Guide to Interpreting Module Codes – Vocational Education & Training

What is a Module Code?
Along with a name, each module of study at ACAP has a corresponding code. The code helps to identify the module and conveys important information about the module.

What does a Module Code tell me?
Module codes have been constructed using a standard formula that conveys information about the particular module, such as the level of study, Training Package and who manages the module.

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 module ‘Counselling Interview Skills’

Where can I find the code for my module?
You will find the module code next to the module 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 module 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 module Counselling Interview Skills, showing that the workshop has a relationship with this module.

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 modules 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.