



Warrnambool Institute
of Advanced Education



Handbook 1990

Warrnambool Institute of Advanced Education

P.O. Box 423 Warrnambool Victoria Australia 3280
Telephone 055 640111
Facsimile 055 626750

Handbook 1990

Information in this handbook was current at 1 September 1989 unless otherwise indicated.

All course and other enquiries should be directed to the Registrar's Office

Notwithstanding anything which may be contained herein the Council of the Institute reserves the right to at any time amend, alter, postpone or withdraw any course or subject which is being conducted or offered by the Institute.

ISSN 0310-5679

Publications

Annual Report
Guide to WIAE
Handbook
Report on Research

All course and other enquiries should
be directed to the Registrar's Office

Compiled and edited by the Registrar's Office
Printed by The Book Printer
Published by Warrnambool Institute of Advanced Education

Contents

Introduction	1	Subject Outlines	68
Goals and Objectives of WIAE	2	External Studies	138
Calendar	4	Service Departments and Agencies	144
Admission Requirements	6	Financial Assistance and Fees	148
Application Procedures	8	Organisation	151
Diploma of Nursing	10	Staff	154
Diploma of Teaching		Constitutions	160
<i>Primary Teaching</i>	12	Regulations	178
Bachelor of Applied Science		Awards and Prizes	179
<i>Chemistry</i>	15	Campus Plan	182
<i>Aquatic Biology</i>	19	Index	185
<i>Computing, Computing with Mathematics</i>	23		
Bachelor of Nursing	26		
Bachelor of Arts			
<i>Applied Art</i>	29		
<i>Fine Art</i>	29		
<i>Management Communication</i>	32		
Bachelor of Social Science	36		
Bachelor of Business			
<i>Accounting</i>	40		
<i>Applied Economics</i>	43		
<i>Computing</i>	46		
<i>Local Government</i>	49		
Bachelor of Education			
<i>Primary Teaching</i>	52		
Graduate Diploma in Accounting	55		
Graduate Diploma in Education (Post Primary)	58		
Graduate Diploma in Engineering (Municipal Engineering and Management)	60		
Graduate Diploma in Nursing (Community Health/Gerontics)	64		
Graduate Diploma in Special Education	66		

Introduction

Warrnambool Institute of Advanced Education provides a range of diploma, degree and graduate diploma courses, and some Masters degree programs, to meet the needs of people living in the Green Triangle Region of south west Victoria and south east South Australia. WIAE also serves a more widely distributed group of students through its off-campus studies program.

In 1989 a total of 3010 people were enrolled for advanced education studies at WIAE. This was the equivalent of 1965 equivalent full time students.

WIAE is situated on a 61-hectare campus, Sherwood Park, located alongside the Hopkins River 5 kilometres east of Warrnambool city. When the Institute began operation in 1970, it was housed in premises in the city. The city campus is now the home of the Warrnambool campus of the South-West College of TAFE (formerly a division of WIAE).

The Institute has established strong links with other institutes and colleges of advanced education and universities in Victoria as well as with secondary schools in its region. It is keenly interested in the provision and co-ordination of a range of educational activities and expects to play a part in bringing opportunities for continuing education to people in the Western District, eg through external studies, the establishment of off-campus study centres and short courses and seminars. WIAE is one of the major providers of off-campus studies in Victoria.

The Institute hopes it can be a source of pride and an intellectual centre for a wide region in south west Victoria and south east South Australia.

This handbook contains information on Advanced Education courses. Enquiries about Technical and Further Education courses should be directed to the Administrative Officer, South West College of TAFE, P.O. Box 674, Phone (055) 648911.

In 1990 the Institute plans to offer the following courses of study:

Diploma of Nursing

Diploma of Teaching

Bachelor of Applied Science

in Aquatic Biology

in Chemistry

in Chemistry with Aquatic Biology

in Computing

in Computing with Mathematics

Bachelor of Arts

in Applied Art

in Fine Art

in Management Communication

Bachelor of Business

in Accounting

in Applied Economics

in Computing

in Local Government

Bachelor of Education

in Primary Teaching

Bachelor of Nursing

Bachelor of Social Science

Graduate Diploma in Accounting

Graduate Diploma in Engineering

(Municipal Engineering and Management)

Graduate Diploma in Education (Post-primary)

Graduate Diploma in Special Education

Graduate Diploma in Nursing

(Community Health/Geriatrics)

Goals and Objectives of WIAE

Education Program

1. The PRIMARY AIM of the Institute is to provide higher education attractive to school leavers and others, which will enable them successfully to begin or to advance their careers, and which will at the same time give an appreciation of social issues and stimulate personal development.

