School of **Education**

ECU
AUSTRALIA
EDITH COWAN
UNIVERSITY

2024 LEAP HANDBOOK

CONTENTS

WELCOME

Welcome to the School of Education Leap program.

The School of Education is committed to ensuring the delivery of continued professional learning and quality training of teachers.

We are pleased to partner with the Department of Education (DoE) Western Australia in the delivery of postgraduate qualifications to enhance your career as a professional educators. I am confident you will gain a great deal from your postgraduate course and enjoy your studies with the School of Education and that you will continue to inspire your future students from the knowledge gained from the Leap program.

Professor Caroline Mansfield
Executive Dean
School of Education

What is LEAP@ECU?

The Leap@ECU program offers new and existing teachers an opportunity to gain further qualifications to teach in specialist areas or even to move into a new teaching area. Through sponsorship and funding from DoE participants can enrol into a postgraduate certificate course offered by the School of Education. In 2024 sponsorship is offered in the Design & Technology specialisation.

Why study at ECU?

In the 2024 Good University Guides survey results, Edith Cowan University (ECU) was rated 5 stars for postgraduate overall experience, skills development, learning resources, student support and teaching quality.

Important Dates and Events

The official [ECU Academic Calendar](#) lists all your important academic dates.

All new intakes in 2024 for Leap@ECU courses will commence in semester one. Units in the Leap program follow a non-standard semester teaching pattern to suit the needs of fulltime educators. This delivery schedule involves a commitment to undertaking units during school holiday periods as shown in the table below. It is important that you advise both the DoE and ECU if you are having any difficulties and/or intend to withdraw from a unit as this has potentially financial and academic consequences . For example, withdrawals from units past the Academic penalty date may result in a WF (withdraw fail) grade on your academic record.

Please note that Leap unit selection and timetabling is at the discretion of the ECU unit coordinator and is also subject to OHS capacity limitations.

TEF6600
[Technology Education Foundations](#)

DTM6502
[Materials Design and Technology (Metals)](#)

DTM6503
[Materials Design and Technology (Wood)](#)

DTM6501
[Visual Communication and Design](#)

Leap Delivery Schedule 2024	Unit Title	Census Date Last date to withdraw before a financial penalty is applied to your unit/s	Academic Penalty Date Last date to withdraw before an academic penalty is applied to your unit/s
Semester 1 2024 (241) 19 February 2024 - 14 June 2024	**TEF6600** (Online)	**1 April 2024**	**1 May 2024**
Winter School (24W) July School Holidays 1 July 2024 - 12 July 2024	**DTM6501** or **DTM6502** or **DTM6503** (2-week intensive on-campus)	**15 July 2024**	**19 July 2024**
Semester 2 2024 (242) 22 July 2024 - 15 November 2024	**NIL**	**1 September 2024**	**3 October 2024**
Trimester 3 (24TR3) October School Holidays 24 September 2024 - 4 October 2024	**DTM6501** or **DTM6502** or **DTM6503** (2-week intensive on-campus)	**15 October 2024**	**11 November 2024**
Summer Session 2025 (250) January School Holidays TBA	**DTM6501** or **DTM6502** or **DTM6503** (2-week intensive on-campus)	**TBA**	**TBA**

Key Leap Contacts

Academic Contacts

Associate Dean - Secondary
Associate Professor Anne Coffey
Email: anne.coffey@ecu.edu.au

Design and Technology Course Coordinator - Secondary
Carol Puddicombe
Email: c.puddicombe@ecu.edu.au
Phone: +61 8 6304 5012

Administrative Contacts

ECU Leap Queries
Dr Julie Boston
Email: leap@ecu.edu.au

Department of Education Leap Contact
Email: leap@education.wa.edu.au
Phone: +61 8 9264 4455

Additional ECU Assistance

IT Service Desk
Email: itservicedesk@ecu.edu.au
Phone: +61 8 6304 6000

Student Hub
Phone: 134 328

T60: GRADUATE CERTIFICATE IN EDUCATION (INDUSTRY) DESIGN & TECHNOLOGY

This course provides both a refresher and a consolidation of content skills for motivated and academically capable teachers to re-train in the teaching of Design and Technology up to and including Year 10. An emphasis upon both curriculum content and best teaching practice in Western Australian secondary schools is a strong and consistent theme in the pedagogy and content units. The course is supported by both highly organised materials and flexible delivery for online and on campus units and includes the offer of professional mentoring assistance as an ongoing aid to early teaching in the discipline through DoE.

Admission Requirements

All applicants are required to have a four-year teaching qualification. Alternatively, applicants can have an undergraduate degree plus a post graduate teaching degree, with equivalents considered. Equivalent prior learning including at least five years appropriate professional experience may also be considered.

