Information about the Graduate Certificate in University Teaching and Learning (GCUTL)

About the course

The Graduate Certificate in University Teaching and Learning (GCUTL) focuses on the professional development of academic staff with particular focus on teaching and learning. It aims to help teaching staff develop the core skills, versatility, competence and confidence to teach effectively in higher education (HE). It also offers experienced teaching staff the opportunity to further develop this aspect of their work and to obtain formal recognition as a postgraduate qualification. GCUTL replaces the Graduate Certificate of Teaching and Learning in Higher Education (GCTLHE) from Semester 1 2015.

The course is based around four 10 credit point units and is run jointly by the School of Education and the Office of Learning and Teaching (OLT) externally using an online format. The course is delivered through Learnline. The course can be completed in one year, however, it is anticipated that in most circumstances staff would complete the award over two years.

Information about the course structure and study plan is located online in the CDU Course Catalogue: [http://stapps.cdu.edu.au/f?p=100:31:810035630619418::NO:::] Further information can be obtained by directly contacting the Course Coordinator for GCUTL in the Office of Learning and Teaching: Alison Reedy - alison.reedy@cdu.edu.au

Who should complete the course?

Completion of the GCUTL is a probationary employment requirement for positions that involve teaching in HE, whose employment is either continuing or fixed term for a period of three (3) or more years (CDU and Union Enterprise Agreement 2013 Clause 29). Staff members employed for a fixed term of less than three (3) years are only required to make satisfactory progress towards the qualification.

Participation in the course should be documented as a professional development activity following discussion with the Head of School/supervisor in the Staff Probationary Report for commencing staff and in the Performance Development and Review System (PDRS) planning form. These forms can be downloaded from the HRS website: [http://www.cdu.edu.au/ohrs/].

Staff members who are required to undertake study towards the GCUTL who are unable to commence the course in the next scheduled intake due to previous commitments or personal reasons should discuss their situation with their supervisor. Any plans to delay commencement require endorsement by the Head of School and must be recorded in the staff member’s Staff Probationary Report.

Subject to availability, places in the course may also be available to non-probationary academic staff. Interested staff should in the first instance contact the Course Coordinator for the GCUTL.

How to enrol in the Graduate Certificate in University Teaching and Learning (GCUTL)

To enrol, staff should complete the HE Enrolment Form (HE101 Higher Education Enrolment form) which can be obtained from CDU Student Central [http://www.cdu.edu.au/current-students/adminforms]. Completed forms must be sent to the Office of Student Administration and Equity Services (or in person to the Info Centre in Orange 1 on Casuarina Campus) during the HE enrolment period for the relevant semester.
Cost and funding arrangements

All staff members who are required to undertake the GCUTL are eligible for University funding. For eligible staff members, the University will pay the cost of unit fees incurred at the time of enrolment. However, in the event of non-completion of the award within the period negotiated (typically this will be a three year probationary period) the University will reserve the right to re-claim any Student Commonwealth Supported Student Contribution fees paid on behalf of the enrolled student. Additional funding support is available to Schools for the cost of some teaching relief to cover periods when eligible staff members are undertaking the GCUTL. The level of support granted is currently a maximum of $1,200 per staff member undertaking the study each semester. Supervisors should contact the Faculty Office, email: lebaadmin@cdu.edu.au for further details on how to apply for this funding support.

Non-probationary staff undertaking the course may be eligible to recover their course fees under the Staff Study Reimbursement Scheme. Supervisors should contact the Faculty Office, email: lebaadmin@cdu.edu.au for further details of how to apply for this funding support.

Staff members that hold an equivalent award

Staff members in positions that involve teaching in HE who have previously completed an equivalent HE teaching and learning award are not required to complete the GCUTL at CDU. Any staff in this position should discuss their situation with their supervisor when probation plans are agreed. The relevant qualifications and the case for exemption must be provided to HRS for the personnel file.

Staff members enrolled in an equivalent course with another provider

Staff members in positions that involve teaching in HE currently enrolled in an equivalent HE teaching and learning course (or at a higher level) with another HE provider should contact the Course Coordinator to discuss what options are available to facilitate their completion of the award.

Recognition for Professional Experience or Prior Learning

Staff members without a formal qualification in HE teaching and learning but with significant professional teaching experience in the HE sector are still required to enrol in the course and complete the award as part of their probation. However, staff members in this position are encouraged to discuss any prior experience that may be relevant with the Course Coordinator, as they may be eligible to apply for exemption on the basis of individual units. There are two options open for staff enrolled in the course to gain exemption for a unit:

i) apply for credit on the basis of having previously completed an equivalent unit of study. In this case the Higher Education Application for Exemption form;

or

ii) request an assessment against the requirements of the unit on the basis of their professional background. In this case prior enrolment in the unit is required and the assessment and evidence requirements must be negotiated with the Unit Coordinator. In this case complete the Higher Education Enrolment Form and HECS_HELP form.

For further information please contact the Faculty Office, email: lebaadmin@cdu.edu.au