

COURSE, SUBJECT AND UNIT CODING CONVENTIONS - STUDENT GUIDE TO INTERPRETING HIGHER EDUCATION CODES

What is a Unit Code?

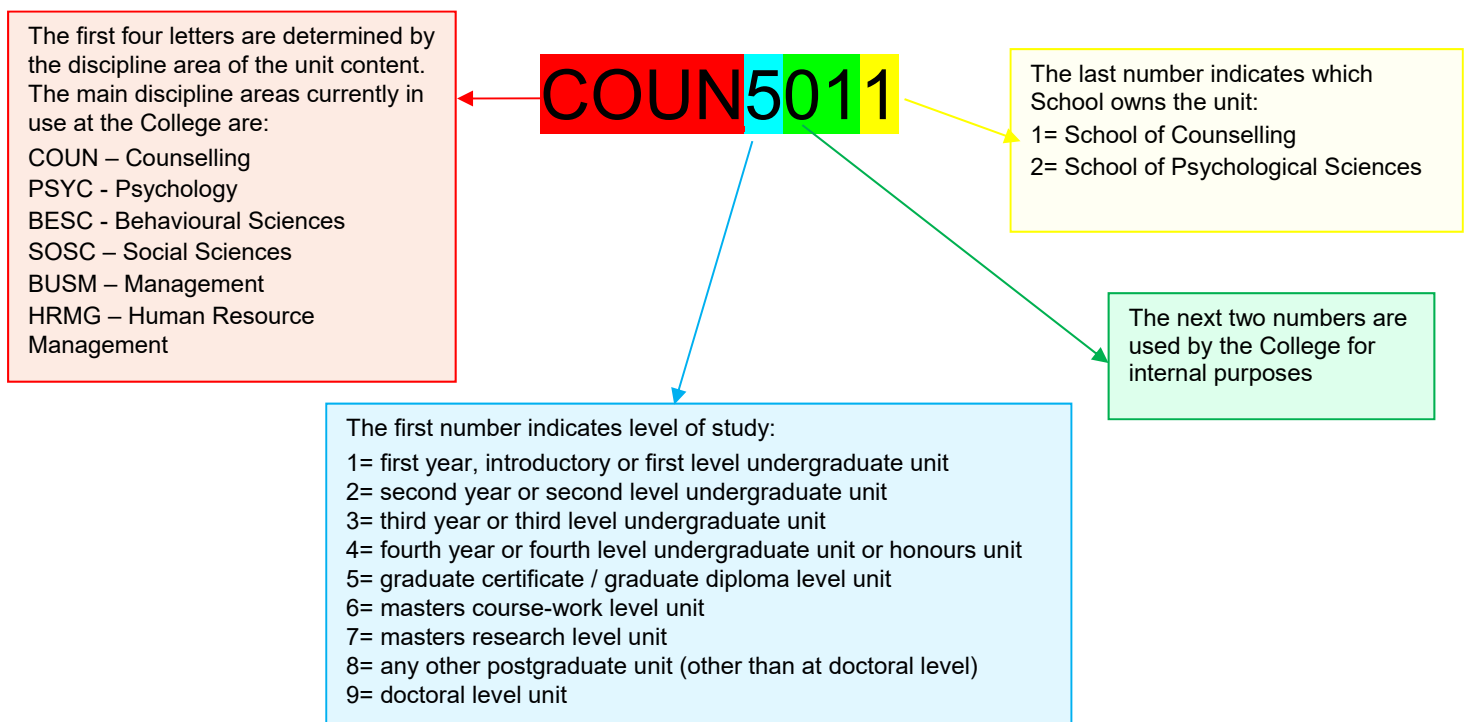
Along with a name, each unit of study at the College has a corresponding code. The code is the key identifier and conveys information about the unit, such as the discipline area, the level study and the School responsible for managing the unit.

Some units may have the same name, but different unit codes depending on the level of study that is being completed. For example *Conflict Management* has two associated unit codes, COUN1031 or COUN5021.

What does a Unit Code tell me?

The code is made up of 8 characters, 4x alpha followed by 4x numeric characters, representing information about the unit, as indicated in the example below:

This is the unit *Counselling Skills 1* at Graduate Diploma level:



What is my discipline area?

Courses are made up of units from various disciplines areas, although the main thread of the course may be in one particular discipline area.

Where can I find the code for my unit?

You will find the unit code next to the unit 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 the College where a unit is mentioned.

Why is a Unit Code important?

Along with conveying important information, Unit Codes help to ensure that students are enrolled into the correct unit at the correct level of study.

Why do some codes have 9 characters?

You may notice that some codes have an additional character (W, X, Y, or Z) at the end. These are used for course requirements beyond the core curriculum, such as workshops and in some cases placement. For example, BESC2021Y is the code for Student Placement 1 in the Bachelor of Applied Social Science. The first 8 characters are the same as the unit Developing Professional Practice (BESC2021), indicating that Student Placement 1 has a relationship with Developing Professional Practice.

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 units themselves are not changing, only the code. However, as the College will be using these new codes from Term 2, 2015 it's a good idea to become familiar with them.