Duration: 1 year part-time
Campus: Mount Lawley

*Please note this course follows a non-standard delivery pattern to accommodate DoE Leap sponsored participants. This course information may be updated and amended immediately prior to semester. To ensure you have the correct outline, please check it again at the beginning of semester. In particular please check the course requirements and the unit and unit set offerings, as these differ according to course delivery location.

Attire for workshop units (DTM5601, DTM5602 and DTM5603)

Long sleeved cotton shirt, long trousers (jeans are fine). Fully enclosed shoes (not necessarily steel toe-capped), safety glasses (although the University does have some available it is a good idea for you to purchase your own). Long hair must be tied back.

Course Structure and Delivery Pattern

This course is composed of four units. Please ensure you also note the Census dates and Academic Penalty dates outlined on **page 4.**

Unit Code	Unit Title	Dates
TEF6600	Technology Education Foundations (Online)	Semester 1 2024
DTM6502	Materials Design and Technology (Metal)	Winter School 2024 (July School Holidays) or
DTM6503	Materials Design and Technology (Wood)	Trimester 3, 2024 (October School Holidays) or
DTM6501	Visual Communication and Design	Summer School, 2025 (January School Holidays)

DESCRIPTION OF UNITS OF STUDY

TEF6600: Technology Education Foundations

This unit examines the rationale and objectives for teaching and learning in the Technology learning area as specified in both the Australian and Western Australian curriculum. It aids preparation for teachers to develop their skills in the areas of curriculum, pedagogy, planning, assessment and reporting in technology subjects for secondary schooling for years 7-10. Students will develop their knowledge and understanding of the aims, content and organisation of the curricula. They will explore the relationship between the outcomes of the curricula and effective pedagogy while acquiring skills in the planning for teaching in a technology classroom. The unit also provides an introduction to the philosophy of technology education and how this affects classroom practice.

Learning Outcomes

On completion of this unit students should be able to:

- Investigate, plan and accurately create teaching plans in line with the Australian Curriculum in technology education.

- Construct and develop an evidence-based teaching philosophy for technology education in Australia.

- Advocate for technology education by explaining its purpose, nature and goals in the Australian curriculum.

- Critically analyse and evaluate relevant research in the field of technology education to inform practice

Unit Content

1. Examine the Australian and Western Australian Technology curriculum.

2. Developing learning programs for Years 7-10 secondary students.

3. Develop an understanding of Philosophy of technology education.

4. Develop an understanding of Teaching design and technology.

Assessments

Students please note: The marks and grades received by students on assessments may be subject to further moderation. All marks and grades are to be considered provisional until endorsed by the relevant School Progression Panel.

Type	Description	Value
Essay	Research essay on the Philosophy of Technology Education	40%
Project	Project with all the required resources	60%

Note: This unit is only offered intensively over a 2-week period during the School holidays.

DTM6502: Materials Design and Technology (Metal)

This is a practical study in the production, form, properties and structure of basic metal materials and their related processing. Students will develop problem solving skills in a design context by selecting appropriate materials and apply manufacturing processes to meet a range of design briefs. There is an emphasis on the function, operation and maintenance of metalwork tools and machines to create a safe working environment. Special emphasis is given to metal; however, it does not exclude the use of wood, polymers and composites in different design situations. The unit is designed to focus on skills, knowledge and production requirements for secondary Design and Technology classes in Years 7-10.

Learning Outcomes

On completion of this unit students should be able to:

- Research the mechanical and physical properties of ferrous and non-ferrous metals in various structural and non-structural forms.

- Create design portfolios utilising skills in sketching and rendering applicable in the production of metal projects.

- Apply project management (including WHS issues) and communication skills to the production and documentation of metal products for junior secondary technology education.

- Produce metal projects using a design process incorporating industry techniques for junior secondary technology education.

Unit Content

1. Development in using a design process to solve a design problem.

2. Australian Health and safety regulations required in the workplace and in schools.

3. Develop planning and construction procedures.

4. Research and develop knowledge in the properties and structures of metals and other relevant materials.

5. Learn to maintain hand and machine tools.

6. Develop skills in using a variety of machines designed to fabricate metal material including but not limited to the lathe, MIG welding and sheet bending.

Assessments

Students please note: The marks and grades received by students on assessments may be subject to further moderation. All marks and grades are to be considered provisional until endorsed by the relevant School Progression Panel.

Type	Description	Value
Portfolio	Portfolio	60%
Project	Project and resources	40%

Note: This unit is only offered intensively over a 2-week period during the School holidays.

DTM6503: Materials Design and Technology (Wood)

This is a practical study in the production, form, properties and structure of basic metal materials and their related processing. Students will develop problem solving skills in a design context by selecting appropriate materials and apply manufacturing processes to meet a range of design briefs. There is an emphasis on the function, operation and maintenance of woodwork tools and machines to create a safe working environment. Special emphasis is given to wood; however, it does not exclude the use of metal, polymers and composites in different design situations. The unit is designed to focus on skills, knowledge and production requirements for secondary Design and Technology classes in Years 7-10.

