VISION

A World class workforce for NSW and beyond that supports journeys of recovery and better mental health through partnerships across individuals, families, carers, practitioners and communities.

MISSION

Through quality education and training enable improvements to the mental health and wellbeing of people in NSW and beyond and the lives of those who work with them.
A warm welcome to all postgraduate students!

Whether you are a continuing student, a student undertaking postgraduate study for the first time, or you are returning to study after a break, congratulations on taking the decision to further your education with postgraduate study at the New South Wales Institute of Psychiatry (NSWIOP). We trust that you find your study experience fulfilling and rewarding.

This Student Handbook provides detailed information for all currently enrolled students undertaking postgraduate study at NSWIOP, including links to essential academic forms and student policies, and contact details for key course personnel.

If you require information on the courses that we offer, or information on how to enrol in our programs, please refer to the Postgraduate Course Handbook available on our website at www.nswiop.nsw.edu.au.

**Key dates for 2016**

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>SEMESTER ONE 2016</th>
<th>SEMESTER TWO 2016</th>
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<tbody>
<tr>
<td>Master of Psychiatry / Postgraduate Course Psychiatry</td>
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<tr>
<td>18 January 2016</td>
<td>4 July 2016</td>
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<td>Enrolments Close</td>
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<td>1 February - 17 June 2016</td>
<td>18 July - 2 December 2016</td>
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<td>11 - 25 April 2016</td>
<td>26 September - 7 October 2016</td>
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<td>Semester One Break</td>
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<td>2 February 2016</td>
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<tr>
<td>Orientation Day: Year One Students</td>
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<tr>
<td>Child, Adolescent, and Family Psychiatry</td>
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<td>15 February 2016</td>
<td>25 July 2016</td>
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<td>29 February - 1 July 2016</td>
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<tr>
<td>Multidisciplinary and GP Mental Health Courses</td>
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<td>1 February 2016</td>
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<td>Enrolments Close</td>
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<td>15 February - 10 June 2016</td>
<td>18 July - 11 November 2016</td>
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<tr>
<td>Semester One Break</td>
<td>Semester Two Break</td>
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Key personnel

The following staff are available to support students while enrolled at NSWIOP:

**Education Support Officer (ESO)**
- Acts as the first point of contact for students.
- Advises students on enrolment and academic policy queries.
- Assists students with resources & access to elearning technologies.
- Refer students to academic or IT staff where required.

**Course coordinator**
- Manages and coordinates the course.
- Provides academic oversight for the course.
- Ensures all requirements for successful course completion are met.

**Unit coordinator**
- Manages and coordinates individual units.
- Interacts with students via elearning technologies.
- Provides academic oversight for the unit.
- Ensures all requirements for successful unit completion are met.

**Information Communications Technology (ICT) officers**
- Provides technical support for students in use of learning resources and e-learning technologies such as Moodle, our Learning Management System.

**Librarian**
- Provides help and training via telephone, email or in person.
- Assists students in finding information to support their coursework.

Call 02 9840 3833 to contact any of these support staff.
Location and Facilities

North Parramatta Campus

Though much of your study will be conducted online, attendance at workshops and tutorials may be required at various times during your course. Face to face study usually takes place at the NSW Institute of Psychiatry (NSWIOP) campus in North Parramatta, Sydney.

NSWIOP is located in historic premises in Sydney’s western suburbs at Cumberland Hospital (East Campus), 5 Fleet Street, North Parramatta. Cumberland Hospital is in close proximity to Westmead Hospital, Westmead Children’s Hospital and Sydney West Local Health District.

Facilities

Our premises house contemporary lecture theatres, group rooms and meeting rooms. Students are welcome to make use of the kitchen facilities, seating and tables and surrounding gardens. Local shops and businesses are within walking distance of the campus. The free Parramatta shuttle bus stop is a short walk from the campus, and provides quick access to Parramatta CBD and surrounds.

