

SINGLE UNIT ENROLMENT POLICY: CCSC; EDUCATION

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1. PURPOSE

To provide a pathway for students who do not intend to complete an award, yet wish to complete, and be assessed in, an individual unit which is offered in an award.

2. DEFINITIONS

The following definitions apply for the purpose of this policy:

Key Term or Acronym	Definition
AQF	Australian Qualifications Framework
CCSC	Counselling, Chaplaincy and Spiritual Care
MC	Morling College

3. SCOPE

This policy applies to units of study offered in award courses in the Faculty of Education and the Faculty of Counselling, Chaplaincy and Spiritual Care (CCSC) at Morling College (MC).

4. POLICY STATEMENT

- 4.1 Entry to an accredited AQF award at MC is based on the student intending to complete that award. If a student does not intend to complete an academic

award, but instead wants to enrol only in individual units, then the student is to enrol through single unit mode.

4.2 Single unit mode does not lead to an AQF award and does not form part of an award course at another higher education provider. It is available from MC as a Single Unit Certificate which is not an AQF award. Information for prospective and current students of non-award units will clearly state that they are not AQF awards.

4.3 MC will offer the option to complete a single unit (excluding capstone units) in the:

4.3.1 Graduate Diploma of Education

4.3.2 Master of Education

4.3.3 Master of Education (Leadership)

4.3.4 Graduate Certificate of Counselling

4.3.5 Graduate Diploma of Counselling

4.3.6 Master of Counselling

4.3.7 Graduate Certificate of Chaplaincy & Spiritual Care

4.3.8 Graduate Diploma of Chaplaincy & Spiritual Care

4.3.9 Master of Chaplaincy & Spiritual Care

4.3.10 Graduate Certificate in Professional Supervision

5. PRINCIPLES

Admission

- 5.1 Enrolment will normally be allowed only if the student has met MC's entry requirements for the award to which the unit belongs.
- 5.2 Enrolment into a single unit in CCSC awards will be subject to the submission of documentary evidence substantiating that the student has met the equivalent of the pre/co-requisite requirements of the nominated unit.
- 5.3 Special permission may be given to those who would not normally meet the entry requirements. Such applications should demonstrate that the student has sufficient background to undertake the unit(s) and must be approved by the relevant Faculty Dean.
- 5.4 Single units of study can be recognised for credit transfer towards a MC award, subject to the normal rules regarding credit transfers. (refer *Advanced Standing and Recognition of Prior Learning Policy*). However, successful completion of single units does not guarantee admission.
- 5.5 There is no limit on the number of single units a student may undertake. However, the *Advanced Standing and Recognition of Prior Learning Policy* limits the amount of credit able to be transferred towards an award.

- 5.6 Students undertaking a single unit shall receive the same teaching as and are assessed identically to students who are enrolled in an accredited course. Students undertaking a single unit are required to submit all assessments.
- 5.7 Education courses only: A single unit may be divided into a set of short courses/workshops, but any student seeking to complete these as a substitute for a single unit must provide evidence of successfully completing all content, activities, readings, and assessments required for the unit in order to be eligible for a certificate. The content covered in any suite of short courses/workshops must be equivalent to that covered in a normal award unit.

Fees

- 5.8 Fees are set as per the normal MC fee schedule.
- 5.9 Students undertaking single units are ineligible for FEE-HELP funding and must pay their tuition fees upfront.

Certificate of Completion

- 5.10 A certificate of completion will be issued to a student who successfully completes a single unit. The certificate will include the MC logo, but must not include the AQF logo, and the certificate must state that it is not an AQF award.
- 5.11 A transcript will be issued which shows the grade the student achieved in the single unit.
- 5.12 Information for prospective and current students of non-award units must clearly state that they are not AQF awards.

6. RELATED DOCUMENTS AND LEGISLATION

Internal

- Admissions Policy: Education; CCSC
- Admission Requirements: Education
- Admission Requirements: CCSC
- Advanced Standing and Recognition of Prior Learning Policy: Education; CCSC

7. REFERENCES

Nil

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
3.00	Academic Board	8 November 2023	8 November 2023	Policy Statement expanded to include the list of awards in which single units are available. Extended to awards in Counselling, Chaplaincy and Spiritual Care. Added: All units, except Capstone, offered, on approval of the Associate Dean.

				Removed the limit on the number of units that can be taken. Added 5.10
2.01	Policy Coordinator	Feb 2023	Feb 2023	Header table updated to latest version, including addition of keywords. Updated responsible officer.
2	Academic Board	4 March 2020	4 March 2020	Separated policy and procedure; formatted to the policy template. Minor editing to improve clarity. Added Compliance Reference
1.02	Dean of Education	March 2019	March 2019	Changed name from Non-award from Enrolment Policy: Education to Single Unit Enrolment Policy: Education
1	Academic Board	March 2017	March 2017	New Policy

Download this policy anew with each use, as it may have changed.