

**CHARLES STURT UNIVERSITY**



CHARLES STURT UNIVERSITY:

FACULTY OF HEALTH STUDIES

BACHELOR OF SOCIAL SCIENCE (EMERGENCY MANAGEMENT)

ADVANCED DIPLOMA OF SOCIAL SCIENCE (EMERGENCY MANAGEMENT)

COURSE PROPOSAL

Approved by the Academic Senate on  
23 August 1995

PREAMBLE

The Faculty of Commerce and Economics at the University of Tasmania and the Tasmania State Emergency Service (SES) have, until recently, been offering an Associate Diploma in Emergency Management by distance education. This program grew from an initiative of the Tasmania SES which had introduced a course of study in Emergency Management in 1989 under the aegis of the Tasmanian State Institute of Technology. By 1993, a collaborative arrangement had been established with the University of Tasmania which resulted in the Associate Diploma in Emergency Management being offered with an annual intake of approximately 20 students. However, because of rationalization at the University of Tasmania, its Faculty of Commerce and Economics has decided to discontinue this course and in 1995 no new enrolments were accepted. Accordingly, the Tasmania SES has now entered into an Affiliate Institute arrangement with Charles Sturt University so that the course in Emergency Management can continue to be offered to Australian students and also offered off-shore.

1. COURSE IDENTIFICATION

Full Name: Bachelor of Social Science (Emergency Management) incorporating an Advanced Diploma of Social Science (Emergency Management)

Abbreviation: BSocSci (EmergMgt)  
AdvDipSocSci (EmergMgt)

Mode: External

Load: Part-time by distance education

Length of Course:

6 Sessions Full-time Equivalent for Degree

4 Sessions Full-time Equivalent for Advanced

Diploma

(The Advanced Diploma provides an exit point in the course. Students who have already completed the current Advanced Diploma course or its predecessor will be able to complete the Degree by enrolling in the Degree Conversion course.)

DEET Course Classification Code: 07.03.99

Faculty Proposing the Course:  
Faculty of Health Studies

## 2. RATIONALE FOR COURSE

History of the Course:

State Emergency Services Acts usually require all Local Governments to produce Emergency Management plans for the communities they serve. Because of the recognition that the quality and quantity of plans were not being accomplished the Tasmania SES developed and presented a course that gave people the skills in Emergency Management planning. This course was presented under the aegis of the Continuing Education Unit of the then Tasmanian State Institute of Technology.

In response to expressed industry need, the course was further developed and accredited by the University of Tasmania as an undergraduate course that provided successful students with the award of an Associate Diploma of Emergency Management. The course subsequently achieved recognition from the Australian National Training Authority with the Associate Diploma qualification meeting ASF Level 6 and Level 7 competencies.

## Rationale for CSU Involvement:

There are four compelling reasons for CSU collaborating with the Tasmania SES in the delivery of the proposed course in Emergency Management.

First, the Emergency Management course pioneered by the Tasmania SES has already been developed as a distance education course which complies with industry competency standards. In addition to the course being accredited by the University of Tasmania, it has been endorsed by a number of national organizations and peak bodies including the Confederation of Commerce and Industry, the Municipal Association and the Australian Local Government Training Board. Internationally, the Asian Disaster Preparedness Centre in Bangkok has expressed interest in the course serving both the needs of Thailand and the Asian region. The Asian Development Bank and the Arab Economic Development Organization have also shown considerable interest in the course. The current course has been reviewed and "benchmarked" as a course of "quality and depth" by the Disaster Prevention and Limitation Unit at the University of Bradford and acceptable for offering as a distance learning program in Europe.

Second, this Emergency Management distance education course has significant potential as a "niche" market course. The potential client groups within Australia for the course range from public bodies concerned with the protection of life and property such as the Police, Fire, Ambulance, State Emergency Services and Community and Health Services to a myriad of private sector groups (eg the insurance industry, manufacturing industry, etc.). One example of the potential demand comes from the 960 local government areas in Australia which have a statutory obligation to prepare and to maintain emergency management plans for the communities they serve.