Meals

The NSWIOP provides coffee, tea and biscuits for students attending workshops and tutorials at the NSWIOP. Other meals or special dietary requirements are the responsibility of the student. There is a cafe located within the grounds of the hospital campus and local shops and restaurants are within walking distance of the campus.

Accommodation

A number of short term accommodation options are available locally. Some options are listed below:

- Western Sydney University Village, Parramatta
  www.mystudentvillage.com/au/uws-village, Tel: 02 8821 0631
- Wesley Lodge Motel, Westmead,
  www.wesleylodge.com.au, Tel: 02 9635 1233
- Crowne Plaza, Parramatta,
  www.crowneplaza.com, Tel: 02 9689 3333
- Novotel, Parramatta,
  www.novotel.com, Tel: 02 9630 4999
- Quest Apartments, Rosehill,
  www.questapartments.com.au, Tel: 02 9687 7711
- Parramatta City Motel, Parramatta,
  www.citymotel.com.au, Tel: 02 9635 7266
Getting here

Address
NSW Institute of Psychiatry,
Cumberland Hospital - East Campus
5 Fleet Street,
North Parramatta NSW 2151

Arriving by public transport
The closest rail links are Westmead station (20 mins walk) and Parramatta station (30 mins walk).

There is a free “Parramatta Shuttle Bus” service (route #900) with services every 10mins, Monday to Friday between 7am and 6.30pm. The Parramatta free Shuttle Bus operates on a continuous loop around the city centre. Alight at Parramatta Leagues Club, O’Connell Street for NSWIOP (5 mins walk).


Arriving by car
Vehicle access is only permitted from the Fleet Street Entrance to Cumberland Hospital. Fleet Street is off O’Connell Street in North Parramatta. (The Hainsworth Street entrance from Westmead is monitored by boom gates). Parking is located in the marked car park.
Distance learning

Distance Education offers the opportunity to study in ways which suit specific circumstances and to adopt a flexible approach to learning. However, it also requires a specific approach to learning which may require some adaptation.

Like all forms of study, it can be affected by life events and unexpected situations. If students are experiencing difficulty with managing a Distance Education workload or events and situations impact on study (e.g. illness, misadventure), it is important to speak to the Unit or Course Coordinator.

One of the roles of the Coordinator is to assist students with better study management. This is best done when difficulties first arise rather than leaving it until the last minute. In some situations the Course Coordinator will work with the student to develop a plan of action to assist with progression through a course of study. For further details see the NSWIOP Progression Policy.

Specific needs

If a student has any specific needs which may affect their ability to successfully undertake a unit of study, the student needs to inform the NSWIOP as soon as possible, preferably before commencement, to discuss their learning and support needs.

Study groups

Distance education can allow for flexibility and adaptability in the approach to study, but it can also be challenging in terms of maintaining motivation and reducing isolation.

NSWIOP provides distance education students the opportunity to integrate and meet other students, e.g. face to face workshops, teleconferences and web conferencing. In addition, ‘Moodle’ our online Learning Management System (LMS) offers a useful way for students to form informal support networks and study groups. Further information on the use of e-learning technologies can be found in the next section ‘Studying at NSWIOP’.

Library services

NSWIOP Library

The NSWIOP library is generally a closed reserve collection to be used when students are on campus. In certain circumstances materials may be borrowed overnight or on short term loan by prior negotiation with the librarian or your course administrator. Students are encouraged to use the comfortable library space and to consult with the librarian when in attendance.

The NSWIOP’s librarian can provide help and training via telephone, via email or in person, to assist students in finding information to support their coursework. Students should not hesitate to contact the librarian on (02) 9840 3833 or email david.wong-see@nswiop.nsw.edu.au. The NSWIOP librarian is on-site three days per week, usually Mondays, Thursdays and Fridays. The NSWIOP library web pages on the NSWIOP website have been designed to support your studies by listing catalogues, databases and websites relevant to studies in mental health.