2. The Institute aims to provide a positive and supportive environment for students. It will provide teaching of the highest quality and excellent educational support services. To this end the Institute will encourage staff to develop their skills in teaching, the management of learning, and to appreciate the wider needs of students.

3. Through its educational program the Institute aims to produce people who:

3.1 have skills and knowledge relevant to their particular current or intended occupation;

3.2 are able to gain admission to the appropriate professional bodies, and have an awareness and understanding of professional responsibilities;

3.3 are able to analyse and critically evaluate complex problems;

3.4 are able to handle information and to communicate effectively by written, graphic and oral means;

3.5 are able to work effectively either individually or in a partnership, in a group or in an organisation;

3.6 have skills to cope with a changing technological, professional, industrial, commercial and social environment;

3.7 are capable of sustained, flexible, independent learning in the future;

3.8 appreciate the value of free enquiry and discussion of issues, and have informed and defensible opinions on matters of public importance.

4. Seeking to provide higher education to people in a variety of situations, the Institute will provide teaching and assist learning in a number of modes ie full-time and part-time, on-campus and off-campus.

5. Recognising the framework of higher education in Australia and limitations on resources available, rather than spread too

widely, the Institute aims to offer selected courses within the following fields:

5.1 Applied Science and Technology

5.2 Applied Social Science

5.3 Art and Design

5.4 Business and Economics

5.5 Education

5.6 Information and Computing

5.7 Nursing

6. The Institute will offer courses at a range of levels, but with the bulk of teaching and learning in degree level courses. The Institute aims to offer post-graduate courses in each major area of study, and to provide selected students with the avenue to Masters degrees. The Institute also will provide appropriate short courses of continuing education.

Scholarship, Applied Research and Consulting

7. The Institute will encourage staff to engage in scholarly and creative work such as writing, publication and applied research that is related to and supportive of the educational program.

8. The Institute will encourage and provide a framework for individuals and groups of staff to undertake commissioned applied research, consulting and problem solving.

The Institute and the Community

9. The Institute will serve the community in which it is placed and to be a vital part of the community. The Institute aims to win high regard from and be a source of pride to the community.

10. The Institute seeks to develop close links with industry, commerce, professions, education and government bodies, and with community groups, in its region and beyond, including interchange of ideas and staff, and sharing of facilities and resources.

11. The Institute will encourage individuals and groups from the the community in various ways to participate in and support the future of the Institute.

12. The Institute will encourage staff to contribute to the social, cultural, political and sporting life of the community. The Institute recognises the freedom of staff as private citizens apart from the Institute in these regards.

13. After servicing its own students and staff, the Institute will provide an information service for the wider community and extend its educational resources to students and staff in the schools of its region.

14. Beyond use for the purposes outlined above, the Institute wishes to have its facilities used by the community. Charges (when made) will vary from nominal for some community groups through to full commercial rates.

The Institute as a Community of People

15. The Institute aims to be a lively community of students, staff and members of Council united in pursuit of high academic and professional standards.

16. The Institute will keep in contact with its graduates and include them in its extended community.

17. The Institute aims to foster within its community enjoyable social interaction and intellectual, cultural and recreational activities.

18. While aiming to be a stimulating and challenging community, the Institute also wishes to be caring and supportive to those within its bounds.

The Institute as an Organisation

19. The Institute wishes to maintain its identity as a regional institution of higher education, one which has a vital and recognised place in the scheme of post-secondary education for Victoria. In the interests of its region, the Institute will seek to influence the arrangements for tertiary education in Victoria and across the nation.

20. To enhance the quality of its educational program and to assist effective, efficient and appropriate operation generally, the Institute will establish links of co-operation and collaboration with other institutions of higher education.

21. The Institute aims:

21.1 to attract, enrol and maintain viable numbers of students capable of success in higher education;

21.2 to attract, appoint and retain staff of appropriate quality, abilities, interests and attitudes;

21.3 to attract to Council membership persons committed to the development of higher education in Warrnambool and with understanding of tertiary education and its relationship with society;

21.4 to secure sufficient recurrent funds to provide teaching and other services of high quality;

21.5 to secure funds to purchase the equipment needed for the educational program and for general operation;

21.6 to secure capital funds to complete the construction of buildings and facilities on Sherwood Park.

21.7 to secure funds to provide housing of a variety of types for at least one third of its full-time students.

