

■ Postgraduate

Housing Management and Policy

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Postgraduate programs in housing management and policy



Swinburne's postgraduate programs in housing management and policy are distance education programs designed for those working in the public and community housing sectors and in related industries such as real estate and property development.

The programs aim to provide the practical and conceptual skills necessary for management, administration, research and policy development in housing provision.



Program details

Master of Social Science (Housing Management and Policy)

Graduate Diploma of Social Science (Housing Management and Policy)

Graduate Certificate of Social Science (Housing Management and Policy)

Swinburne's programs in housing management and policy aim to:

- provide knowledge of the Australian and New Zealand housing systems, and the social and economic problems that characterise them
- develop problem-solving, organisational and management skills in the specialised area of housing assistance
- expand students' ability to participate in debates about policy and program reforms in the housing and homelessness domain
- explore processes of organisational change and implications for client and housing outcomes
- enhance practical skills in tenancy and property management, particularly in relation to complex client issues and homelessness
- introduce key concepts related to housing and homelessness management, administration and policy
- develop a client-value-based management culture in the delivery of housing assistance.

The graduate diploma and master programs focus on policy and management skills and knowledge, while the graduate certificate concentrates on operational skills and knowledge.

On completion, students will have acquired:

- a rich understanding of the Australian and New Zealand housing systems and how they relate to low income housing delivery, particularly the role of social housing
- improved housing management and administration skills
- adaptable skills that will enhance employability
- improved problem-solving and analytical thinking skills
- the ability to cope with a rapidly changing work and policy environment
- an industry-recognised higher education qualification.

Career opportunities

Swinburne's housing management and policy programs are designed for people working in, or wanting to work in, housing departments and community housing organisations. The courses will enhance career prospects for those working in asset management, client and support services, policy and strategy areas.

Graduates will acquire practical and conceptual skills for working in team and management level positions in social housing. They will also possess a better understanding of the environmental, organisational and policy context in which they work. Graduates will be able to demonstrate new or better management and administrative skills when faced with the challenges of the industry's changing work and policy environment.

Admission requirements

Applicants need a minimum of five years' work experience in housing management and administration or in a related area such as the social and community sector, public administration, local government, asset management or private real estate and property development. Applicants without work experience are also eligible if they have an appropriate degree, including humanities, social science, business, architecture or planning disciplines.

Location

These programs are delivered by distance education to provide students with learning flexibility. Study by distance education demands considerable motivation and self-discipline. Students are encouraged to form study groups to share knowledge, work collectively on assignments and provide mutual support.

We appreciate that some students will be unable to attend the tutorials; students in remote areas are encouraged to be in constant contact with their tutors by telephone or email. While highly recommended, attendance at tutorials is not essential, except where employers specify this as a condition of sponsorship.

Program length

Graduate certificate: Two years part-time

Graduate diploma: Three-and-a-half years part-time

Master: Five years part-time

Standard enrolment is one unit per semester. Students have the opportunity to accelerate progress by taking additional units in a semester.

Program details (continued)

Time commitment

Units require approximately four hours per week for reading and related exercises, and up to eight hours when assignments are due. Students may pace their reading and assignments to fit their individual work program, personal needs and assignment timelines.

For first and second year graduate certificate students, tutorials are held in major capital cities. These commence in March for orientation, with a further five sessions held throughout the year.

Second year graduate certificate students may also attend a two-day residential seminar that provides a forum to work collectively on tasks related to the program. Students may access financial assistance for travel fees, but are responsible for their own accommodation, meals and transfer costs.

Assessment

The graduate certificate is assessed through assignments. To complete the program successfully, students must have submitted and passed the required assignments for each unit. The graduate diploma and master programs are assessed through assignments and research at a higher level than the graduate certificate. To complete these programs successfully students must have submitted and passed the required assignments for each unit.

Progression

Students who have successfully completed the graduate certificate may progress to the graduate diploma or master programs, subject to the approval of the course convenor.