Learning Outcomes

On completion of this unit students should be able to:

- Research the mechanical, physical and modification of the properties of natural and manmade timber in various structural and non-structural forms.

- Create design portfolios utilising skills in drawing, rendering and sketching applicable in the production of wooden projects.

- Apply project management (including WHS issues) and communication skills to the production and documentation of wooden products for junior secondary technology education.

- Produce wooden projects using a design process incorporating industry techniques for junior secondary technology education.

Unit Content

1. Development in using a design process to solve a design problem.

2. Australian Health and safety regulations required in the workplace and in schools.

3. Develop planning and construction procedures.

4. Research and develop knowledge in the properties and structures of wood and other relevant materials.

5. Learn to maintain hand and machine tools.

6. Develop skills in using a variety of machines designed to create wood projects including but not limited to the lathe, joinery and the router.

Assessments

Students please note: The marks and grades received by students on assessments may be subject to further moderation. All marks and grades are to be considered provisional until endorsed by the relevant School Progression Panel.

Type	Description	Value
Portfolio	Portfolio	60%
Project	Project and resources	40%

DTM6501: Visual Communication and Design

This unit provides students with an introduction to the Design process, technical graphic communication through pictorial, orthographic and geometrical constructions. Students will develop an understanding and skills to operate computer aided drafting software as well as develop skills in the use of CAM equipment. A focus is on the use and application of design principles and processes to meet intended design briefs that are common in Technology classrooms. There is also an emphasis on the use of Australian Standard Drawing practices.

Learning Outcomes

On completion of this unit students should be able to:

- Critically plan, construct and implement solutions using a variety of pictorial and visual communication media.

- Evaluate design briefs using a diversity of CAD and manufacturing skills appropriate for junior secondary technology education.

- Create artefacts using advanced manufacturing technology through the use of design techniques and material application.

- Analyse design projects from a risk assessment and ethical perspective and develop corresponding project management plans aligned with junior secondary technology education.

Unit Content

1. Introduction of a design process.

2. Introduction to the use of Elements and Principles of Design and other criteria required in a design process.

3. Introduction to Computer Assisted Drawing (CAD) software for Windows.

4. Introduction to geometrical construction.

5. Introduction to orthogonal drawing.

6. Introduction to pictorial drawing.

7. Introduction to printing of CAD drawings.

8. Introduction to the Australian Standard Drawing practices.

9. Introduction to the use of a number of CAM machines including but not limited to 3D printers and laser cutters.

Assessments

Students please note: The marks and grades received by students on assessments may be subject to further moderation. All marks and grades are to be considered provisional until endorsed by the relevant School Progression Panel.

Type	Description	Value
Portfolio	Portfolio	60%
Project	Project and resources	40%

FREQUENTLY ASKED QUESTIONS

What is the Leap program?

The Leap program refers to a post-graduate qualification for DoE sponsored teachers typically consisting of a Graduate Certificate. A graduate certificate is made up of four tertiary academic units (AQF level 8).

What costs are covered by the Leap program?

DoE supports teachers to participate in the Leap program by paying for course fees and essential course materials. DoE determines who is Leap sponsored, typically DoE sponsors teachers for one attempt at each unit within the nominated Leap course at ECU. DoE teachers are also supported with travel and accommodation where required. Please note that DoE does not cover Student Services and Amenities Fee (SSAF).

Am I paid to complete a Leap course?

DoE teachers are not paid to undertake sponsored Leap postgraduate courses. Fixed term and permanent DoE teachers continue to be paid by their school as per their normal contract conditions.

How do I use my relief days?

Relief days are sent to your school for the time you need to be out of the classroom for study, course work, revision sessions and exams for your Leap course.

Each DoE teacher may have a different amount of relief based on the course and your work fraction, so please check this with DoE when you first commence the Leap@ECU sponsored program. When using relief days, line manager approval is always required. Whilst some relief days are fixed for exams and revision sessions, study days are flexible. Please negotiate with your school to minimise disruption wherever possible. Please also discuss with your line manager that you are completing your study at ECU. You do not need to submit leave on the Human Resources Management Information System (HRMIS) as you do not use any of your leave credits.

Census & Academic Penalty Dates

Please take careful note of the Census and Academic penalty dates for each teaching period. If withdrawal occurs after these dates, you may be personally liable for payment of the unit and an academic penalty may be applied to your student record.

What is the Student Services and Amenities Fees (SSAF)?

Whilst DoE cover most costs relating to the Leap program you are personally liable for the 'SSAF' fee. This fee is payable each semester. Your Statement of Account (invoice) is available by logging into SIMO ().

How do I apply for an assignment extension?

There may be instances that are unexpected and out of your control that may adversely impact on your ability to submit an assessment item by the due date. For details on how to apply for an extension please visit:

https://askus2.ecu.edu.au/s/article/000001386

Where do I get an ECU student ID card?