For further information, use your Moodle login to see the Library Study Skills and Literature Searching Guide.

Mental Health Library, Cumberland Hospital

Membership of the Mental Health Library is free to staff of Sydney West Area Health Service, and the Transcultural Mental Health Centre. Staff from other Area Health Services and health professionals who are not employed by the NSW Department of Health can apply to the Manager of the Mental Health Library for borrowing membership (cost involved - please confirm when joining). This membership allows students to borrow materials in person from the Mental Health Library, Cumberland Hospital. Students can search its online catalogue at: http://library.wsahs.nsw.gov.au.

The Mental Health Library is just a short walk from the NSWIOP and has one of the largest collections of mental health resources in Australia. The Mental Health Library participates in resource sharing with other Australian Libraries, so individuals who are not able to personally borrow should contact their own organisation or public Library to find out about interlibrary loan services.
Local hospital libraries

As many NSWIOP students are drawn from the public sector, students have found their workplace hospital library to be the preferred and most convenient means of accessing additional materials. This is especially the case for distance students and it is anticipated that students will find the local hospital library in the first instance to be of great assistance. The local hospital library can organise to borrow books or journal articles via interlibrary loan from the Mental Health Library, Cumberland Hospital at no cost.

Web and Tele Conferencing

Some units of study utilise technology such as web conferencing, which provides students with the opportunity to discuss issues associated with the unit and allows the Course Coordinator to evaluate student progress.

If web conferencing is part of the unit, it will be detailed in the Unit Materials handbook and the student will be provided with a ‘Dial-In Number’ (either a local or 1300 number) and a ‘Participant Pass Code’ to enable participation.

Note: Web and tele conference calls may use excessive data and should be made using a landline to avoid high mobile phone call costs.

The NSWIOP delivers quality distance education for students unable to attend lectures and workshops in person. A key component of our distance education delivery is web conferencing which allows students to participate in lectures, workshops, supervision or meetings even if they are not in the NSWIOP premises. NSWIOP uses a product called Zoom to enable students with an internet connection and a computer (PC or Mac) or mobile device (Android or iOS) to use web conferencing. Zoom also facilitates dial in by phone if a computer is not available.
Study materials

At the commencement of semester, students will receive a variety of study materials. These materials are provided via Moodle - our online Learning Management System (LMS) and will include:

**Unit Materials**
Unit materials provide all of the resources for self-directed study. Materials will include:

- Study modules.
- Study schedule.
- Details and due date for assignments and study tasks.
- Dates for any workshops or web conferences.
- Contact details for key staff.

**Required Readings**
Required readings are all provided as PDF documents. The readings are usually journal articles or chapters from books and they act to provide essential information, broaden perspective or supplement the text of the study modules.

**Supplementary Readings**
Most units identify a number of supplementary readings. These are not required readings, however students may find them useful as additional resource material, or to gain further knowledge. Supplementary readings are not supplied, so students need to source these readings themselves via a library/online.

Textbooks

Required textbooks (if any) will be listed in the Unit Materials. Not all units require textbooks. Student discounts have been negotiated with the Co-op Bookshop for NSWIOP students. Contact your Education Support Officer for details.

Workshops and Tutorials

NSWIOP offers a flexible learning environment, with most units of study conducted in mixed mode, that is with a combination of face-to-face teaching and self-directed online study.

Attendance requirements vary according to the course undertaken and should be confirmed on enrolment. For those units that include compulsory workshop or study block attendance, the following should be noted:

- Exemption from compulsory workshops is considered only under exceptional circumstances and extra assessment tasks may be required from students who do not attend the workshops.
- Students from metropolitan Sydney and rural NSW are expected to attend. Requests for exemptions must be in writing and include appropriate documentary evidence i.e. medical certificate.
- Students should confirm dates and times for tutorials workshops with NSWIOP prior to making any leave or travel arrangements, dates are subject to change.
• NSW Ministry of Health employees who are participating in a course sponsored by their Local Health District are considered to be on-duty when attending NSWIOP courses.
• Interstate and remote students may request to undertake an assessment task in lieu of attendance at a workshop. Requests must be in writing and submitted at enrolment.