Program structure

The programs are taught by distance education, which requires students to complete 12 weekly modules per unit of study. Each module includes 20 to 30 pages of text written specifically for the program. Readings are taken from various sources. A set of exercises will assist students to understand the material provided. Students are not required to purchase any additional reference material.

Each module will list its aims and objectives, and then 'tell a story' based on the week's theme. Most modules endeavour to make some comparison with international practice in order to provide a broad understanding of the theme or issue under discussion. Program details and unit content may vary each year.

Graduate Certificate of Social Science (Housing Management and Policy)

The graduate certificate consists of four core units to the value of 50 credit points. Each unit of study is valued at 12.5 credit points.

Graduate Diploma of Social Science (Housing Management and Policy)

The graduate diploma consists of seven units of study to the value of 100 credit points. Each unit is valued at 12.5 credit points except for Housing Policy and Research (HAS484), which is valued at 25 credit points. Students must satisfactorily complete six core units and one elective unit.

Master of Social Science (Housing Management and Policy)

The master consists of 10 units of study to the value of 150 credit points. Each unit is valued at 12.5 credit points except for Housing Policy and Research (HAS484) and Minor Thesis (HAS496) which are each valued at 25 credit points. Students must satisfactorily complete eight core units and two elective units.

Units of study

Graduate Certificate of Social Science (Housing Management and Policy)

Core units	
HAS487	Housing Practice
HAS489	Managing Diversity
HAS494	Housing Organisation and Management
HAS498	People and Place

Graduate Diploma of Social Science (Housing Management and Policy)

Core units	
HAS484	Housing Policy and Research
HAS485	Australasian Housing Systems
HAS487	Housing Practice
HAS489	Managing Diversity
HAS494	Housing Organisation and Management
HAS498	People and Place
Elective units (choose one)	
HAS488	Housing Economics and Finance
HAS499	Project Management

Master of Social Science (Housing Management and Policy)

Core units	
HAS484	Housing Policy and Research
HAS485	Australasian Housing Systems
HAS487	Housing Practice
HAS489	Managing Diversity
HAS492	Urban Social Theory
HAS494	Housing Organisation and Management
HAS496	Minor Thesis
HAS498	People and Place
Elective units (choose two)	
HAS488	Housing Economics and Finance
HAS491	Comparative Social Policy
HAS499	Project Management



Units of study outlines

HAS484 Housing Policy and Research

This unit introduces students to the public policy process. It gives detailed consideration to the various stages or cycles of this process, from agenda setting through to monitoring, evaluation and review, using housing policy as an example. It also explores the link between policy and research, and provides students with skills in basic data analysis and presentation.

The unit will cover:

- the politics of public policy
- the public policy process
- 'actors' and institutions
- issues and agendas
- policy analysis and policy choices
- policy implementation
- monitoring, evaluation and review
- new modes of policy making
- policy at the local level: social capital and community
- whole of government policy
- research and policy
- housing statistics: an introduction
- data tools and methods of analysis
- data presentation
- housing needs assessment.

This unit also includes a self-paced research project of 5000 words on a contemporary policy issue. It is designed to enable students to develop independent research skills in analysing an issue, choosing and using an appropriate methodology and writing a research project that is work-related.

HAS485 Australasian Housing Systems

Students will be introduced to the major defining characteristics of housing systems in Australia and New Zealand within a framework of production, consumption, management and exchange.

Themes include:

- housing systems: key concepts and principles
- housing systems: the framework of analysis
- the social context of housing
- housing consumers and consumption
- housing type and tenure
- financing private housing
- the private rental sector and residential tenancy law
- the land development and house building industries
- organisational structures
- housing and local government
- regulation, redevelopment and reform.

HAS487 Housing Practice

This unit provides an overview of the role of social housing and considers the specific tasks of housing management. Particular emphasis is placed on current policy directions and management dilemmas that impact on providers of housing for low income households.

Topics covered include:

- low income housing provision
- social housing provision
- community housing management
- client service
- allocations policy and practice
- rent setting in social housing
- financing social housing
- asset management
- housing and support
- arrears management
- problem families, problem estates
- tenant participation in housing management.