Third, this Emergency Management course will complement CSU's profile as a major provider of courses for the "disciplined services" such as the Police, Ambulance and Fire Services. Moreover, the course will also provide opportunities for service teaching arrangements for those involved in the courses for the disciplined services and facilitate a further linkage between and amongst these courses. Likewise, the University's newly developing research Centre for Cultural Risk as well as the Johnstone...

Centre are likely to benefit from the academic synergy and industry relationships resulting from the introduction of this Emergency Management course.

Fourth, CSU through its Open Learning Institute and International Office has the infrastructure to support the Emergency Management course as a distance education program which can be offered onshore and offshore.

### 3. COURSE AIMS AND OBJECTIVES

#### 3.1 Aims

This course aims to develop a practical as well as theoretical base for those people who have responsibilities in the field of Emergency Management. The primary focus of the course is on the principles and practices associated with the prevention, preparedness, response and recovery associated with emergency situations. The course is designed to meet the needs and interests of a variety of client groups ranging from public bodies concerned with the protection of life and property such as the Police, Fire, Ambulance, State Emergency Services and Community and Health Services to a myriad of private sector groups (eg, the insurance industry, manufacturing industry, etc.).

#### 3.2 Objectives

On completion of the course, graduates will be able to:

Demonstrate an understanding of the theory and concepts of Emergency Management.

Produce, analyze and evaluate Emergency Management plans.

Manage an emergency situation in accordance with:

- commonly accepted practices;
- current Federal/State legislation and arrangements;
- the policies and procedures of the Emergency Services; and
- the policies and procedures of other interested and affected organizations.

Establish, analyze and evaluate systems and processes that facilitate recovery and restoration following an emergency situation.

Demonstrate competence in interpersonal communication particularly within the contexts of managing emergency situations.

Understand the social and psychological factors associated with managing emergency situations.

Be aware of legal and ethical responsibilities of the Emergency Management practitioner.

Understand the principles of research methodology and apply them to key Emergency Management issues.

#### 4. COURSE CURRICULUM

##### 4.1 Key Learning Areas

Four key learning areas have been identified to address the objectives of this course.

The key learning areas are:

##### 1. Emergency Management

Subjects within this area are arranged across the curriculum and are supported by the sequences of subjects in the Social Sciences, Law and Human Resource Management. The Emergency Management subjects incorporate knowledge and understanding of the planning, operational and recovery principles and practices associated with the management of emergency situations.

##### 2. Social Sciences

The core subjects of Foundations of Psychology and Introductory Sociology provide the basis for studies in this area. Emphasis in the first of these subject areas will be on the application of Psychology to the human services while in Sociology the acquisition of knowledge and understanding of social issues (eg gender, ethnicity) will be the focus of attention. These subjects will

provide the foundation for the study of Disaster Psychology, Social Research and Community Analysis.

### 3. Human Resource Management

The subjects in this key learning area are designed to provide Emergency Management practitioners with knowledge and skills associated with the management of human resources. The subjects in this sequence cover topics ranging from organizational behavior, the role of the human resource management and the processes of training and development in organizations.

### 4. Law

This key learning area involves the study of Law subjects apposite to Emergency Management. These subjects involve examining the features of the Australian legal system, the constitutional position of local government, the legal parameters of local government action and the laws relating to environmental protection.

### 5. COURSE STRUCTURE

Course Structure: Advanced Diploma

#### Session 1 (Autumn)

EMG100	Introduction to Emergency Management
PSY111	Foundations of Psychology 1S

#### Session 2 (Spring)

EMG101	Emergency Management Planning I
PSY112	Foundations of Psychology 2S

#### Session 3 (Summer)

EMG102	Emergency Management Planning II
EMG103	Emergency Management Planning III

#### Session 4 (Autumn)

EMG201	Emergency Management Planning IV
MGT100	Organizations and Management

Session 5 (Spring)

LAW100 Australian Legal Systems  
PSY2XX Disaster Psychology

Session 6 (Summer)

EMG202 Emergency Operations Management I  
SOC101 Introductory Sociology .