22. By the early 1990's, the Institute aims at an enrolment of at least 2000 EFTS (around 1000 full-time on campus students and around 2000 external students) distributed approximately as follows:

	EFTS
Applied Science and Technology	150
Applied Social Science	350
Art and Design	150
Business and Economics	550
Education	300
Information and Computing	150
Nursing	350

23. For these students the Institute needs to secure the funds to employ approximately 160 teaching staff and about an equal number of non-teaching staff in education support areas and to discharge and cover general administrative responsibilities and functions.

24. In addition to governmental grants, the Institute will look for funds from other sources.

25. The Institute will be an organisation in which staff can find job satisfaction and enjoy professional development, which values and gives recognition to the contributions of staff working in the whole range of positions, and which is ready to use the capabilities and initiative of staff.

26. The Institute will provide safe and healthy conditions for all staff and students who work there.

27. The Institute aims to develop sound industrial relations. The Institute will recognise unions and associations of staff and students. To assist in sound decision-making and to maintain good industrial relations, there will be consultation between management and representatives of these groups.

28. The Institute aims to have a structure which effectively supports the ongoing functions of WIAE and which is efficient in the use of resources. The structure should be clear and stable, yet open to change from time to time in response to changes in course patterns and other factors, such changes being worked through without waste of time and energy, and with a minimum of staff insecurity and confusion to those within or outside the Institute.

adopted by WIAE Council on 11 February 1987.

November 1989

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 1989

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 1990

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 1990

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 1990

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 1990

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 1990

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Calendar

-
- | | | |
|----------|----|--|
| November | 30 | Applications for off-campus studies enrolment in 1990 to be submitted by this date. |
| December | 25 | Christmas Day - Institute closed |
| | 26 | Boxing Day - Institute closed |
| January | 1 | New Year's Day - Institute closed |
| | 29 | Australia Day Public Holiday |
| February | 5 | Second and Third year Teacher Education students commence |
| | 13 | Enrolment Day for on-campus students commencing Art, or Education courses. |
| | 14 | Enrolment Day for on-campus students commencing Applied Science, and Business courses. |
| | 15 | Enrolment Day for on-campus students commencing Management Communication, Nursing or Social Science courses. |
| | 20 | Re-enrolment day for all students of Art, Business or Education courses. |
| | 21 | Re-enrolment day for all students of Applied Science, Management Communication, Nursing or Social Science courses. |
| | 26 | All courses commence.
Late enrolment fee applicable after this date. |
| March | 12 | Labour Day public holiday |
| | 14 | Annual Meeting of WIAE Council |
| | 23 | No changes to first semester enrolment and no refund of Institute fees after this date. |
| | 31 | Tax liability for Higher Education Contribution Scheme (HECS) confirmed for first semester subjects. No refunds after this date. |
| April | 12 | Easter Holiday - Institute closed |
| | 13 | Good Friday - Institute closed |
| | 16 | Mid-Semester lecture-break commences - one week
Easter Public Holiday |
| | 17 | Easter Public Holiday |

1990

April	20	Last day by which students may formally withdraw from first semester subjects and have a "W" symbol recorded in their results transcript.
	23	Classes re-commence
	25	Anzac Day Public Holiday
	30	Applications for second-semester off-campus studies enrolment to be submitted by this date
May	9	Graduation Ceremony
	10	Graduation Ceremony
	11	Graduation Ceremony
June	4	Graduate Diploma in Municipal Engineering examinations commence.
	11	Queen's Birthday Public Holiday
	15	Remaining applications for second semester enrolment to be submitted by this date
July	9	Mid-year lecture-break commences - one week
	16	Classes re-commence
		Publication of mid-year results
August	5	WIAE Open Day
	10	No changes to second semester enrolment and no refund of Institute fees after this date.
	31	Tax liability for Higher Education Contribution Scheme (HECS) confirmed for second semester subjects. No refunds after this date.
September	17	Mid-semester lecture-break commences - two weeks
October	1	Classes re-commence
	19	Warrnambool Show Day - Institute open
November	5	Examinations commence - three weeks
	30	Closing date for applications for awards. Applications for external studies enrolment for 1991 to be submitted by this date.
December	15	End of year results published
	25	Christmas Day — Institute closed
	26	Boxing Day — Institute closed
January	1	New Year's Day — Institute closed
	2	Institute open

June 1990						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 1990						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 1990						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 1990						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 1990						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 1990						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 1990						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Admission Requirements

Preamble

The Institute Admission Board has responsibility for all admissions to Advanced Education courses. Any applicant not satisfying the general requirements of the Institute and/or the specific requirements of the course may be admitted only if approved by the Admission Board. However, the Admission Board gives sympathetic consideration to applicants whose motivation and background indicates a potential for successful completion of studies.