Orientation sessions
It is recommended that students attend the Orientation Session (if one is held for the unit or course), where the unit materials will be reviewed, and discussion will take place regarding learning tasks and assignments. Information on accessing and using Moodle, the Learning Management System (LMS) and library facilities may also be provided. This session is a useful way to meet the other participants and discuss any concerns regarding the unit. Sessions are usually held on-campus but other arrangements may be made. In many cases, the Orientation Session may be compulsory.

E-learning
NSWIOP is continually expanding its use of e-learning and other media rich content in the delivery of courses. The aim is to provide students with an interactive and engaging learning experience and to allow greater flexibility and opportunity for access. Students access course materials via Moodle – our Learning Management System (LMS).

All assignments are uploaded through Moodle which uses a plagiarism plugin (Turnitin) allowing both students and markers to check work for originality.

Moodle is also used for:
• Web forum discussion and interaction.
• Video podcasts and live-streaming.
• Feedback and evaluation.
• Course materials and resources.

Web forums and internet access
Students undertaking postgraduate study at the NSWIOP will require reliable internet access and will be expected to participate in web forums, which are considered to be part of the learning process and are used both formally and informally.

At a formal level – students are required to undertake web forum tasks, and respond to discussion points. Participation in these activities forms part of the overall assessment for the unit of study so students must have regular access to the internet. Most of the web forum activities ask for your views and opinions on issues and your postings will be commented on and responded to.

At an informal level – students can use the web forums to chat to other students, get advice about assignments and discuss any general issues associated with the unit.

Some additional points on the use of web forums:
• Web forums are meant to be ‘conversation’ based. Students should feel free to write casually, express an opinion, use bullet points etc., as suits the student’s own style.
• Responses should be kept brief
• Students are expected to respond to the contributions of others, as one of the main benefits of a web forum is the opportunity to ‘talk’ to peers.
• It is recommended that students compose responses in Word (or similar) before posting to the web forum; this is especially beneficial if an internet connection fails.
• The Unit Coordinator will regularly log on to the web forum, but for more timely responses, direct emails are preferred.
Reflective journal / supervision log

Some units of study require students to keep a Reflective Journal or Supervision Log. An overview of how to keep a reflective journal or supervision log is included in the “Managing Postgraduate Study” booklet below. Please check the Unit Materials or contact the Unit Coordinator for further information or specific requirements on keeping journals and logs.

Managing Postgraduate Study (PDF).

Course workload

The average workload for units offered over 1 semester (15 weeks) is approximately 120-150 hours per unit (8-10 hours student effort per week). Self-directed learning involves activities associated with distance education materials, web based activities, directed readings, study tasks and assignment preparation.

Study tasks

Some units have study tasks that students are expected to complete. This can be done in a way that suits the student best, for example, handwritten notes or on computer. It is recommended that students number and date the study tasks. Students may be required to submit some or all of the study tasks for assessment, reflect on them as part of a reflective journal assignment, discuss them during a workshop or discuss them as part of a web forum. Please check the Unit Materials for specific study task requirements.

Assignments

All units have assessment tasks and these are detailed in the Unit Materials. NSWIOP has a clear Assessment Policy. It is important that students familiarise themselves with this policy:

NSWIOP Assessment Policy (PDF).

Presentation of assignments

• Assignments should be word processed and submitted electronically.
• Assignments should be professionally presented in clear and legible format; A4 page size with 2.5 centimetre margins, double line spacing and a 12 point font
• Pages should be numbered with the Unit ID/ Description and Assignment number included in the footer of the document.
• All assignments must include a completed NSWIOP “Assignment Cover Sheet”:

Assignment Cover Sheet (PDF).