Session 7 (Autumn)

SOC205 Social Research  
EMG203 Emergency Operations Management II

Session 8 (Spring)

EMG204 Emergency Operations Management III  
EMG205 Emergency Operations Management IV

(Students at this point can exit with an Advanced Diploma)

Course Structure: Degree (Incorporating the Advanced Diploma)

Session 9 (Autumn)

SOC308 Community Analysis  
  
LAW230 Local Government Law I  
OR  
MGT210 Organizational Behavior

Session 10 (Spring)

EMG301 Emergency Recovery Management I  
  
LAW360 Local Government Law II  
OR  
HRM210 Human Resource Management

Session 11 (Summer)

EMG302 Emergency Recovery Management II  
EMG303 Emergency Recovery Management III

Session 12 (Autumn)

EMG304      Emergency Recovery Management IV

LAW305      Environmental Protection Law

OR

HRM310      Developing Human Resources

#### Recognition of Prior Learning:

The course is designed to allow students to enter and to exit the course at various stages depending on their qualifications and desired level of education. Depending on student qualifications, credit can be received for appropriate industry training applicable to the field of Emergency Management or previously completed tertiary education subjects, thereby reducing the total number of subjects required to receive the Advanced Diploma or Degree.

The Course structure and progression is detailed, in summary form, overleaf.

#### 6. ADMISSION REQUIREMENTS

Admission eligibility and criteria are according to those set by the University for undergraduate courses. Preference will be given to applicants who currently have Emergency Management responsibilities. Admission to the course will be by "competative entry" and not through the queuing system.

#### 7. ENROLMENT PROJECTIONS

Year of Course (Part-time)  
(Head Count)

	1	2	3	4	5*	6	Total
1996	20						20
1997	30	18			20		68
1998	30	28	18		20	20	116
1999	30	28	26	18	20	20	142
2000	30	28	26	25	45	20	174

\* No later than 1997 there will be an intake of students with an Associate Diploma in Emergency Management qualification, or equivalent, who seek to upgrade their qualification to Degree level.

#### 8. ASSESSMENT POLICY

Assessment is determined according to the objectives set for each subject and is considered an important part of the learning process. Learning packages include formal assessment procedures (eg assignments) as well as self-assessment activities, so that progress in learning can be evaluated by students themselves.

Assessment methods are designed to reflect the practical situations that are faced by Emergency Management practitioners. Case studies and project work, scenarios and relevant practice information are used for evaluation of all Emergency Management subjects.

#### 9. STAFFING

Through an Affiliate Institute agreement with the Tasmania SES, senior staff from the SES will be involved in teaching the Emergency Management subjects in the course, an arrangement which was also in place when the course was offered under the aegis of the University of Tasmania. The course will be co-ordinated and administered by the Faculty. It is proposed that one academic staff member (Level B) be appointed to CSU (or seconded from within the University or the Tasmania SES) to assist with the implementation and further development of the course.

The Faculty of Arts and the Faculty of Commerce will have responsibility for servicing 11 subjects offered in the course.

#### Staffing Profile:

The following staff of the Tasmania State Emergency Service will be tutoring in the course. Each has been involved in the teaching of the predecessor course at the University of Tasmania. All tutors are accredited and registered as

subject experts in the Emergency Management by a number of organizations including: the Asian Development Bank, the World Bank and the World Health Organization. All have tutored in the Emergency Management course at the University of Tasmania and all have extensive and relevant industry experience in Emergency Management. As the Course develops, additional staff from the Tasmania SES, with appropriate academic and industry qualifications, will be involved in tutoring in the course.

Mr Peter Koob: He is the Chief Planning Officer with the Tasmania SES. He holds a Bachelor of Arts (Honours) degree from Macquarie University and an Associate Diploma of Emergency Management from the University of Tasmania. He has completed international consultancies with WHO and has been the project manager for the National Emergency Management Competency Standards Project. He has 20 publications in the field including a recent book published by Simon and Schuster and a recent paper published in the Australian Journal of Disaster Management.