Warrnambool Institute of Advanced Education recognises its particular responsibility to provide tertiary education for qualified applicants from within the WIAE region.

1. Undergraduate Courses

1.1 Normal Entry

To obtain admission to the first year of an undergraduate degree or diploma course a prospective student shall satisfy both the general admission requirements of the Institute and any specific course admission requirements.

The general admission requirements of the Institute are:

- (1) Victorian Certificate of Education requiring the completion of four subjects including English.
- (2) Interstate or overseas equivalent of the Victorian Certificate of Education.
- (3) Successful completion of a post-secondary TAFE award.
- (4) Registered Nurse (hospital trained).

The specific admission requirements of the Institute's undergraduate courses are:

- (1) Diploma Nursing - passed in Mathematics at Year 10 or higher level, and in English at Year 11 or higher level.
- (2) Diploma of Teaching - passed in English at Year 12 or equivalent level and attend an assessment interview arranged by the Faculty.
- (3) Bachelor of Applied Science in Chemistry - passed at Year 12 or equivalent level in two of Environmental Science, Mathematics A, Mathematics B, Biology, Chemistry, Computer Science, Physics, Physical Science - Technology and Society.

- (4) Bachelor of Applied Science in Chemistry with Aquatic Biology - passed at Year 12 or equivalent level in two of Environmental Science, Mathematics A, Mathematics B, Biology, Chemistry, Computer Science, Physics, Physical Science - Technology and Society.
- (5) Bachelor of Applied Science in Aquatic Biology - passed at Year 12 or equivalent level in two of Environmental Science, Mathematics A, Mathematics B, Biology, Chemistry, Computer Science, Physics, Physical Science - Technology and Society.
- (6) Bachelor of Applied Science in Computing - passed at Year 12 or equivalent level in two of Environmental Science, Mathematics A, Mathematics B, Biology, Chemistry, Computer Science, Physics, Physical Science - Technology and Society.
- (7) Bachelor of Applied Science in Computing with Mathematics - passed at Year 12 or equivalent level in two of Environmental Science, Mathematics A, Mathematics B, Biology, Chemistry, Computer Science, Physics, Physical Science - Technology and Society.
- (8) Bachelor of Nursing - obtained a Diploma of Applied Science (Nursing) or be registered (or eligible for registration) with the Victorian Nursing Council as either a General, Psychiatric or Mental Retardation Nurse.
- (9) Bachelor of Arts in Applied Art - present a folio of work and attend an assessment interview arranged by the Faculty.
- (10) Bachelor of Arts in Fine Art - present a folio of work and attend an interview arranged by the Faculty.
- (11) Bachelor of Arts in Management Communication - passed in English or equivalent level.
- (12) Bachelor of Social Science - passed in English or equivalent level.
- (13) Bachelor of Business in Accounting - passed in Mathematics at Year 11 or equivalent level.
- (14) Bachelor of Business in Applied Economics - passed in Mathematics at Year 11 or equivalent.

- (15) Bachelor of Business in Computing - passed in Mathematics at Year 11 or equivalent.
- (16) Bachelor of Business in Local Government - passed in Mathematics at Year 11 or equivalent level.
- (17) Bachelor of Education - Diploma of Teaching (Primary) or equivalent, twelve months practical experience is required before the award can given.

1.2 Mature Age Entry

Mature age applicants who do not have normal entry qualifications and are at least 21 years of age may apply directly to the Institute Admission Board for admission under the mature age entry scheme. Applicants may be interviewed and may be required to undertake a comprehension test.

1.3 Special Entry

Applicants who do not satisfy the requirements listed in 1.1 or 1.2 above, or who consider they have been affected by adverse circumstances, may apply directly to the Institute Admission board for admission under the special entry scheme.

1.4 Later Than First Year Entry

To obtain admission to a course at a level later than first year a prospective student shall apply to the appropriate Faculty Board for credit for the year(s) or part of year(s) prior to the year of entry sought. All persons applying to a course at a level later than first year are expected to have previously completed an equivalent level to the year(s) for which credit is sought.

1.5 Bridging Programs

Applicants for off-campus courses not admitted under 1.2 or 1.3 may be admitted to the Headstart External program. Successful completion of this program ie passes in all four subjects, will satisfy normal entry requirements.

Applicants for on-campus courses admitted under 1.1, 1.2 or 1.3 may be required to satisfactorily complete the Headstart on-campus program prior to Admission.

