any examination, test or other assessment of; or
 - (d) take any action, being a combination of any 2 or all of the actions specified in paragraphs (a) to (c), both inclusive, against; any student who has not paid any fees due by him to the College.

**THE COLLEGES OF ADVANCED EDUCATION ACT,
1975—BY-LAW,
Affiliation By-Law**

His Excellency the Governor, with the advice of the Executive Council and in pursuance of the provisions of the Colleges of Advanced Education Act, 1975, has been pleased to approve the By-law made by the Kuring-gai College of Advanced Education and set forth hereunder.

ERIC BEDFORD, Minister for Education

1. This By-law may be cited as the "Kuring-gai College of Advanced Education, College of Law Affiliation By-law".
2. This By-law applies to and in respect of the Kuring-gai College of Advanced Education.
3. In this By-law:-

"Kuring-gai College" means the Kuring-gai College of Advanced Education; "The College of Law" means the educational establishment established by the Law Society of New South Wales to provide (amongst other things) practical legal training for graduates in law and other persons qualified for admission as graduates in law and those who by the passing of examinations prescribed under the rules relating to admission of solicitors in New South Wales or otherwise have satisfied the relevant requirements for such admission other than completion of practical legal training to equip them with the arts, skills and techniques required for practice as solicitors and in particular the practical legal training course which is now by law part of the compulsory qualifications for admission in New South Wales as a solicitor and to provide continuing legal education to practising solicitors.
4. The College of Law is hereby affiliated with the Kuring-gai College to the following extent only, that is to say:

For the purposes and to the intent that the Practical Legal Training Course heretofore provided by The College of Law and conducted by its Practical Legal Training Department shall henceforth during the period of affiliation be provided by Kuring-gai College as a course in advanced education and be conducted by the Practical Legal Training Department of The College of Law functioning as a School of Kuring-gai College, to be known as "School of Practical Legal Training".
5. The School of Practical Legal Training shall be conducted in accordance with the terms and conditions of the Agreement made the 23rd day of December, 1976, between The Law Society of New South Wales, The College of Law (Properties) Pty Limited and Kuring-gai College..(8526)

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• Associate Diploma in Recreation	124
• Bachelor of Applied Science (Information)	155
• Bachelor of Arts (Leisure Studies)	129
• Bachelor of Arts (Library Science)	151
• Bachelor of Arts (Tourism Management)	133
• Bachelor of Business	81
• Bachelor of Education (Physical Education)	181
• Bachelor of Education (Primary Education)	177
• Bachelor of Education (Teacher Librarianship)	186
• Diploma of Applied Science (Nursing)	171

Campus Plan Kuring-gai College of Advanced Education

Legend

- 1 Bus Bay
- 2 Parking
- 3 Parking Attendant
- 4 House Officer's Residence
- 5 Oval
- 6 Change Rooms
- 7 Playing Courts
- 8 Physical Education Complex
- 9 Main Building

