



GRADUATE CERTIFICATE IN HIGHER EDUCATION ACADEMIC PRACTICE

Course Prospectus



WELCOME



I am proud to welcome you to the Higher Education Leadership Institute, or as we like to call it, HELI. HELI is a modern education provider aimed at fulfilling a niche role in the independent higher education sector.

Through extensive research, HELI has developed its Graduate Certificate in Higher Education Academic Practice to provide professional development for tertiary educators in the areas of higher education learning and teaching; curriculum and assessment design; continuing scholarship and online academic practice.

If you are currently teaching in higher education, or thinking of embarking on an exciting new career in higher education, then this course will provide you with the skills you need in becoming a leader in contemporary teaching, modern learning and assessment principles, while at the same time enhancing your scholarship and improving on the body of knowledge available in the education space.

By choosing HELI you are making an important decision that will positively affect your future career. More importantly, I am confident you have made the right choice.

Dr Peter Ryan
Founder and CEO

A MODERN COURSE FOR TERTIARY EDUCATORS AND ADMINISTRATORS



Through consultation with independent higher education providers and higher education practitioners, the team at Higher Education Leadership Institute (HELI) has identified that academic staff are poorly served in terms of access to a range of professional development programs that specifically address their needs.

To fill this knowledge gap HELI has developed the Graduate Certificate in Higher Education Academic Practice (GradCertHEd) providing a unique selection of subjects designed to enhance the knowledge, skills and understanding of academic practice in the higher education sector and specifically in independent higher education providers.

As a graduate of this course you will be able to reflect critically on your educational practice; explore scholarship and research related to higher education learning and teaching; construct effective pedagogies drawn from best practice principles; and understand the nature and purposes of higher education course and assessment design to enhance delivery and the achievement of student learning outcomes.

This course is designed for:

- Academics who seek to professionally develop their academic practice
- Academics who seek to upgrade their qualifications as part of their scholarly activity
- Academics who are transitioning from the VET sector to teach in higher education.



Course Details

The Graduate Certificate in Higher Education Academic Practice is accredited by the Tertiary Education Quality and Standards Agency (TEQSA) under the Tertiary Education Quality and Standards Act 2011 [Course ID: CRS1400528] and is recognised in the Australian Qualifications Framework.

The Graduate Certificate in Higher Education Academic Practice comprises four subjects:

- **HEP801 - The Delivery of Learning and Teaching in Higher Education**
- **HEP802 - Course Assessment and Design for Higher Education**
- **HEP803 - Scholarly Activity in Higher Education**
- **HEP804 - Online Academic Practice**

By successfully completing all four subjects you will be eligible to graduate with the award of ***Graduate Certificate in Higher Education Academic Practice***.

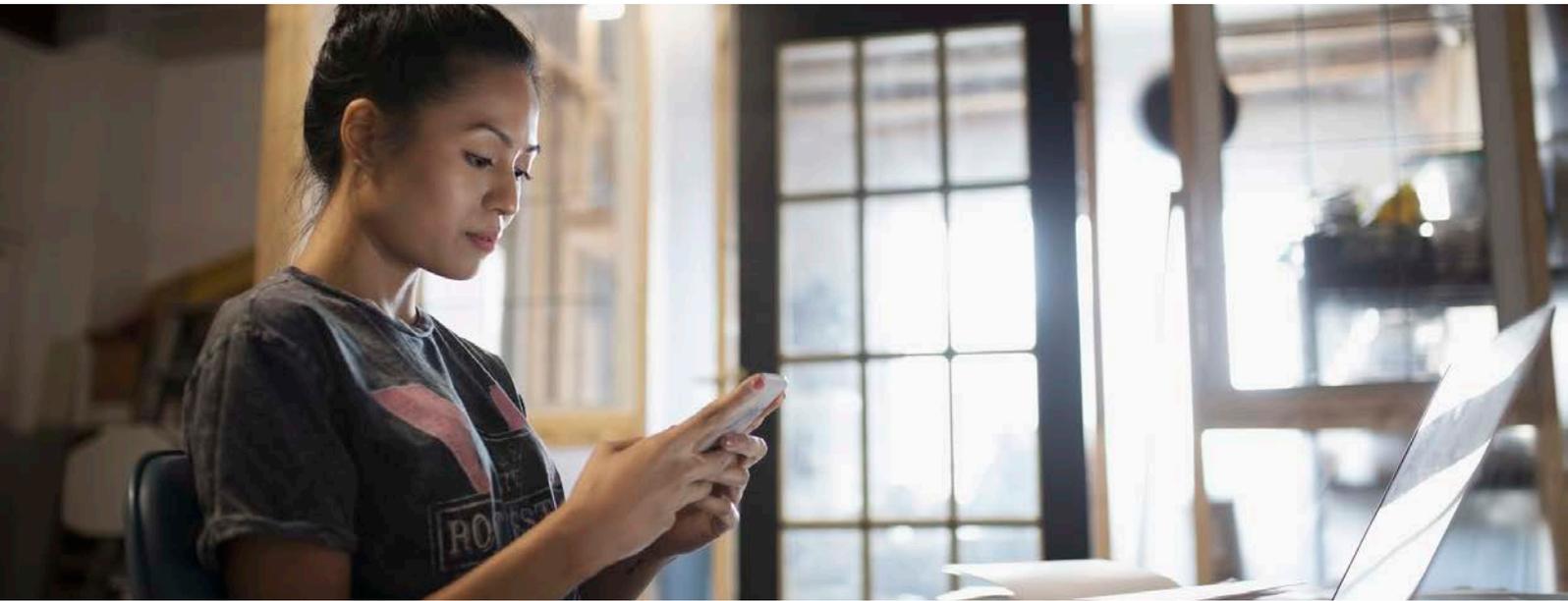




Course Learning Outcomes

At the conclusion of this course HELI graduates will be able to:

- *Apply an advanced, systematic and coherent body of knowledge of good practice in independent higher education providers (iHEPs) with cognitive skills to understand the quantitative and qualitative aspects of effective academic practice.*
- *Critically review, analyse, consolidate and synthesise relevant academic practice information for effective decision-making and to identify and provide innovative solutions to complex problems and challenges.*
- *Apply specialised technical and creative skills to teach within a complex and multi-faceted iHEP and monitor the achievement of stakeholder performance targets and outcomes.*
- *Communicate complex knowledge, concepts, ideas and skills clearly and succinctly including through the full range of communication media.*
- *Demonstrate the application of knowledge and skills in relation to complex and diverse academic practice issues through initiating, planning, implementing and evaluating based on informed judgements.*
- *Demonstrate the application of knowledge and skills with responsibility and accountability for personal performance outcomes and for the overall performance outcomes of relevant stakeholders.*



Study in your own time at your own place

This course is designed for the busy professional engaged in either full-time or part-time employment. Our online delivery platform, Canvas, is designed to provide you maximum flexibility in choosing when and where you wish to study. Canvas has been selected for its ease of navigation, capacity to support a wide range of learning materials, capacity to link with leading edge third party applications, ability to support online assessment and use the latest technological advances to ensure online integrity. We are confident that you will enjoy your HELI online learning experience.

Course duration

You would normally take one subject per term (there are four terms a year) and complete the course in 12 months. Subjects can be taken in any order, subject to availability. Current Academic Calendars can be found on the Important Information page at <https://heli.edu.au/info/>

Each subject is delivered online in a study period of 10 weeks which includes 9 weeks of structured online activities and 1 week for finalising and submitting assessments. Each subject has 4 hours of structured online educator-directed activities per week and you should allow an average of 8 hours per week of self-directed activities for reading, additional study and preparing assessment tasks.





Course Subjects

HEP801 - The Delivery of Learning and Teaching in Higher Education

This subject provides an overview of the Australian higher education sector and introduction to the theories of higher education work and teaching. You will learn about the principles of learning and teaching and explore a number of specific approaches to effective teaching practice.

The subject examines the use of technology in contemporary higher education teaching and explores a number of different teaching delivery methods. It considers how educators encourage and challenge students and explores how student feedback can improve teaching practice. The subject also examines the role of professional development in higher education and discusses how practitioners can develop effective reflective practice.

HEP802 – Course and Assessment Design for Higher Education

This subject explores the fundamental elements of professional, evidenced-based practice which will allow you to design and develop effective higher education courses and subjects and associated assessment activities.

The subject begins with an introduction to the principles of course design before examining the regulatory requirements of course and subject design and assessment. It examines course design principles for different delivery modes, then describes the course design process and explores the development of individual elements, including the identification of subject content and the development of appropriate learning outcomes.

The subject describes the taxonomy of learning and assessing and sets out a framework for developing a program of assessment that links to established learning outcomes. The subject concludes with a brief examination of course evaluation and the means by which course designers assess the effectiveness of courses and subjects.



HEP803 – Scholarly Activity in Higher Education

This subject examines the value and practice of scholarly activities required of higher education providers and the demonstration of these by academic staff and administrators.

You will review and analyse the critical role of scholarly activities for HEPs and consider a range of scholarly activities that can inform the strategy and practice of independent higher education providers.

You will devise a plan for establishing scholarly activity by creating your own and reviewing colleagues' plans and reports.

HEP804 – Online Academic Practice

This subject provides the necessary knowledge to understand the advantages and limitations of an online learning and teaching environment.

You will be able to critically identify and evaluate online success factors depending on different stakeholders' needs. Furthermore, you will learn how to develop and implement an online delivery model for your organisation.

The subject not only offers theory-based content, reflection questions, readings and quizzes but also the opportunity to learn from peers and your educator in discussion forums, group work and synchronous "live" sessions.





Course admission requirements

To be eligible for entry into this course you must provide evidence that you hold a bachelor degree (or equivalent or higher) in any discipline. As you will be investigating your own teaching practices and contexts, it is highly desirable that you are engaged in tertiary teaching in some way.

Students may study from anywhere in the world, however applicants with international qualifications that were not delivered in English must demonstrate English equivalency at Academic IELTS: 7.0 overall with a writing score of 6.5 (or equivalent). Unfortunately, this course is not available to international students studying in Australia on an Australian student visa.

When can I start

There are four intakes a year, one each quarter, so there is no need to wait to enrol. Current Academic Calendars can be found on the Important Information page at <https://heli.edu.au/info/>

Course fees

The current fee schedule for this course is published online at <https://heli.edu.au/info/>

Recognition of prior learning

If you have completed formal studies in a similar area or have extensive work experience you may be eligible for credit for prior learning.

The Credit for Prior Learning Policy and Procedure can be found on the Important Information page at <https://heli.edu.au/info/> along with the HELI application form.

If you wish to apply for credit it is highly recommended that this is done at the time of application for admission.



Further study

Participants that complete this course may be able to gain credit for prior learning into an accredited higher education course at Masters level.

Further information and applications for admission

If you have any questions about this course please feel free to contact us at: admissions@heli.edu.au with your preferred contact details and we will get back to you as soon as possible or call us on 1300 00 4354 (1300 00 HELI).

You can also complete an Expression of Interest to undertake the course at <https://heli.edu.au/eoi/>