2. Post Graduate Diploma Courses

To obtain admission to a post-graduate diploma course a student shall, in the case of the:

2.1 Graduate Diploma in Accounting

- (1) Hold a degree or diploma of a University or College of Advanced Education with a specialisation in Accounting
OR
- (2) Be an associate member of the Australian Society of Accountants or of the Institute of Chartered Accountants in Australia.
OR
- (3) Be able to satisfy the Admissions Board that he or she has completed a course

of training that will enable him or her to successfully complete the course.

2.2 Graduate Diploma in Nursing (Gerontics/Community Health)

Applicants must be Registered Nurses (or eligible for registration) with the Victorian Nursing Council. An appropriate undergraduate degree/diploma in nursing is desirable and all applicants must normally have had relevant clinical experience in the appropriate area of specialisation.

2.3 Graduate Diploma in Engineering

(Municipal Engineering and Management)

- (1) Hold a degree or diploma in civil engineering from a University or College of Advanced Education in Australia,
OR

Hold qualifications deemed to be equivalent to the above,
AND

- (2) Be currently employed in an appropriate field of civil engineering for part-time and external students,
OR
Be granted exemption from the above employment requirement.

2.4 Graduate Diploma in Education

(Special Education)

- (1) Hold a three year teaching qualification and have had at least three years relevant teaching experience
OR

- (2) Be able to satisfy the Admissions Board that he or she has completed a course of training that will enable him or her to successfully complete the course.

2.5 Graduate Diploma in Education

(Post-Primary)

Applicants must hold a degree or diploma of a University or College of Advanced Education, with approved teaching subjects.

3. Masters Degrees

Masters degree programs may be undertaken at the Institute. Persons interested in obtaining candidacy for the degree of Master at WIAE should contact the Registrar.

4. Entry Restrictions

Notwithstanding the above requirements, the Institute may:

- (1) Limit the number of students enrolled in a subject or course.
- (2) Refuse to accept the enrolment of any person excluded from another institution for any reason.

Revised and endorsed by Academic Board on 6 June 1988 (Minute 126).

Application Procedures

Application for Admission

There are two means of application for admission to WIAE courses.

Students who have successfully completed Year 12 who wish to study full time should apply through Victorian Tertiary Admissions Committee (VTAC). All other students including those seeking mature age entry for full time, part-time and external study should make direct application to WIAE. Procedures for admission are outlined below.

Entry through VTAC

Victorian VCE students and Tertiary Orientation Program students should use VTAC Form N/T available at their school or college. Students undertaking the final secondary year and those who have previously satisfied the entry requirements should use Form 'E' or 'I' (Interstate). Write to VTAC, 40 Park Street, South Melbourne 3205 and ask for the applicable form and a VTAC Guide for prospective students, interstate students should also include \$5. A late application fee of \$20 is required after 16 September 1989.

Direct Entry to WIAE

Those prospective students applying directly to WIAE should request an application kit from The Office of the Registrar, WIAE
PO Box 423, Warrnambool 3280
or Phone (055) 640111.

Application for Enrolment

Details of enrolment times and place accompany the offer of enrolment mailed in February to students who apply through the VTAC system. Such students are required to attend the Institute to enrol in February. Direct entry students normally enrol by mail, although they may attend the Institute to complete the necessary procedures.

Student Identification Cards

At enrolment each new student will be issued with an identification card after the payment of fees. This card will bear a photo, signature, student name and number and the mode of study. The student identification cards must be produced when borrowing books from the

library, using library photo-copying facilities, computer facilities, at examinations, when utilising any WIAE resources after 5.00pm and before 8.00am on weekdays and at any time during weekends and public holidays. It must also be produced upon request by security or custodial staff.

Loss of Student Identification Card must be reported immediately to the Office of the Registrar. Replacement of cards will be issued upon request and payment of \$5. The cards remain the property of WIAE and must be returned to the Office of the Registrar when withdrawing from a course.

Deferment of Enrolment

An offer of enrolment may be deferred for one year only. Applications are registered and acknowledged by the Office of the Registrar. Enrolment material is sent to students in September.

Fees

The Institute Council has determined that a General Amenities fee, a Student Union fee and a Handbook fee, be collected as a condition of enrolment.

For further information please read the section Financial Assistance and Fees.

Re-enrolment

Full time students re-enrol in February at the Institute, whilst part time and external students enrol by mail. External students must enrol by November 30 1989.

Categories of Enrolment

Where most students enrol for WIAE award courses, there are other categories of enrolment where other fee requirements may apply.

Complementary students are students who enrol for an award from an institution other than WIAE. Students may enrol in subjects at WIAE that will be credited to the award from the other institution. Students must obtain written permission from the awarding institution before permission will be granted to enrol as a complementary student.

