



About the course

The Graduate Certificate in University Teaching and Learning (GCUTL) focuses on the professional development of academic staff with particular focus on teaching and learning. It aims to help teaching staff develop the core skills, versatility, competence and confidence to teach effectively in higher education (HE). 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 coordinated by the College of Education and is delivered through Learnline. The course can be completed in one year, however, it is anticipated that in most circumstances staff would complete the award over two years.

The four units in the course are:

Unit Code	Unit Name	Semester/s Offered
UTL510	University Teaching and Learning: Theories, Issues and Practice	S1 & S2
UTL511	Pedagogy and Technology of Learning and Teaching	S1
UTL512	Assessment and Evaluation in University Teaching and Learning	S2
UTL513	Reflective Practice Project in University Teaching and Learning	S1 & S2

Further information about the course structure and the study plan are located online in the CDU Course Catalogue: <http://stapps.cdu.edu.au/f?p=100:30:0::NO::>

Who should complete the course?

This course is currently only open for enrolment to CDU staff.

Enrolment in the GCUTL is a probationary employment requirement for positions that involve teaching in HE. Completion of the GCUTL is required during the probationary period where employment is either continuing or for a fixed term for a period of three (3) or more years (CDU and Union Enterprise Agreement 2013 Clauses 29 & 30). Staff members employed for a fixed term of less than three (3) years are required to make satisfactory progress towards achieving the qualification.

Participation in the course should be documented as a professional development activity following discussion with the Head of School/supervisor in the Staff Probationary Report for commencing staff, available at <http://www.cdu.edu.au/ohrs/forms/probation.html> and in the Performance Development Review System (PDRS) planning form, available at <http://www.cdu.edu.au/ohrs/forms/performance-promotion-staffdev.html>

Staff members required to undertake study towards the GCUTL and 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 staff member's Staff Probationary Report.

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 GCUTL.

How to Enrol in the GCUTL

To enrol, staff **should** complete the Higher Education Enrolment Form which can be obtained from CDU Student Central <http://www.cdu.edu.au/current-students/adminforms>. Completed forms must be sent or hand delivered to Student Central during the HE enrolment period for the relevant

semester. Student Central offices are located at Orange 1.1 Casuarina Campus, CDU Darwin Waterfront, and at Alice Springs Campus.

Cost and Arrangements

All staff members who are required to undertake the GCUTL are eligible for University funding. For eligible staff members, 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 is available to Colleges for the cost of some teaching relief to cover periods when eligible staff members are undertaking the GCUTL. The level of support granted is currently a maximum of \$1,200 per staff member undertaking the study each semester. Supervisors should contact the Organisational Capability Unit (OPC), email: organisationalcapacity@cdu.edu.au for further details on how to apply for this funding support.

Non-probationary staff undertaking the course may be eligible to recover their course fees under the Staff Study Reimbursement Scheme. Supervisors should also contact OPC for further details of how to apply for this funding support.

Course exemption

Staff members in positions that involve teaching in HE who have previously completed an equivalent HE teaching and learning award to the GCUTL are not required to complete the GCUTL at CDU. Any staff in this position should discuss their situation with their supervisor when probation plans are agreed. The relevant qualifications and the case for exemption must be provided to HRS for the personnel file.

Recognition for Professional Experience or Prior Learning

Staff members in positions that involve teaching in HE currently enrolled in an equivalent HE teaching and learning course (or at a higher level) with another HE provider should contact the Course Coordinator to discuss what options are available to facilitate their completion of the award.

Staff members who have completed equivalent units of study to units in the GCUTL and staff members without a formal qualification in HE teaching and learning but with significant professional teaching experience in the HE sector are encouraged to discuss any prior experience that may be relevant with the Course Coordinator, 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) Credit Transfer (CT): apply for credit on the basis of having previously completed an equivalent unit of study, or
- ii) Professional Assessment (PA): Provide evidence or request an assessment against the requirements and learning outcomes of the unit on the basis of 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 both instances a request for exemption should be submitted on the Credit Transfer electronic form, along with supporting evidence. Access the form at: <https://stapps.cdu.edu.au/f?p=papps:eforms>

Contact Information

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