Submitting assignments

• All assignments must be submitted via Moodle, the Learning Management System (LMS) as per the instructions in the Unit Materials.
• Students should be aware that all assignments are processed using Turnitin - anti-plagiarism software.
• Assignments must not be submitted by mail, fax, email or hand-delivery
• Assignments must not be submitted to the Unit or Course Coordinator unless prior arrangement has been made.
• All assignments must include a completed NSWIOP “Assignment Cover Sheet”. Assignments without an Assignment Cover Sheet will not be accepted.

Due date

The Due Date is the last date for acceptance for that assignment. Students must ensure that assignments are uploaded on time. These dates are the final acceptance dates and any assignments arriving late may be penalised.

Late submission of assignments

If students find they are unable to submit an assignment by the due date, they must contact the Coordinator and fill in an Application for Extension Form prior to the due date. The extension date should be written on the assignment sheet cover page. If the assignment is not submitted by the date of the extension and the explanation is unsatisfactory, the assignment is liable to be penalised. It is the responsibility of the student to follow up on any extension request.

Application for Extension Form (PDF).
Return of assignments

NSWIOP education support staff record the receipt of all assignments and ensure that the lecturer receives all assignments for marking. Students should normally expect marked assignments to be returned to them within three weeks of the due date, provided the assignment was submitted on time.

Grading outline

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<th>Grade</th>
<th>Mark Range</th>
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<tr>
<td>Fail</td>
<td>Below 48</td>
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<tr>
<td>Conditional Pass</td>
<td>48-54</td>
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<tr>
<td>Pass</td>
<td>55-69</td>
</tr>
<tr>
<td>Credit</td>
<td>70-79</td>
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<tr>
<td>Distinction</td>
<td>80-89</td>
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<tr>
<td>High Distinction</td>
<td>90-100</td>
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Guidelines for assignment marking and learning presentations

Lecturers use a system to guide them in their marking. The following guidelines should be considered when writing an assignment or presenting a seminar.

Complaints and Grievances

NSWIOP has in place a complaints and grievances management system which aims to facilitate prompt, fair and flexible management of any complaints or grievances, with a focus on effective resolution.

Students are encouraged to promptly articulate any concerns associated with studying at NSWIOP and feel confident that this will not in any way prejudice or disadvantage their study.

Any complaints associated with academic issues e.g. assessment results are addressed according to the steps outlined in the NSWIOP Assessment Policy.

Any other complaints or grievances are managed in accordance with NSW Ministry of Health’s Grievance Resolution Procedures, as follows. At all stages the focus will be on the prompt resolution of the complaint or grievance:

1. In the first instance students should report any complaints to the Course Coordinator who will attempt to resolve the issue if possible. If this is not satisfactory;
2. The Director of Education and Training may be approached, and will be responsible for mediating between all parties concerned. If this is not satisfactory;
3. The Director of Education and Training will refer the matter to the NSWIOP Executive, the Academic Board or the Ethics Committee (this will depend on the nature of the complaint);
4. Students of the NSWIOP may request the involvement of a trained mediator, either through NSW Ministry of Health or an external professional mediator;
5. If the complaint is of a serious matter beyond the scope of a grievance policy it will be referred to an appropriate agency at stage 1 above.

The Director of Education and Training invites students to make written comment and feedback on any NSWIOP policy which impacts on students, including the grievance policy.

Student rights and responsibilities

NSWIOP has a statement of student rights and responsibilities which has been adapted from the Australian Universities Vice Chancellors’ Committee (AVCC) Generic Guidelines for Universities and their Students: Expectations and Responsibilities and University of Canberra’s Guidelines on Institutional Responsibilities towards Students and Student Responsibilities.

Student Rights and Responsibilities (PDF).
Course sequence and articulation

The Graduate Certificate articulates with the Graduate Diploma and the Master degree. Credit is given for subjects completed in the Graduate Certificate. The Graduate Diploma articulates with the Master degree and credit is given for subjects completed in the Graduate Diploma.