Mr Bevis Dutton: He is Regional Officer with the Tasmania SES who has Certificate qualifications in Surveying and Engineering Draftsmanship and holds the Associate Diploma of Emergency Management from the University of Tasmania. He has taught at the Australian Counter Disaster College at Mt Macedon in Victoria and has edited a book on Principles of Uncertainty and Risk published by ANU.

Mr Clive Thristan: He is a Senior Training Officer with the Tasmania SES. He holds the Associate Diploma of Emergency Management from the University of Tasmania and has Certificate qualifications in Mechanical Engineering and in Education from the University of Leeds. He has been a College of Further Education lecturer and has undertaken a major research study on instructional strategies for the UK Ministry of Defence. He is principal author of the Australian Emergency Manual - Instructional Techniques.

Mr Geoff Marsh: He is a Regional Officer with the Tasmania SES and holds Certificate qualifications in Disaster Services Administration and the Associate Diploma of Emergency Management from the University of Tasmania. He has been a member of a major KPMG consultancy team reviewing all departmental functions of the Tasmania Police.

Mr John Lunn: He is the Chief Training Officer with the Tasmania SES and is the author of several books including: Management of People and Perceptive Management of People. He has Certificate qualifications in Engineering and Marine Engineering and has held a number of senior managerial positions in Training and Development. He has been the recipient of major research and development grants from DEET and the Department of Industry, Science and Technology. He has published regularly in the field of Emergency Management and has presented papers at International Conferences on recovery management and emergency planning.

#### 10. EDUCATIONAL RESOURCES

Students enrolled in the course will be able to access the Tasmania SES Library which is located in the Tasmanian State Emergency Service Head Quarters, First Floor, 47 Liverpool Street, Hobart. This Library contains a comprehensive research collection for the use of the staff of the State Emergency Service, Tasmania Police and affiliated bodies. The Emergency Services Library is also part of the Government Agencies Information Network.

The collection is recognized nationally as one of the best collections in Australia on Emergency Management including 2,500 books, 30 audio-visual sets and 260 journals. The Library is professionally staffed and is linked with similar collections interstate and overseas. The services offered by the Library to students will include:

- \* loans of books and other materials
- \* inter-library loans
- \* short reference queries
- \* subject bibliographies
- \* reading lists
- \* on-line data base searches

Students will also have access to the Library facilities, on an inter-loan basis, at the Australian Emergency Management Institute Mt Macedon. The Institute is the education and research branch of Emergency Management Australia. The Institute conducts a range of activities that are aimed at improving the nations overall capability in the field of Emergency Management. The library has

3,500 books in its collection and subscribes to approximately 120 journals on a wide range of subjects.

#### 11. PROFESSIONAL ACCREDITATION

The predecessor Associate Diploma in Emergency Management course offered by the University of Tasmania was accredited by that University. Subsequent industry endorsement of the course has been provided by a number of national organizations and peak bodies including the Confederation of Commerce and Industry, the Municipal Association and the Australian Local Government Training Board. These endorsements will be continued for the current course and the Australian National Training Authority will be approached to provide attestation that competence at ASF Level 6 and Level 7 will be awarded to those students graduating with the Advanced Diploma and/or the Degree.

#### 12. QUALITY ASSURANCE

This course will develop and uphold the generic skills, attributes and values which the Faculty has deemed important in its graduates and which were approved by the Faculty Board in 1994.

The following generic skills, attributes and values are expected of graduates of the Faculty. In this course, students will be acquiring these in the following ways:

##### Generic Skills, Attributes and Values

Applicable This Course (\*)Through: Fieldwork/Projects  
Subjects Taught(F and/or S)of of \*\*of the Faculty should be able to .... Recognize that the "client" is a customer and requires appropriate, professional service., F.