You can get your student ID card from any of our eLab counters on campus, where your photo will be taken, and your card will be produced while you wait. If you are off campus you need to complete the application for a student ID card and submit it with a passport size photo of yourself as directed on the form.

Can I complete this course online?

The Design & Technology curriculum unit TEF6600 is delivered online during Semester 1. The remaining three content units have mandatory on campus units using ECU's workshops. The teaching of these units follows a non-standard delivery schedule to accommodate DoE sponsored participants. These on campus units will be delivered in 2-week intensive blocks during the school holiday periods. See the Delivery Schedule on page 4.

How do I arrange travel and accommodation for my course?

If you are a fixed term or permanent DoE teacher whose work location is 50 kilometres or more from the place of study, you may be eligible for assistance. Please contact DoE team by emailing leap@education.wa.edu.au to discuss travel and accommodation arrangements. It is your responsibility to contact DoE well in advance of your travel dates to ensure there is enough time to make arrangements.

What happens if I fail one or more units in my Graduate Certificate course?
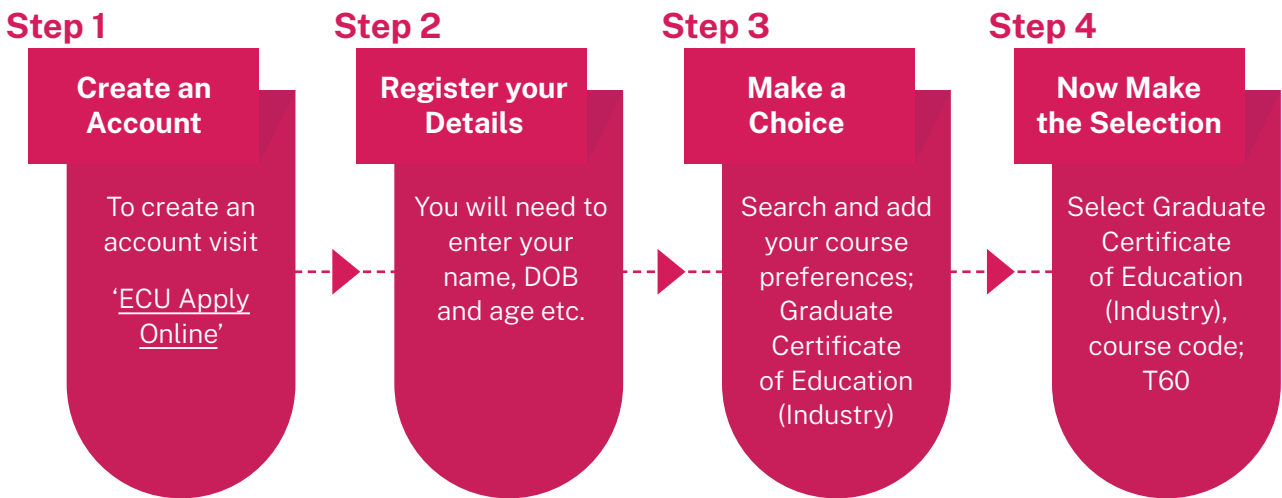
There is no guarantee that DoE can support you to re-attempt a unit if you fail. This will require a discussion with DoE Leap Coordinator about what occurred and what sort of plan can be put in place to support successful completion of the course at ECU. There may also be other factors that need to be considered. Please also refer to the Academic Progression webpage:
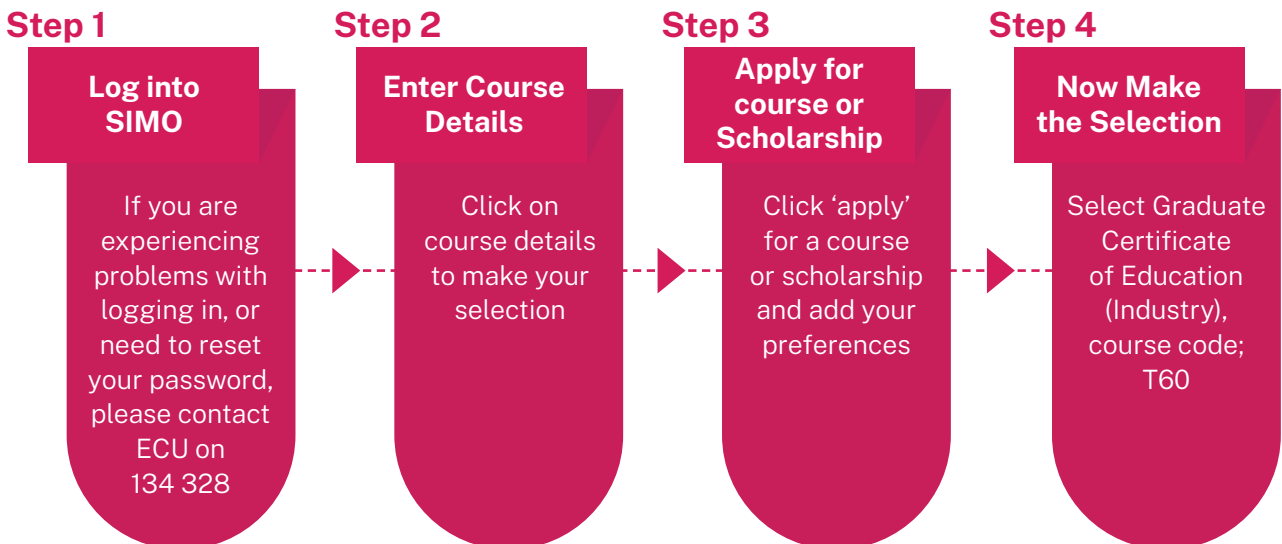
https://intranet.ecu.edu.au/student/my-studies/academic-progression

