Guide to Interpreting Subject Codes – Vocational Education & Training
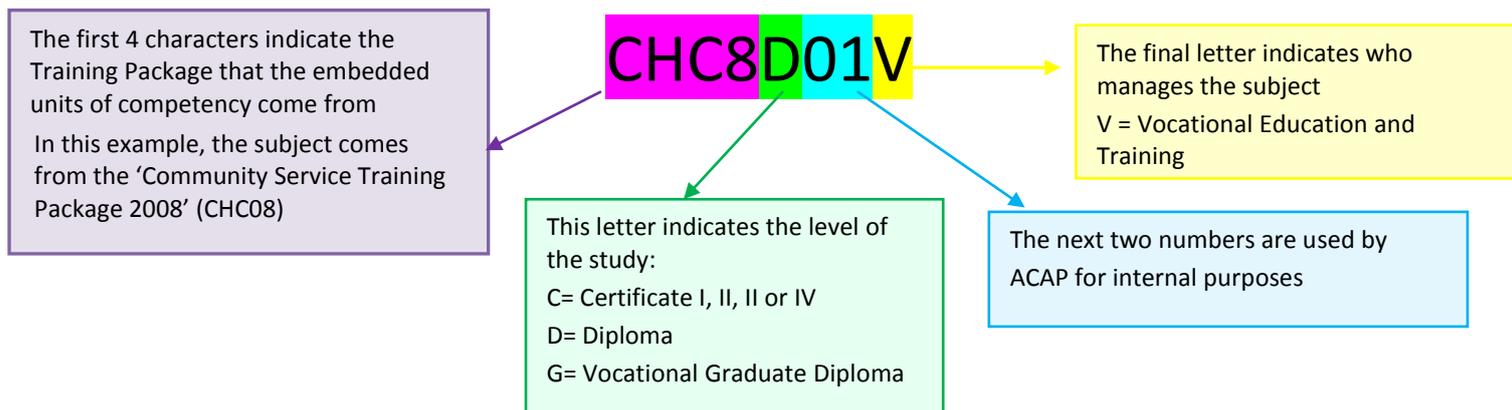
What is a Subject Code?

Along with a name, each subject of study at ACAP has a corresponding code. The code helps to identify the subject and conveys important information about the subject.

What does a Subject Code tell me?

Subject codes have been constructed using a standard formula that conveys information about the particular subject, such as the level of study, Training Package and who manages the subject.

The code is made up of 8 characters - 3x alpha, 1x numeric, 1x alpha, 2x numeric, as shown in the example below:

This is the subject *'Counselling Interview Skills'*

The first 4 characters indicate the Training Package that the embedded units of competency come from

In this example, the subject comes from the 'Community Service Training Package 2008' (CHC08)

CHC8D01V

The final letter indicates who manages the subject
V = Vocational Education and Training

This letter indicates the level of the study:
C= Certificate I, II, II or IV
D= Diploma
G= Vocational Graduate Diploma

The next two numbers are used by ACAP for internal purposes

Where can I find the code for my subject?

You will find the subject code next to the subject name in the Course Guides, on the timetable, in the online enrolment system within my.acap, on your academic transcript and statement of results and, going forward, in all correspondence from ACAP where a subject is mentioned.

Why do some codes have 9 characters?

You may notice that some codes have an additional character (W, X, Y, or Z) on the end. These are used for course requirements beyond the core curriculum, such as workshops. For example, CHC8D01VX is the code for the Diploma of Counselling Workshop 1. The first 8 characters are the same as the subject *Counselling Interview Skills*, showing that the workshop has a relationship with this subject.

How will these new codes affect me, as a student?

As a student, you don't need to do anything differently as a result of these new coding conventions. The subjects themselves are not changing, only the code. However, as ACAP will be using these new codes from Term 2, 2011 it's a good idea to become familiar with them.