Recognize their personal, public and legal responsibilities for professional decisions and actions., F. Comply with the appropriate code of professional conduct., F. Apply the skills and knowledge they have developed in their University studies., F. Respond to

advice, guidance and critical comment about their professional practice., F. Communicate clearly, fluently and with confidence within their professional area and with other professionals., F. Demonstrate the skills of effective time management., F. Demonstrate social and interpersonal skills (e.g., negotiation conflict resolution, empathy, etc.) in their dealings with others., F. Exercise critical and reflective judgement., F. Have an openness to cultures and customs other than their own., F to be gathered. Value academic honesty, ethical practice, independent learning research., F. Maintain a commitment to life-long learning and the on-going development of their employment and career skills..

Implement Occupational Health and Safety procedures., F. Understand important and current issues apposite to their professional area., F

\* Students may already have this competency upon entry to the course (eg, obtained through professional experience, etc).

\*\* Already available from the predecessor course offered at the University of Tasmania and from records held by Tasmania SES.

### 13. BACHELOR OF SOCIAL SCIENCE (EMERGENCY MANAGEMENT) CONVERSION COURSE

Currently there are approximately 50 students who have graduated with an Associate Diploma in Emergency Management from the predecessor course at the University of Tasmania and who now want to upgrade their Associate Diploma to a Degree. Additionally, graduates of similar courses at other Universities (eg UNE, USQ) have also expressed interest in upgrading their qualifications to degree level. The following Degree Conversion course will meet the needs of these students.

Course Requirements: To graduate, students must satisfactorily complete the following subjects:

#### Session 1 (Autumn)

MGT100	Organizations and Management
EMG305	Readings in Emergency Management

#### Session 2 (Spring)

HRM210 Human Resource Management  
EMG305 Readings in Emergency Management (cont'd)

Session 3 (Summer)

MGT210 Organizational Behavior  
EMG306 Independent Study in Emergency Management

Session 4 (Autumn)

HRM310 Developing Human Resources  
EMG306 Independent Study in Emergency Management  
(cont'd)

Credit Package: 128 subject points

Study Mode: Part-time distance education over the  
equivalent of four sessions.

Projected Enrolments: See Table on p. 8.

14. SUBJECT OUTLINES

Outlines for those subjects not yet approved by the Academic Senate are attached. The following subjects have been exclusively developed for the course and all have been previously accredited by the University of Tasmania (excluding EMG306 and EMG307).

EMG100 Introduction to Emergency Management  
EMG101 Emergency Management Planning I  
EMG102 Emergency Management Planning II  
EMG103 Emergency Management Planning III  
EMG201 Emergency Management Planning IV  
EMG202 Emergency Operations Management I  
EMG203 Emergency Operations Management II  
EMG204 Emergency Operations Management III  
EMG205 Emergency Operations Management IV  
EMG301 Emergency Recovery Management I  
EMG302 Emergency Recovery Management II  
EMG303 Emergency Recovery Management III  
EMG304 Emergency Recovery Management IV  
EMG305 Readings in Emergency Management

EMG306 Independent Study in Emergency Management

A new subject, PSY2XX Disaster Psychology, to be offered by the Faculty of Arts, will be approved by its Faculty Board in due course. This new subject will not be offered in the course until Spring Session 1997.

AEMPDC

RECOMMENDATIONS ON FUTURE OF NATIONAL TRP

Maintain and Update all AEM and utilize as the Primary Resource Document for course design,

Utilize the existing AERTP in interim and as resource for course design,

Identify and obtain existing Industry Competency Standards (AFAC - Ambulance - Industry - etc,

Support DGNSW approach to ANTA - BUT recommend grants be utilized to "identify existing competency standards" to develop course design,

Advantages: Reduce Time Frame for development,  
Reduce Industry opposition,  
Satisfy politics.

Agree to convene a Course Design Workshop subsequent to realization of appropriate Industry Competencies standards, for submission to each S/TES Training Authority,

EMA to continue support to AEMPDC in review of AEMs and prepare course design(s) for submission to State Training Authorities and

Any S/TES which develops a curriculum (TRP) should make (at least) a library copy available to all S/TES.