APPLYING TO A LEAP SPONSORED COURSE

If you **have not** studied at ECU before:

Step 1

Create an Account

To create an account visit

'ECU Apply Online'

Step 2

Register your Details

You will need to enter your name, DOB and age etc.

Step 3

Make a Choice

Search and add your course preferences; Graduate Certificate of Education (Industry)

Step 4

Now Make the Selection

Select Graduate Certificate of Education (Industry), course code; T60

If you **are returning** to study at ECU:

Step 1

Log into SIMO

If you are experiencing problems with logging in, or need to reset your password, please contact ECU on 134 328

Step 2

Enter Course Details

Click on course details to make your selection

Step 3

Apply for course or Scholarship

Click 'apply' for a course or scholarship and add your preferences

Step 4

Now Make the Selection

Select Graduate Certificate of Education (Industry), course code; T60

Please use this link to start your application

https://apply.ecu.edu.au/connect/apwebconnect

What Next?

01 ADMISSIONS TEAM

Your application is assessed by the ECU Admissions team, after all documents have been supplied. Typically this process will take 5-10 business days.

02 OUTCOME

ECU Admissions will send you the outcome of your application. Please ensure to check your emails regularly for updates.

03 ENROLMENT

You do not need to accept your offer as this will have been accepted on your behalf, nor do you need to enrol into any Leap sponsored units. This will be done for you throughout your DoE sponsorship. Your personal profile and enrolment details can be accessed using the Student Information Management Office (SIMO) platform. The Learning Management System (CANVAS) is where you will find your Unit Materials.

04 ACTIVATE ACCOUNT

Activate your account, set up your student email account and password to access ECU systems and get important updates.
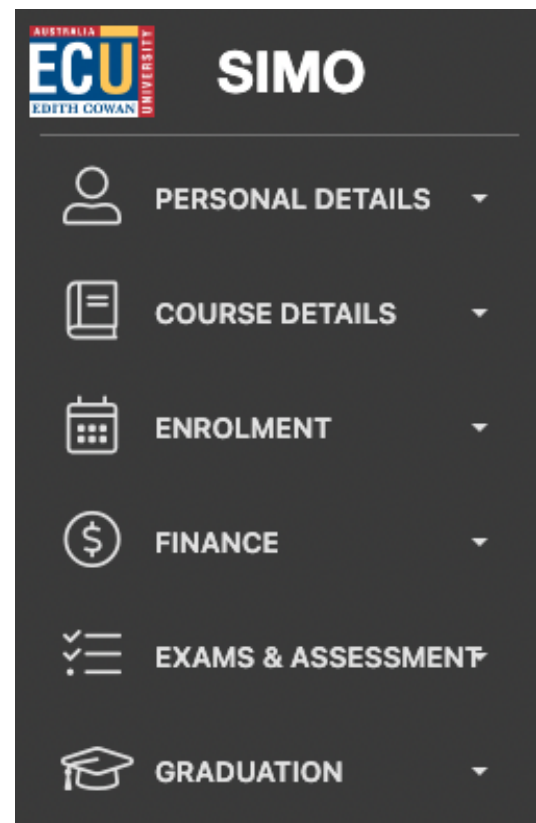
Student Information Management Online (SIMO)

The SIMO platform allows you to keep track of your enrolment (courses and units) and your personal profile.

Haven't used SIMO before?

Check out this helpful guide!

https://askus2.ecu.edu.au/s/article/000001327

SIMO

- PERSONAL DETAILS
- COURSE DETAILS
- ENROLMENT
- FINANCE
- EXAMS & ASSESSMENT
- GRADUATION

Tips Once you have Enrolled

Regularly check your ECU email

Any updates regarding your unit content and enrolment will typically come through your student email.