Non-award students are students who enrol in one or more subjects rather than a whole course of study. A non-award fee is payable for each subject.

Full-fee students are students from other countries who enrol in a whole course of study. As required by the Department of Employment, Education and Training, a special full-fee is payable by these students.

Applications for Credits and Exemptions

Students who have completed post-secondary or tertiary studies at other institutions and are enrolled in any award course of the Warrnambool Institute may apply for credits or exemptions in certain subjects. Credits reduce the number of subjects needed to complete WIAE qualifications.

Matched Subjects

Subjects of level and content similar to WIAE subjects completed in other degree or diploma courses.

Elective Subjects

Exemptions may be granted for elective subjects on the basis of tertiary qualifications already completed, for example, a degree or diploma or professional qualifications already gained such as TPTC, ALAA, AASA. In assessing the value of a particular qualification, appropriate employment or practical experience will be considered.

Any exemptions granted by a Faculty do not become effective until all other requirements for the award of the qualification sought have been fulfilled.

Application for exemption should be made on the forms available in Faculty offices or from the Office of the Registrar. When completed and supported with documented evidence these must be lodged with the Office of the Registrar.

Enrolment Advice

It may become necessary for a student to withdraw from or enrol in a subject or amend other details originally supplied (e.g. temporary address) subsequent to enrolment. In such cases a "Variation to Enrolment" form must be submitted to the Office of the Registrar. A new statement will be issued.

Withdrawal from a subject

Where a student withdraws from a subject, advice must be received by the Office of the Registrar by 5.00 p.m. on April 20, 1990 for first semester subjects and 5.00pm on September 7,

1990 for second semester subjects. A subject may be a first half-year, a second half-year or a whole year subject. A 'W' (withdrawn) assessment symbol will be recorded against a student's subject if this provision is met.

Failure to comply with this requirement will result in an 'NN' (not assessed, not passed) symbol being recorded where students do not sit for examinations and do not submit any assessable work. Where assessable work has been submitted, an 'N' (not passed) assessment grading will be recorded.

If a student withdraws from a subject after the time specified above because of illness or some other extenuating circumstances, the student should submit a medical certificate or other supporting evidence in addition to the normal amendment form.

After consideration of the reasons for withdrawal, approval may be granted for a 'W' (withdrawn) symbol to be recorded against the student's subject.

Change of Course

Students wishing to enter a different course next year, apply to do so when re-enrolling.

Withdrawal from a course

If a student has to withdraw from a course of study being undertaken, a "Variation to Enrolment" form must be completed, noted by the respective Head of Faculty and submitted to the Office of the Registrar. Students wishing to receive re-enrolment material for the following year should apply for deferment of enrolment to the Office of the Registrar.

Completion of Course

Students should submit a completed 'Application for an Award' form to the Office of the Registrar by 30 November if they consider they will complete their course by 31 March of the following year.

Diploma of Nursing

The Faculty of Nursing and Health Sciences offers a three-year full-time course leading to the award of Diploma of Nursing. The award of the Diploma enables graduates to be eligible to register as General Nurses with the Victorian Nursing Council and the Nurses' Board of South Australia. The course is vocationally oriented and allows graduates to practice nursing at a first-level position in a variety of health care settings.

The Course

The course curriculum has nursing theory and nursing practice as its major area of study and emphasis and includes related areas of both theoretical and applied content from the biological, physical and behavioural sciences. The Diploma of Nursing course aims to produce graduates who are capable of utilising the processes of education and inquiry to continue their personal and professional growth, and are capable of providing total nursing care at a beginning level of practice for individuals in a variety of health care settings.

Clinical Practice

Clinical practice constitutes approximately 50 per cent of the total course and extends throughout the three years. Students will undertake their clinical practice experiences with agencies in the Green Triangle region of south-west Victoria and south-east South Australia. As well as in major health care facilities (e.g. Base and Community Hospitals) students will develop clinical acumen in community health and district nursing services, infant welfare facilities, day care centres for the handicapped, the psychiatric and developmentally disabled as well as in many other settings. Costs associated with clinical experience (e.g. uniforms, travel, accommodation) will be borne by the student. Attendance at Clinical Practice is mandatory.

Course Regulations for the Diploma of Nursing

These regulations are to be read in conjunction with the general course regulations of Warrnambool Institute of Advanced Education.

1. The Diploma

There shall be a Diploma of Nursing awarded

by the Warrnambool Institute of Advanced Education.

2. Definitions

In these regulations the courses of study for the diploma are set out in terms of subjects and prerequisites. In these regulations the following definitions shall apply except where inconsistent with the context or subject matter.

