

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

## What is a unit code?

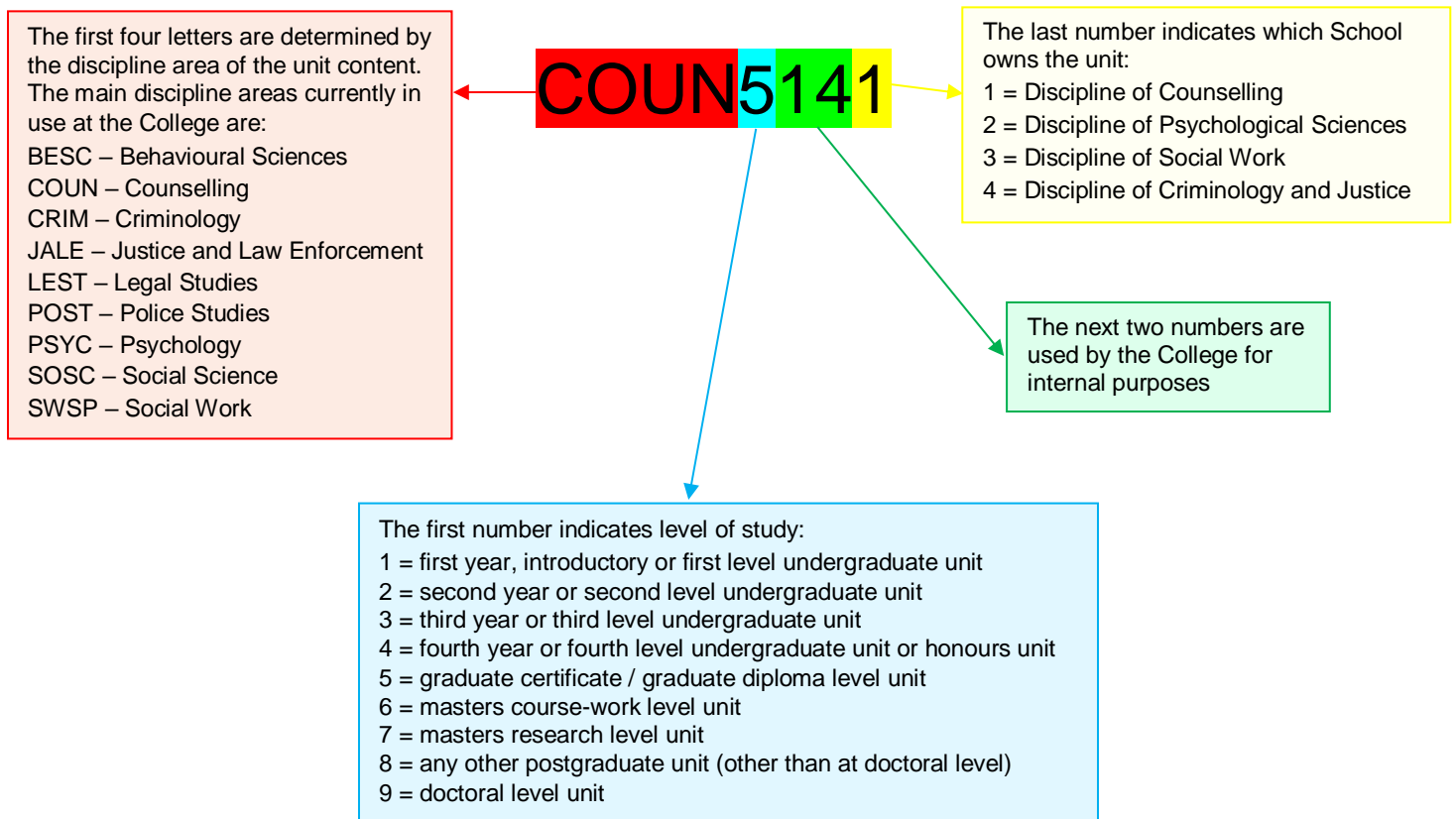
Along with a name, each higher education unit has a corresponding code. The code is the key identifier and conveys information about the unit, such as the discipline area, the level of study and the Discipline responsible for managing the unit.

Some units may have the same name, but different unit codes depending on the level of study that is being completed. For example 'Advanced Counselling Skills' has two associated unit codes, COUN0017 or COUN2031.

## What does a unit code tell me?

Unit codes are made up of eight characters; four alpha followed by four numeric characters, representing information about the unit, as indicated in the example below:

This is the Graduate Diploma of Counselling unit 'Counselling Theories'.



**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 unit codes have nine characters?**

You may notice that some unit 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, COUN1051 is the code for Counselling Theories 1 in the Bachelor of Counselling. The first eight characters are the same as the unit COUN1051Y Counselling Theories 1 (Workshop) (BESC2021), indicating that the two units are related.