Marie McLaurin

Graduate Diploma of Social Science (Housing Management and Policy)

"I've really enjoyed the past three and a half years. All the staff at Swinburne have been absolutely brilliant. They are supportive, encouraging and made what could be a relatively dry subject into something interesting, challenging and enormously beneficial.

Academic staff such as Scott Ewing, Kath Hulse and others have just been fabulous throughout the course. As for Terry Burke, he is second to none. He travels all over the country and to New Zealand supporting this course with tutorials and has always been pleasant to deal with at any level. It's impossible for me to express just how grateful I am for being given the opportunity to complete this piece of work."



HAS488 Housing Economics and Finance

An understanding of the economics of housing is fundamental, irrespective of the sector in which a worker is employed. This unit reviews the major economic and financial techniques used in housing analysis and examines key issues in terms of their economic implications. No prior knowledge of economics is assumed.

Themes include:

- economics, economies and economists
- neoclassical economics and the market model: principles, concepts and problems
- neoclassical economics and the housing market
- market failure in housing markets
- economics of housing subsidy
- housing and taxation
- economics of home ownership
- economics of land development
- housing affordability
- housing finance
- cost benefit analysis
- discounted cash flow and cost benefit analysis.

HAS489 Managing Diversity

This unit provides students with an understanding of clients' housing and support needs. It will help them to critically evaluate the problems of linking housing with support and improve their client contact skills.

Themes covered include:

- client diversity
- program diversity
- disability and supported housing
- homelessness
- women and housing
- housing and Indigenous people
- housing and the aged
- managing complex clients
- diversity and design.

HAS491 Comparative Social Policy

In this unit, students examine the policies and programs of other societies in human service management. The objective is to provide greater insight into Australian and New Zealand practices by comparative analysis.

Themes include:

- what is social policy?
- comparative analysis and social policy
- social policy and the role of the state
- the politics of social policy
- key concepts in social policy
- income security policy: consumption, provision and financing
- income security policy: outcomes and challenges
- health policy: the financing, provision and management of health care
- health policy: consumption issues and health outcomes
- education policy
- housing policy
- family policy.

HAS492 Urban Social Theory

This unit provides students with an overview of the major social theories used in urban analysis.

The unit covers:

- urban social theory
- the ecologists
- behavioural ecology
- neoclassical economics
- Weberian urban theory
- consumption theory
- the political economy tradition
- urban political economy
- space and identity
- postmodern urban analysis and theoretical debates
- community.

HAS494 Housing Organisation and Management

Students will be introduced to the forces and influences on the management and performance of housing agencies in this unit. Key management tools and techniques are explored, including strategic and operational planning, resource management, service quality and relationship management. Performance management issues are also covered.

The unit will address:

- how do organisations work?
- context and influences: organisations in the 21st century
- the adaptive organisation
- adaptive individuals
- planning the strategy
- getting from strategy to action
- managing resources
- managing service delivery
- managing performance in organisations
- managing individual and team performance.



Units of study outlines (continued)

HAS496 Minor Thesis

This unit consists of seminars and symposia presentations, plus individual study under academic supervision. It is designed to enable students to develop high-level skills in conducting research projects and to work with their results in an ongoing way. The unit includes topic selection, problem definition, literature review, research design, exploratory research, data collection and analysis, and preparation of a written dissertation of 20,000 to 25,000 words.

HAS498 People and Place

This unit provides a contemporary understanding of the relationship between the built environment and people as it relates to the social housing sector. Students are introduced to key asset management stages such as design, construction, maintenance and disposal, and the implications for people (tenants and community) at each of these stages. Within this framework, the unit also looks at themes of social and environmental sustainability, designing for safety and security, social mix and cultural diversity.

Topics covered include:

- the built environment and social housing
- the asset management framework
- maintaining dwellings and looking after people
- planning for people and place
- designing social housing
- renewing estates and communities
- social mix
- environmental sustainability: building in resilience
- asset disposal
- project and contract management
- partnering and financing.