2.1 'the Faculty' means the Faculty of Nursing and Health Sciences.

2.2 'the diploma' means the Diploma of Nursing.

2.3 'year' means the academic year.

2.4 'subject' means an area of study specified in the course structure and approved by the Faculty.

2.5 a 'prerequisite subject' means a subject which must be completed before a candidate is permitted to enrol in the given subject.

2.6 'completion of a subject'; to complete a subject a student after enrolling for that subject shall to the satisfaction of the Faculty, attend such lectures, seminars, tutorials, laboratory and clinical practice and any other classes and perform such exercises and pass such examinations as are prescribed in the outline for that subject.

2.7 'a full-time student' is a candidate enrolled in subjects whose weekly class contact hours total not less than 75 per cent of the normal year's work for the course.

3. Requirements

The following regulations define the course of study and requirements and conditions to be satisfied by a candidate in order to qualify for the award of the Diploma of Nursing.

4. Course Structure

To qualify for the award of the Diploma a candidate must complete:

4.1 all subjects listed in paragraphs 1.1, 2.1, 3.1 of Schedule A and

4.2 one semester subject as listed in paragraph 3.2.

5. Time Limits

5.1 A full-time candidate for the diploma shall complete the subjects prescribed by clause 4 of these regulations in no less than three years and in no more than five years, except with the approval of the Faculty Board. In this case, 'year' means calendar year.

6. Limits on Workload

6.1 No full-time student shall enrol for more than the required subjects in any one year, without the permission of the Faculty.

7. Other Limits

7.1 Prerequisites

Except with the permission of the Faculty, no student may enrol in a subject for which prerequisite subjects are specified unless he or she has previously completed the prerequisite subject(s).

8. Credits and Exemptions

The Faculty may grant credit for or exempt a candidate from any of the provisions of regulation 4 in cases where documented evidence of previous study is provided or in cases it considers special, provided that the candidate is not thereby permitted to qualify for the diploma with a course of less weight than the course prescribed by these regulations.

9. Advanced Standing

9.1 A student may be granted permission to enter the course with advanced standing.

9.2 The maximum amount of advanced standing granted by the Faculty to any student studying for the award of the diploma will be two years.

10. Approval of Course

At the beginning of each year a student must obtain the approval of the Dean of Faculty for the subjects to be taken in that year. The approval of the Faculty must also be obtained for any proposed alteration of subjects during that year.

11. Permission to Take Work Elsewhere

The Faculty may give permission to a student to enrol in a subject at another tertiary institution and for such a subject to form part of the course leading to the diploma.

12. Changes in Regulations

A student shall comply with these regulations as from time to time amended, provided that where the Faculty considers that any candidate for the diploma has been adversely affected by a change in the regulations which were in effect at the time of enrolment, the Faculty may permit the student to qualify for the diploma under the regulations as in force at any time during his or her candidature.

Course Structure

Schedule A

Year Level	Semester 1			Semester 2	
	Subject	Weight	Subject	Weight	
First	1.1 21152 Psychology	.125	21168 Sociology	.125	
	41162 Human Bioscience 1A	.125	41163 Human Bioscience 1B	.125	
	83142 Nursing 1A	.125	83143 Nursing 1B	.125	
	83192 Clinical Practice 1A	.125	83193 Clinical Practice 1B	.125	
Second	2.1 21254 Psychology of Health	.125	21269 Sociology of Health	.125	
	83242 Nursing 2A	.250	83243 Nursing 2B	.250	
	83292 Clinical Practice 2A	.125	83293 Clinical Practice 2B	.125	
Third	3.1 83342 Nursing 3A	.250	83343 Nursing 3B	.125	
	83392 Clinical Practice 3A	.250	83393 Clinical Practice 3B	.250	
	3.2		One further semester subject approved by the Faculty		.125

Note: The weight of a subject is a measure of workload, where a full year workload has a total weight of 1.0. Subject prerequisites and contact hours are listed in the Subject Outlines.

Diploma of Teaching

Primary Teaching

The Faculty of Teacher Education offers an initial three-year full time course vocationally orientated for primary school teaching. On the successful completion of three years of study a student is awarded a Diploma of Teaching.

The course aims to develop a thorough understanding of child development and behaviour and its implications for teaching and learning, practical teaching/learning skills, and educated and resourceful trainee teachers capable of adapting to change.

The award is recognised by all States and enables graduates to seek employment in government and independent schools throughout Australia.

Part-time and External Study

The first three years are normally undertaken full-time on-campus. Qualified teachers entering the Diploma with advanced standing may complete the course by external study on a part time basis.