Log in and check Canvas

Canvas is an online environment that supports learning by providing a suite of tools to enhance and extend the learning experience for our students, as well as providing some efficiencies for our teaching staff. Canvas contains unit outline documents and study information for units in which you are currently enrolled.

The information varies from one unit to another, but generally all Canvas course sites will provide you with:

- lecturers contact details;
- important announcements;
- unit outline;
- lecture notes; and
- assignment submission areas.

If you are studying an online unit, Canvas provides all the learning materials needed, including completing tasks, quizzes and assignments using for example, the discussion board and ePortfolios.

Get familiar with the unit plan

The Unit plan is a document that outlines all the requirements and expectations of the unit including key contacts, key assignment dates and unit content. You will be able to access your unit plan on Canvas one week prior to the commencement of the unit.

Resources	Description	Where to Find it
LEAP@ECU Webpage	A useful webpage with current Leap program information	https://www.ecu.edu.au/schools/education/courses/leap@ecu
ECU AskUS FAQ	A great point of reference for your student related questions	https://askus2.ecu.edu.au/s/
Leap Delivery Schedule	When are each of the Leap units taking place?	Page 4 in this handbook and also on the Leap@ECU webpage
Student Information Management Online (SIMO) Guide	An in-depth guide to the SIMO system	https://askus2.ecu.edu.au/s/article/000001327

Intermitting or Withdrawing from a Leap Sponsored Course or Unit

Should you need to withdraw from a unit or discontinue/intermit from a Leap sponsored course there are a few things you need to do first.

Firstly, please contact DoE Leap team and discuss your situation and circumstances. Please then advise your unit Lecturer of your situation. DoE will then liaise with ECU to work on the best solution based on your circumstance.

Need to withdraw after census?

If the census date has passed (see page 4) you may still withdraw from a unit, please be aware that:

- If you withdraw after the census date, you may be liable for the full costs of your tuition fees

- If you withdraw after the Academic Penalty Date and up until midnight prior to the beginning of exam period, the unit will appear on your academic record with a WF (withdraw fail) grade. After this time, your academic record will show a fail.

To be considered to have the financial liability or an unsuccessful grade removed due to unforeseen special circumstances it is possible to make an application to **withdraw without penalty**.

Withdrawal without penalty - eligibility to apply

You can apply online for withdrawal without penalty if you satisfy the two requirements below:

1. You have not successfully completed a unit/s; and

2. You apply within the application period, either within 12 months from the date of withdrawal, or if you have received a result for the unit, within 12 months from the end of the study period.

Special circumstances

To be eligible for withdrawal without penalty, in your application you must be able to demonstrate that you have been impacted by special circumstances that meet the three required conditions below:

- The circumstances were beyond your control;

- The circumstances made their full impact on you after the applicable penalty date; and

- The circumstances have made it impracticable for you to complete the requirements for your unit(s) of study.

Supporting documentation

The documentation you submit to support your application must be from an independent relevant authority (for example, a doctor, psychologist or employer etc). A supporting letter from your family or friends is not considered independent. The documentation is required to be in an official format (for example, a medical certificate or company letterhead displaying ABN, authors contact details, position and the date the document was produced.).

If you are applying on medical grounds we recommend you provide a completed Medical/ Health Professional Assessment form to assist with the assessment of your circumstances, please note however this is not a requirement.

General Course Information

Attendance, Participation and Important Information

Your attendance at lectures, seminars, workshops and tutorials including online offerings are essential to the successful completion of a unit.

If you do not meet expectations for attendance you may be required to meet with the unit and/or course coordinator; and if determined by the course coordinator you may be required to meet with the Associate Dean Secondary for the purpose of discussing your enrolment and progression.

Recording of Lectures

You should be aware that recorded lectures may contain copyright material owned by ECU, the relevant lecturer and/or other third parties. If you wish to record lectures in this unit you must contact the lecturer to obtain the express written consent, and comply with any conditions, of the relevant lecturer or performers.

Where written consent is not obtained, you must not reproduce, communicate, modify, adapt, broadcast or distribute their recording of this lecture and should be aware that such acts may constitute infringement of copyright and/or performer's rights.

You must not record any third party (including other students) or third party works (including music) which may be comprised in, or incidental, to the lecture unless express permission to the contrary is provided by a person with the legal right to do so. Neither ECU nor any of the lecturers in these courses provide any warranties or representations in relation to the ownership or non-infringement of any intellectual property.

Important Assignment Information

ECU's School of Education students are required to use the APA 7th referencing style. Referencing guides and online resources are available to help you reference your academic work. ECU subscribes to APA Style CENTRAL, a digital library of APA Style quick guides and video tutorials. All these resources can be accessed through the Library website.

Assignments are uploaded to a platform called 'Turnitin'. This checks for plagiarism. It is the responsibility of each student to keep an electronic copy of their assignment and as proof of submission, their Turnitin receipt.

