

## Higher Education Academic Staff Professional Development in Teaching and Learning

### Information about the *Graduate Certificate of Teaching and Learning in Higher Education* for Academic staff and their Supervisors

#### About the course

The Graduate Certificate of Teaching and Learning in Higher Education focuses on the professional development of academic staff and is modelled on a successful program at Swinburne University of Technology. It aims to help teaching staff develop the core skills, versatility, competence and confidence to teach effectively in higher education. It also offers experienced teaching staff the opportunity to further develop this aspect of their work and to obtain formal recognition as a postgraduate qualification.

The course is based around four 10 credit point units and is run by the School of Education using a blended online and internal format. The online component is delivered through Learnline and the internal component via intensives at Casuarina. It is anticipated that in most circumstances staff would complete the award over two years.

Details about the course are provided in the web entry for the [Graduate Certificate of Teaching and Learning in Higher Education](#) in the CDU Course Repository. Further information can be obtained by directly contacting the Course Coordinator for the Graduate Certificate of Teaching and Learning in Higher Education in the School of Education.

#### Who should complete the course?

As of 2009 completion of the Graduate Certificate of Teaching and Learning in Higher Education is a probationary requirement for all commencing Level A and Level B lecturers (see below).

Subject to availability, places in the course may also be available to non-probationary academic staff. Interested staff should in the first instance contact the Course Coordinator for the Graduate Certificate of Teaching and Learning in Higher Education in the School of Education.

#### How to enrol in the Graduate Certificate of Teaching and Learning in Higher Education

To enrol staff should complete the HE Enrolment Form located on StudentNet at <http://www.cdu.edu.au/studentnet/adminforms.html#he>.

Completed forms must be sent to Student Services during the HE enrolment period for the relevant semester.

## Academic Staff Probationary Requirements

Completion of the Graduate Certificate of Teaching and Learning in Higher Education is a requirement for Level A and Level B academic staff with a teaching and learning role whose employment is either continuing or fixed term for a period of three or more years (CDU Union Collective Agreement 2009 clause 29.4.1). Participation in the course should be documented as a professional development activity following discussion with the Head of School/supervisor in the *Academic Staff Probation - Record of Planning Discussion* for commencing staff and in the *Academic Staff Probation - Semester Report of Activities*.

These forms can be downloaded from the PMD forms web page at:

<http://www.cdu.edu.au/pmd/hrdforms.html> .

Lecturers who are unable to commence the course in the next scheduled intake due to previous commitments or personal reasons should discuss their situation with their supervisor. Any plans to delay commencement require endorsement by the Head of School and must be recorded in the lecturer's probationary plan.

## Cost and funding arrangements

All Level A or B lecturers who are required to undertake the Graduate Certificate of Teaching and Learning in Higher Education as part of their probation plan are eligible for University-funding.

For eligible staff the University will pay the cost of unit fees incurred at the time of enrolment. However, in the event of non-completion of the award within the period negotiated (typically this will be a three year probationary period) the University will reserve the right to re-claim any Student Commonwealth Supported Student Contribution fees paid on behalf of the enrolled student.

Additional funding support will be made available to Schools for teaching relief to cover periods when lecturers are engaged in study. Supervisors should contact the Senior Consultant, Workforce Development, People Management and Development for further details of how to apply.

Non-probationary staff undertaking the course may be eligible to recover their course fees under the Staff Study Reimbursement Scheme (<http://www.cdu.edu.au/pmd/org-dev-forms.html#staff>).

## Academic staff that hold an equivalent award

Lecturers who have previously completed an equivalent higher education teaching and learning award are not required to complete the Graduate Certificate in Teaching and Learning in Higher Education at CDU. Any staff in this position should discuss their situation with their supervisor when probation plans are agreed. A case should then be made to the course coordinator in the School of Education, for approval of exemption on the basis of

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their prior qualification. The relevant qualifications and the case for exemption must be provided to PMD for the personnel file.

### **Staff enrolled in an equivalent course with another provider**

Staff currently enrolled in an equivalent higher education teaching and learning course (or at a higher level) with another HE provider should contact the course coordinator in the School of Education to discuss what options are available to facilitate their completion of the award.

### **Recognition for Professional Experience or Prior Learning**

Level A and B lecturers without a formal qualification in HE teaching and learning but have significant professional teaching experience in the higher education sector are still be required to enrol in the course and complete the award as part of their probation. However, lecturers in this position are encouraged to discuss any prior experience that may be relevant with the course coordinator in the School of Education, as they may be eligible to apply for exemption on the basis of individual units. There are two options open for staff enrolled in the course to gain exemption for a unit:

- i) apply for credit on the basis of having previously completed an equivalent unit of study. In this case the Higher Education Application for Exemption form should be used (<http://www.cdu.edu.au/studentnet/adminforms.html#he>); or
- (i) request an assessment against the requirements of the unit on the basis of their professional background. In this case prior enrolment in the unit is required and the assessment and evidence requirements must be negotiated with the Unit Coordinator. In this case complete the Higher Education Enrolment Form + HECS\_HELP form.

**For further information please contact the Senior Consultant, Workforce Development, People Management and Development.**

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