In order for students to progress through a program of study (Graduate Certificate to Master):

- Students must complete all requirements for current units before commencing any additional unit;
- To progress from Graduate Certificate to Graduate Diploma, students must attain prerequisite Total Credit Points (i.e. 24) and achieve an average mark of 60% or above;
- To progress from Graduate Diploma to Master level, students must attain the prerequisite Total Credit Points (i.e. 48) and achieve an average mark of 65% or above.

As students progress through the courses from Graduate Diploma to Master level, they are encouraged to think more widely and more critically about the mental health system and mental health interventions.

All students at Master level are required to demonstrate an understanding of evidence-based practice and research principles.

This structure ensures that students on both pathways develop skills, knowledge and attitudes associated with higher order analysis and critical evaluation while adopting either a research focus or advanced clinical practice focus.
Progression
NSWIOP has a Student Progression Policy which outlines the requirements to be met in order for students to progress from one level of a course to the next, along with a process to assist in the early identification and provision of support to students who may be struggling with study and/or are at risk of academic failure.

NSWIOP Progression Policy (PDF).

Key points from the Progression Policy:
• Students must complete all the requirements for current units of study before commencing any additional units of study.
Students enrolled in a particular course will normally be expected to complete that course in the format as described by NSWIOP providing they make satisfactory progress.
• In order to progress from Graduate Certificate to Graduate Diploma, students must attain the prerequisite number of credit points (i.e. 24) and achieve an overall average of 60% or above.
• In order to progress from Graduate Diploma to Master level students must attain the prerequisite number of credit points (i.e. 48) and achieve an overall average of 65% or above.

NSWIOP Progression Policy (PDF).

Timeframe
Students are expected to complete the program of study within the following timeframe.

Any alteration to this timeframe must be approved by the Academic Board:

Graduate Certificate ........................... 1-2 years
Graduate Diploma ............................... 2-4 years
Masters ........................................... 3-6 years

Graduation
NSWIOP typically holds a Graduation Ceremony in April each year for students who have completed their studies in the previous academic year.

The ceremony is an opportunity for graduates to celebrate their achievements with family, friends and staff.

At the ceremony, graduates are presented with their Testamurs and Academic Transcripts, academic prizes are awarded, and there is an opportunity for graduates to be professionally photographed in academic dress.

NSWIOP notifies potential graduates at the start of each academic year of the details for graduation.
Academic policies and guidelines

All students of NSWIOP are expected to make themselves familiar with the following academic policies/guidelines:

- Academic Integrity Guidelines (PDF).
- Advanced Standing Policy and Guidelines (PDF).
- Assessment Policy (PDF).
- Progression Policy (PDF).
- Student Fee Policy (PDF).
- Statement of Student Rights and Responsibilities (PDF).

Further information about academic policies can be obtained from the Education Support Officer or Course Coordinator for your program.

General policies

NSWIOP is governed by the NSW Health policy framework and as such adheres to the principles of equal opportunity and anti discrimination. This entails a commitment to fair practices, recognition of and respect for the social and cultural backgrounds of staff and students. It also includes the right to work and learn in an environment that is free of harassment and discrimination on the basis of ethnicity, gender, sexual preference, age, disability, political or religious affiliation. Equal opportunity involves offering an opportunity for education to groups for whom access has been limited. The NSWIOP is committed to increasing access to groups disadvantaged due to geographical isolation. Further information about the NSW Health policy framework can be found at: www.health.nsw.gov.au/policies.

The NSW Health Code of Conduct outlines a framework for ethical decision making and articulates standards of behaviour expected of individuals who work for NSW Health, which includes staff and contracted staff who work at NSWIOP.

Forms

Completed forms should be sent to the Education Support Officer for your unit at the NSWIOP along with any supporting documentation. Links to these forms are included below and can also be accessed from Moodle and the NSWIOP website.

