GET STARTED!

Click through the links below to information in this Guide

The Course Enrolment Guide is designed to assist you in the selection of units and to ensure that you are aware of the requirements of your degree, diploma or certificate. Specific information relating to unit content and assessments will be provided by your School.

STEP 1 Have a look at your Course Map for the structure of your course. This may vary depending on the campus and the year you started the course. Make a note of the core units you need to enrol in for 2017.

STEP 2 Make sure you’ve read the Course Information. It has links to the Handbook, which contains information on the major, minor and specialisation options available in your course. Be sure you are familiar with the rules and structure of your course.

STEP 3 Next up, check the Unit Information for details about elective units offered at your campus this year. Pay particular attention to prerequisite requirements.

STEP 4 ACU students (those who pay their fees to ACU) head over to the Enrolment page on the ACU website. You’ll see step-by-step instructions on how to enrol in units via Student Connect; Or OUA students (those who pay their fees to OUA) Contact Open Universities Australia and enrol into your units directly through them. Students who are not sure if they are an ACU or OUA student should contact the Faculty Course Administrator (OUA) BEFORE enrolling into any units.

Before you go, did you know?
Course Enrolment Guides can change so you should check the website for the latest updates. Additional information from your School, Faculty and the University will be sent to your ACU student email address so make sure you’ve got it set up and you check it regularly. All your email communication with University staff must be sent from your ACU student email account.
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1. COURSE MAP

New students commencing in 2017
(For continuing students, if you have difficulty re-enrolling, please contact the ACU Course Coordinator (OUA))

Graduate Certificate in Health Safety and Environmental Management

*Please note – This award is offered by ACU through Open Universities Australia.

- A range of flexible options exist for completing this award with units being offered in four study periods throughout the year in the dates specified. Each unit is offered twice per year.

- Please note that these dates are OUA Study Periods and only approximately align with the ACU terms specified.

- As most post-graduate students are working full-time, three primary options for programs of study are recommended:

<table>
<thead>
<tr>
<th>Classes Start</th>
<th>End Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 Feb 17</td>
<td>2 June 17</td>
</tr>
<tr>
<td>29 May 17</td>
<td>1 Sept 17</td>
</tr>
<tr>
<td>28 Aug 17</td>
<td>1 Dec 17</td>
</tr>
<tr>
<td>27 Nov 17</td>
<td>2 Mar 18</td>
</tr>
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</table>

Graduate Certificate in Occupational Health Safety and Environmental Management (GCOHSEM)
Note that all units are delivered fully online.

<table>
<thead>
<tr>
<th>OUA Study Period 1 ACU Prof Term 2</th>
<th>OUA Study Period 2 ACU Winter Term</th>
<th>OUA Study Period 3 ACU Prof Term7</th>
<th>OUA Study Period 4 ACU Summer Term</th>
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</thead>
<tbody>
<tr>
<td>Classes Start</td>
<td>End Term</td>
<td>Classes Start</td>
<td>End Term</td>
</tr>
<tr>
<td>27 Feb 17</td>
<td>2 June 17</td>
<td>29 May 17</td>
<td>1 Sept 17</td>
</tr>
</tbody>
</table>

YEAR 1

<table>
<thead>
<tr>
<th>OHSE601 Principles of OHSE Management</th>
<th>OHSE601 Principles of OHSE Management</th>
<th>OHSE602 OHSE Management Systems</th>
<th>OHSE602 OHSE Management Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHSE603 Physical Hazards in Occupational Environments</td>
<td>OHSE602 OHSE Management Systems</td>
<td>OHSE603 Physical Hazards in Occupational Environments</td>
<td>OHSE604 OHSE Law in Practice (Pre: OHSE601)</td>
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<tr>
<td>OHSE604 OHSE Law in Practice (Pre: OHSE601)</td>
<td>OHSE603 Physical Hazards in Occupational Environments</td>
<td>OHSE604 OHSE Law in Practice (Pre: OHSE601)</td>
<td>OHSE604 OHSE Law in Practice (Pre: OHSE601)</td>
</tr>
</tbody>
</table>
### YEAR 2 (for those who commenced mid-year in Year 1 only)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHSE603</td>
<td>Physical Hazards in Occupational Environments</td>
<td></td>
</tr>
<tr>
<td>OHSE604</td>
<td>OHSE Law in Practice</td>
<td>Pre: OHSE601</td>
</tr>
</tbody>
</table>
2. COURSE INFORMATION

PLEASE NOTE:
Prerequisite units are indicated in italics.
Students who do not follow the sequence recommended in their Course Map cannot be guaranteed a clash free timetable or completion within the normal course duration period.

STUDY MODES
Attendance: Unit delivered primarily via face-to-face or video conference attendance, at an ACU campus or another location.
Multi-mode: Unit delivered via a combination of online content and a compulsory attendance component (including examinations, practicums, residential etc).
Online: Unit delivered fully online (including assessments).

PREREQUISITES
A prerequisite is a requirement that must be met by a student before enrolment in a stipulated unit. It is your responsibility to ensure that you meet all prerequisites prior to enrolling in a unit.

ELECTIVES
Electives may be chosen from postgraduate units taught within the Peter Faber Business School or from other Faculties of this University providing pre-requisite requirements are met and your course coordinator approves. Once you have enrolled in your core units you can select an elective that avoids timetable clashes.

Please note that unit availability and study modes are subject to change.
Course Rules

The ACU Handbook\(^1\) provides detailed information about each ACU course, including minimum duration, requirements for completion, exit points, any available majors/minors/specialisations, Core Curriculum Program units and descriptions of units. Please follow the links below to view the rules for your course:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Rules Handbook Link</th>
</tr>
</thead>
</table>


Course Specific Advice

To assist with enrolment and re-enrolment you can either email your question to ohse.adm\in@acu.edu.au or click here for details of your Campus Course Advisor.

\(^1\) http://students.acu.edu.au/387052
3. UNIT INFORMATION

2017 Unit Selection

Click here to see your 2017 Units

The list includes information on the campus, semester and study mode for each unit. For descriptions of units, please refer to the ACU Handbook². Please select the appropriate year and then click on ‘Unit Descriptions’.


General Advice

All queries not specifically related to your course, such as admissions, enrolment, fees, exams, timetabling and graduations should be directed to The Faculty Course Administrator (OUA) on ohse.admin@acu.edu.au

The Administration & Enrolment³ webpage also has useful information to help you in managing your studies.

A list of Course Coordinators and Course Advisors is available on the ACU website

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² http://students.acu.edu.au/387052
³ https://students.acu.edu.au/332297

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Information last updated on 10 May 2017