The Course

The Diploma of Teaching has two major divisions in each year of study.

Professional Studies:

This division has two parts. One part deals with human behaviour and societal organisation and their influences on schools. The second part deals with the content and methods of teaching in the primary school.

General Studies:

Subjects in this division enable students to extend their education by studying subjects which do not necessarily have a direct vocational emphasis.

Details of the structure of the course are given in the accompanying Course Regulations.

Course Regulations for the Diploma of Teaching

These regulations are to be read in conjunction with the general regulations of the Warrnambool Institute of Advanced Education.

1. The Diploma

There shall be a Diploma of Teaching awarded by the Warrnambool Institute of Advanced Education.

1. Definitions

In these regulations the course of study for the diploma is set out in terms of subjects, prerequisites and major sequence. In these regulations the following definitions shall apply except where inconsistent with the context or subject matter.

2.1 'the Faculty' means the Faculty of Teacher Education.

2.2 'the diploma' means the Diploma of Teaching.

2.3 'year' means the academic year.

2.4 'subject' means an area of study specified in the course structure and approved by the Faculty.

2.5 a 'prerequisite subject' means a subject which must be completed before a candidate is permitted to enrol in the given subject.

2.6 'completion of a subject' means to complete a subject a student after enrolling for that subject shall to the satisfaction of the Faculty, attend such lectures, tutorials, practical and any other classes and perform such exercises and pass such examinations as are prescribed in the outline for that subject.

2.7 a 'semester equivalent' means forty-eight hours of class-contact.

2.8 a 'full-time student' is a candidate enrolled for at least 75 per cent of the normal year's work for the course.

2.9 a 'part-time student' is a candidate enrolled for less than 75 per cent of the normal year's work for the course.

2.10 an 'external-student' is a candidate who is studying all subjects for which he or she is enrolled in any year exclusively by means of external studies.

3. Requirements

The following regulations define the course of study and requirements and conditions to be satisfied by a candidate in order to qualify for the award of the diploma.

4. Course Structure

To qualify for the award of the diploma a candidate must complete:

4.1 all subjects listed in paragraphs 1.1, 2.1 and 3.1 of Schedule A, and

4.2 five semester subjects as specified in paragraphs 1.2, 2.2 and 3.2 of Schedule A.

5. Time Limits

A full-time candidate for the diploma shall complete the subjects prescribed by clause 4 of these regulations in no less than three years and in no more than five years, except with the approval of the Faculty. In this case 'year' means calendar year.

A part-time candidate for the diploma shall complete the subjects prescribed by clause 4 of these regulations in no less than five years and in no more than eight years, except with the approval of the Faculty. In this case 'year' means calendar year.

6. Limits on Workload

6.1 No full-time student may enrol for more than ten semester equivalents in any one year, without the permission of the Faculty.

6.2 No part-time student may enrol for more than seven and one-half semester equivalents in any one year.

7. Other Limits

7.1 Prerequisites

Except with the permission of the Faculty, no student may enrol for a subject for which prerequisite subjects are specified unless he or she has previously completed the prerequisite subject(s).

8. Credit and Exemptions

The Faculty may grant credit for or exempt a candidate from any of the provisions of regulation 4 in cases where documented evidence of previous study is provided or in cases it considers special, provided that the candidate is not thereby permitted to qualify for the diploma with a course of less weight than the course prescribed by these regulations.

9. Advanced Standing

9.1 A student may be granted permission to enter the course with advanced standing.

9.2 The maximum amount of advanced standing granted by the Faculty to any student seeking entry to the third year of study will be eighteen semester equivalents.

10. Approval of Course

At the beginning of each year a student must obtain the approval of the Faculty for the subjects to be taken in that year. The approval of the Faculty must also be obtained for any proposed alteration of subjects during that year.

11. Permission to Take Work Elsewhere

The Faculty may give permission to a student to enrol in a subject at another tertiary institution and for such a subject to form part of the course leading to the diploma.

11.1 No student may enrol in more than one other tertiary institution in any one year of his or her course.

11.2 Normally, no student may enrol in more than the equivalent of one subject at another tertiary institution in any one year of his or her course. In this case a subject means prescribed work extending over one year.

11.3 Normally, no student may enrol in more than two subjects at another tertiary institution during the total course leading to the diploma.

12. Changes in Regulations

A student shall comply with these regulations as from time to time amended, provided that where the Faculty considers that any candidate for the diploma has been adversely affected by a change in the regulations which were in effect at the time of first enrolment, the Faculty may permit the student to qualify for the diploma under the regulations as in force at any time during his or her candidature.