- Personal Details Variation (PDF).
  To advise of changes to personal details such as name, contacts, specific needs
- Indication of Support Needs (PDF).
  To indicate a support need which may affect the ability to undertake a unit of study
- Application for Extension (PDF).
  To apply for an extension of time to submit an assignment
- Assignment Cover Sheet (PDF).
  To be submitted with each assignment
- Enrolment Variation (PDF).
  To advise of your intention to withdraw or defer from a unit or to request a leave of absence
- Application for Exemption from Workshop (PDF).
  To request an exemption from attendance at a compulsory workshop
Contact Us

Location
NSW Institute of Psychiatry,
Cumberland Hospital East Campus
5 Fleet Street,
North Parramatta NSW 2151

Postal address
NSW Institute of Psychiatry
Locked Bag 7118
Parramatta BC NSW 2124
Australia

Contact
T +61 2 9840 3833
F +61 2 9840 3838
E institute@nswiop.nsw.edu.au

Course enquiries (email)
Psychiatry programs
psychiatry-eso@nswiop.nsw.edu.au

Child, Adolescent and Family Psychiatry
cafp-eso@nswiop.nsw.edu.au

General Practitioner programs
gp-eso@nswiop.nsw.edu.au

Perinatal and Infant Mental Health programs
pimh-eso@nswiop.nsw.edu.au

Child and Adolescent Mental Health programs
camh-eso@nswiop.nsw.edu.au

Adult Mental Health programs
amh-eso@nswiop.nsw.edu.au
<table>
<thead>
<tr>
<th>Glossary Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Attached Workshop</td>
<td>see Unit Workshop.</td>
</tr>
<tr>
<td>Core Unit</td>
<td>Compulsory unit of study which must be attained to meet course requirements.</td>
</tr>
<tr>
<td>Course</td>
<td>A program of study in a particular clinical area e.g. Graduate Certificate of Mental Health (Adult), Graduate Diploma in Mental Health (Older Person).</td>
</tr>
<tr>
<td>Course Handbook</td>
<td>Prospective; provided to potential students prior to commencement. Includes application form, detailed course information, student fee information and fee policy.</td>
</tr>
<tr>
<td>Elective Unit</td>
<td>Unit of study chosen from list of options.</td>
</tr>
<tr>
<td>Modules/Topics</td>
<td>Units of study are divided into sections described as modules or topics.</td>
</tr>
<tr>
<td>Reflective Journal</td>
<td>An assignment task where the student keeps a reflective journal/supervision log to reflect on their experiences in light of the knowledge and/or practical skills that they have gained as a result of their studies.</td>
</tr>
<tr>
<td>Standalone Unit</td>
<td>A unit of study undertaken purely for professional development not as part of a postgraduate degree.</td>
</tr>
<tr>
<td>Student eGuide</td>
<td>Electronic handbook given to students annually containing administrative, general information and requirements. Available on Moodle and NSWIOP website.</td>
</tr>
<tr>
<td>Study Diary</td>
<td>A written record of a student’s answers or responses to study tasks.</td>
</tr>
<tr>
<td>Unit Materials</td>
<td>Study materials for specific unit of study. Contains unit outline, aims and objectives, Coordinator contact details, study tasks, required readings and assignments required. In some instances readings are combined with study material in others they are provided in a separate book/folder.</td>
</tr>
<tr>
<td>Unit of Study</td>
<td>A 1-semester subject (15 weeks). Each unit of study is worth a number of credit points towards post graduate qualification. Some units of study can be done purely for professional development (standalone units).</td>
</tr>
<tr>
<td>Unit Workshop</td>
<td>Short workshops conducted as part of a unit of study, usually held at Institute. Some unit workshops (or part of a unit or workshop) are available to students not undertaking the whole unit of study as Continuing Professional Development (CPD) workshops.</td>
</tr>
</tbody>
</table>