It is the endeavour of all unit coordinators to return assignments to students within a two week timeframe from the due date. However, the assessment and moderation process in units where there is more than one tutor may require an extension of this time. Unit coordinators will advise students when this is the case.

Academic Misconduct

You must comply with ECU's Academic Misconduct Rules. The Misconduct Rules consider any form of plagiarism, unauthorised collaboration, cheating in assessment tasks, theft of another student's work, any other dishonest or unfair conduct relating to academic work to be Academic Misconduct.

Plagiarism means knowingly or unknowingly presenting as one's own work the ideas or writings of another without appropriate acknowledgment or referencing. A student engaging the services of another individual to complete an assessment task on their behalf is both plagiarising and cheating. ECU takes all incidents of Academic Misconduct seriously and if, following an investigation, it is established that a student's conduct amounts to Academic Misconduct then ECU may impose penalties upon the student under the Misconduct Rules.

Library Services

Opening Hours

- During semester, our Campus Libraries are open seven days a week, except for public holidays observed by ECU.

- After 5:00pm some inquiries and fines issues may need to be followed up the next day.

- Staff and students have full access to the online collections when the Library is closed.

- After hours swipe card access is available to levels 1 and 2 at Joondalup Campus Library.

- Access to levels 3 and 4 is unavailable outside service hours

Opening Hours

Email: library@ecu.edu.au
Telephone: (61 8) 6304 5525
Twitter: @ECU_Library

Access and Inclusion

ECU's Access and Inclusion supports students whose studies may be affected by a range of circumstances including a medical condition or disability, either their own or that of a family member that they care for, cultural or religious practices and other situations on a case by case basis.

The Access and Inclusion staff will work with you to identify reasonable adjustments and provide ongoing support through an individual Learning Access Plan (LAP). You can make an appointment to have an obligation-free, confidential chat with an Accessibility Advisor by contacting the service at inclusion@ecu.edu.au

Graduation Process

This page outlines some important information about the graduation process. A graduation ceremony is a formal event where your academic achievements are recognised and honoured, and you're presented with your formal testamur (certificate).

First Step

Congratulations on completing all four units in your Leap Graduate Certificate of Education – Design and Technology. The Graduate Certificate of Education (Industry) Design & Technology is made up of four tertiary academic units (AQF level 8).

Once your marks have been ratified by the Board of Examiners and have met the official requirements, your T60 Graduate Certificate of Education will be granted from ECU.

Second Step

You'll need to respond to your Invitation to Graduate on SIMO. Once you have logged in to SIMO, you will need to select Graduation from the menu and then click Ceremony Registration.

- **Accept** – this will confirm your attendance at the ceremony, ensuring you receive your formal academic testamur.

- **Defer** – you can defer your attendance by up to 12 months. You'll receive an invitation to the next round of graduation ceremonies and will need to register again via SIMO.

- **Decline** – you won't receive an invitation to graduate at any future ceremonies for your current award. You can choose to have your testamur posted to you, or you can collect it from Student Records.

- **Ignore** – if you don't accept, defer or decline your graduation invitation on SIMO, you won't be eligible for any future graduation ceremonies for your current award, and your testamur will not be produced. We don't recommend this!

To check the cut-off date for responding to your invitation, visit our Important graduation dates web page.

Third Step

It is compulsory for all graduates to wear academic regalia applicable to the degree they are being awarded at the ceremony.

https://www.ecu.edu.au/graduations/your-guide-to-the-graduation-process/regalia-caps-and-gowns-for-graduation-day

Fourth Step

Your tickets will need to be collected prior to graduation day. Collection dates and times can be found here:

https://www.ecu.edu.au/graduations/your-guide-to-the-graduation-process/tickets

Fifth Step

Venue: Perth Convention and Exhibition Centre

21 Mounts Bay Road, Perth.

Perth graduation ceremonies are held twice a year at the Perth Convention and Exhibition Centre (PCEC) in the Perth CBD. You can access the venue easily by foot, car or public transport.

Please note that you must arrive one hour before the ceremony is due to start for the graduate briefing at the Perth Convention and Exhibition Centre.
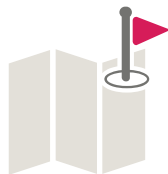
Sixth Step

To find more details about your ceremony date, visit Your Graduation Day web page.

https://www.ecu.edu.au/graduations/your-guide-to-the-graduation-process/on-your-graduation-day

STUDENT FACILITIES, SERVICES & SUPPORT

Student Hub

Student Hub can assist you with any enquiries you may have and provides the following services:

- Course information and advice

- Enrolment assistance, including assistance with prerequisite waivers, timetable clashes, full unit activities, invalid enrolments

- Assistance with resuming your studies following a deferral or discontinuation

- Advice on time requirements for completion of courses

- Identification of potential graduates

- Student support services

- Lodgement of forms

- Graduation eligibility

Study Assistance at ECU

The Academic Skills Centre (ASC) can help you effectively transition into university study and equip you with the necessary skills to become a successful student and lifelong learner. ACS staff can:

- Assist you with understanding assessment tasks (at Assignment Drop in Sessions)

- Help you to develop your English language (through English Language Workshops)

- Deliver academic skills training workshops in the areas of academic literacy, science, technology, engineering and mathematics (through Academic Skills Workshops)

- Provide you with one-on-one study support (book an appointment with a Learning Adviser, on campus, or by phone)

Resources and Services for Success

Now is a great time think about how things are going and make sure your studies are headed down the path you had planned. ECU has a range of services and resources available to help you move forward with confidence throughout your course. At ECU, the health, wellbeing and overall success of all our students is our highest priority. The University provides the following free services to support you throughout your studies. These services are available for all ECU students, on all campuses.

Student Hub Locations

Campus	Room
Joondalup	Building 34
Mount Lawley	Building 3
South West	Building 1

Email: enquiries@ecu.edu.au

Phone: 134 328 OR International (61 8) 6304 0000

For all general enquiries, contact the Centre for Learning and Teaching

Joondalup Campus
Building 34, Level 5.

Phone: (61 8) 6304 2554
Email: clt@ecu.edu.au

Academic Support

Get advice and assistance to maximise your chance of academic success. You can attend an assignment drop-in session, book a consultation with a Learning Adviser, access online tutoring and assignment guidance via Studiosity, access Library guides for referencing, EndNote, learning with technology and more.

Academic Skills and Learning Advisors

- Studiosity
- Library Services and Guides
- Peer Skills Advisers
- Personal support

Managing life while you study can sometimes be tricky. ECU student services are here to assist you with any challenges that might come your way. You can book in to speak to a Psychologist; make an appointment with Student Health Services for medical care or advice; seek support to manage studying with a permanent or temporary disability, injury or health condition (or if you are caring for a family member in that situation); get guidance on adjusting to life in Perth or create a plan to overcome any barriers to your education.

Psychological Counselling Support

- Access and Inclusion
- Student Health Service
- Student Success
- Student Success (Kurongkurl Katitjin)

Access and Inclusion

Email: inclusion@ecu.edu.au
Telephone: (61 8) 6304 6706
Website: https://intranet.ecu.edu.au/student/support/psychological-counselling-support

Social Support

There's far more going on at ECU than just classes. Connecting with your peers and getting involved in activities on and off campus will expand your network, provide opportunities for you to gain study tips and advice from fellow students, and your physical and mental wellbeing. Join an ECU Guild Group or start your own, follow and engage with ECU's social media channels and attend events on campus.

Technical Support

Don't let technology get in the way of study success! Get discounted software and hardware, learn all the tips and tricks for using software and Canvas from the Peer Assistant team at the Library, or contact IT Services.

A Guide to the Digital Learning Environment at ECU

Whether you are studying on campus or online, ECU is committed to providing you with access to quality learning and teaching experiences and support. The information below is to help ensure that you can participate confidently in the digital learning environment.

Learning Management System

All courses are supported by ECU's learning management system (LMS) environment called Canvas. Unit outlines, notices, lecture outlines, additional reading material and web links are accessible on Canvas. Academic staff will constantly upgrade the information for students on the LMS sites on a weekly basis or as required. It is expected that you will engage regularly in these units and will use the sites as a support to the teaching and learning activities. You are able to initiate discussion threads through the LMS environment to make comments and ask questions about content, assignments and other unit related issues. For additional informaton please see page 5 of this handbook.

Hardware

As a result, it is important that you will need reliable access to an Internet connection and a computer or appropriate mobile device (ideally with a microphone and camera). For online students, you can log into Canvas daily.

Browses

If you are using a smartphone, ensure that you have applied all updates to your device. It is recommended that you install the latest versions of two Internet browsers on your device to ensure the most reliable experience:

- Chrome
- Mozilla Firefox

Software

Most of the video recordings you watch as part of your course will have been made using a tool called Panopto. These recordings are simply embedded into your Canvas unit site, so you don't need the tool to view them. If you are asked to record your own videos, however, then you will need to use Panopto. Further instructions for installing and using Panopto will be given to you once you commence your course. Once you are fully enrolled as an ECU student, you will have access to a variety of software to enable you to participate in online activities.

IT Support and Advice

There is a range of IT support available to you including the IT Service Desk, eLab staff and IT services pages. Services include password resets, ECU network issues, IT equipment and many other services that support your study at ECU. The IT Service Desk can help with all your ECU related technology questions and log any IT issues. To assist you as quick as possible, please have your Student ID on hand.

Phone: (61 8) 6304 6000
Email: itservicedesk@ecu.edu.au

Connect with the School of Education

Contact us

Email: leap@ecu.edu.au

Website: https://www.ecu.edu.au/schools/education/overview