



#### Swinburne Professional Learning LGC500 Graduate Certificate in Learning & Teaching (Higher Education) (GCLT)

**FINAL DATE TO SUBMIT RE-ENROLMENT FORM: MONDAY 13 FEBRUARY 2012**

#### **DO I NEED TO RE-ENROL?**

If you completed your program at the end of 2011 you do not need to submit a 2011 Re-enrolment Form but you should complete an Application for Award available at <http://www.swinburne.edu.au/graduation>. If you fail a unit in your final teaching period, contact the GCLT Program Co-ordinator to arrange your re-enrolment for 2012. To apply for a transcript of results, go to <http://www.swinburne.edu.au/corporate/sic/transcript.htm>

#### **CHECK YOUR PERSONAL DETAILS ARE CORRECT**

Update your personal details via SwinLink at <http://www.swinburne.edu.au/swinlink> or via an Amendment to Personal Details form available at <http://www.swinburne.edu.au/studentforms>

The University's official method of electronic communication is via your student email address, which consists of your student number followed by @student.swin.edu.au. Please make sure you check this address regularly.

#### **UNIT OF STUDY LOAD & PROGRAM PATHWAYS**

The Program may be taken over two years part-time. A normal part-time load is one unit of study per Semester.

To qualify for the Graduate Certificate in Learning & Teaching in Higher Education participants must complete 4 units of study (12.5CP each) as follows:

#### **Three core units offered by Swinburne University of Technology:**

- LTS501 The Practice of Learning and Teaching (pre-requisite to remaining units)
- LTS503 Curriculum Design and Assessment
- LTS504 Independent Professional Project (requires prior completion of LTS501, LTS503 and either of LTS502 or LTS505)

#### **One other unit from the following:**

- LTS502 Learning and Teaching with Educational Technologies
- LTS505 Internationalisation of the Curriculum
- With prior approval of the Courses Committee, pertinent units offered in other Swinburne postgraduate programs or by other universities

#### **Professional Certificate in Teaching Practice (HP50) Option:**

All new program participants are enrolled in LGC500 The Graduate Certificate in Learning & Teaching (Higher Education). On completion of LTS501 and LTS503 participants may exit the program and be awarded the Professional Certificate of Teaching Practice (HP50)

If participants choose this option, then under the nested programs policy and procedure ([www.swinburne.edu.au/corporate/registrar/ppd/docs/NestedProgramsHigherEducation.pdf](http://www.swinburne.edu.au/corporate/registrar/ppd/docs/NestedProgramsHigherEducation.pdf)) at least one Semester must elapse before participants can re-enter GCLT.

## UNIT SELECTION

Please make sure you have completed all the pre-requisites for the unit(s) you have selected. You cannot enrol in units of study without the appropriate pre-requisites. Refer to the Unit Search website for pre-requisite information at <http://courses.swinburne.edu.au/Subjects>

You can enrol for any units of study offered providing that:

- pre-requisite unit of study (LTS501 The Practice of Learning and Teaching) has been successfully completed
- the units of study you choose are available, for unit information see [www.swinburne.edu.au/courses/](http://www.swinburne.edu.au/courses/)
- if choosing LTS504 Independent Professional Project, this requires prior completion of LTS501, LTS503 and either of LTS502 or LTS505

## Unit Availability Semester 1, 2012

LTS501 The Practice of Learning and Teaching  
LTS503 Curriculum Design and Assessment  
LTS504 Independent Professional Project  
LTS505 Internationalisation of the Curriculum

## ENROLMENT PROCEDURE

Please complete all sections of the re-enrolment form and return to the Administration Officer (PD) at Swinburne Professional Learning by **Monday 13 February 2012**. Permission to submit a re-enrolment form after the due date must be sought by writing to the Program Co-ordinator.

### Further information

Swinburne Professional Learning  
Swinburne University of Technology (H63)  
PO Box 218, Hawthorn 3122

Telephone: (03) 9214 8064  
Facsimile: (03) 9214 4328

Email: [spl@swin.edu.au](mailto:spl@swin.edu.au)  
Website: <http://www.swinburne.edu.au/spl/pd/gradCert.html>

## WITHDRAWAL FROM PROGRAM OR UNIT OF STUDY

- If you are intending to withdraw from a unit(s) of study or your program, you need to complete an Enrolment Amendment Form which can be downloaded from <http://www.swinburne.edu.au/spl/pd/gradCert.html> and returned to the Administration Officer (PD) before the relevant HECS Census date.
- Under the terms of the Higher Education Support Act 2003, failure to re-enrol, withdraw or take formal Leave of Absence will mean that you will have to re-apply should you wish to resume your course of study.