HAS499 Project Management

This unit is designed to enhance project management skills for housing workers and is tailored specifically to the social housing sector. The course takes students through projects from conception to completion and is sensitive to the unique issues and dilemmas of managing projects within the public and community sectors. It makes extensive use of housing case studies and examples.

Themes include:

- project management overview
- project initiation and feasibility
- project evaluation and selection
- scoping the project
- problem identification and framing
- time management
- cost management
- communications and human resources
- project quality
- risk management
- project termination.

Note: This unit will not be offered in 2012.



Industry connections

Participating organisations

Participating (former and present) organisations include:

- ACT Department of Disability, Housing and Community Services
- Community Housing Programs in New South Wales, Queensland, South Australia, Victoria and Western Australia
- Department of Housing WA
- Housing NSW
- Housing SA
- Housing Tasmania
- New South Wales Federation of Housing Associations
- Northern Territory Department of Housing
- PowerHousing Australia
- Queensland Department of Communities
- Queensland Residential Tenancies Authority
- Victorian Office of Housing, Department of Human Services.

Contacts for workplace sponsorship

ACT Department of Disability, Housing and Community Services

Julie Whellum
Telephone: (02) 6207 6336

Department of Housing WA

Alison Wright
Telephone: (08) 9222 4520

Housing NSW

Grant McClafferty
Telephone: (02) 8753 8551

Housing SA

Melissa McMahon
Learning and Development
Telephone: (08) 8226 6799

Frances Richards
Community Housing
Telephone: (08) 8235 4346

Housing Tasmania

Maryanne Lewis
Telephone: (03) 6236 5615

Queensland Department of Communities

Michelle Forbes-Mitchell
Community Housing
Telephone: (07) 3227 8126

Keryn Lean
Regional Services
Telephone: (07) 3406 2668

Victorian Office of Housing

Lee-Ann Anderson
Telephone: (03) 9096 7421



Key staff

Swinburne staff members involved in the preparation and delivery of these programs have extensive academic experience and practical involvement in research and community action for a wide range of government and community agencies.

Professor Terry Burke, BEc (Hons), MSocSc, MEc

Scott Ewing, BEc, GradDip (URP)

Dr Angela Spinney, DPS, MA, PG Cert, PhD

Awards

Established by the federal government, the Australian Learning and Teaching Council (formerly the Carrick Institute) aims to enhance learning and teaching within Australia's universities.

Each year the institute awards citations to recognise, celebrate and reward excellence. In 2006, staff of Swinburne's postgraduate housing programs were recognised for initiating and delivering Australia's only postgraduate programs in housing management and policy. The programs were recognised as being strongly underpinned by applied research and delivered in a creative and enterprising manner.

In 2007, the Swinburne housing team also received an industry award from the Australasian Housing Institute for outstanding contribution to social housing.



General information

Facilities

As a Swinburne student you will automatically gain access to a range of facilities. These include a well-resourced library, computer laboratories, fitness and health facilities, personal and career counselling, housing, and employment and financial advice.

Fees

In 2012, tuition fees for this program are based on \$1700 per 12.5-credit-point unit of study. In the event that a unit of study is derived from another program, the applicable fee will be that of the other program. All fees are reviewed each year and may increase without notice.

For all fee enquiries and up-to-date information, visit www.swinburne.edu.au/studentoperations/fees

FEE-HELP

FEE-HELP is a government-funded loan that helps eligible fee-paying students to pay their tuition fees.

FEE-HELP is available to Australian citizens and holders of a permanent humanitarian visa. It is not available to New Zealand citizens and most holders of Australian permanent visas.

For further information, visit www.goingtouni.gov.au

Application procedure

You may lodge your application at any time, but each intake period has an application submission closing date. To obtain an application form, phone 1300 275 794 or visit www.swinburne.edu.au/postgrad/apply

Applications must be accompanied by a certified copy of your passport or birth certificate, a certified copy of academic transcripts, and a current résumé.

To view current closing dates, visit www.swinburne.edu.au/postgrad

Application closing dates

Semester 1 – late January 2012
Semester 2 – mid July 2012

Visit www.swinburne.edu.au/studentoperations/calendar for current semester dates.

International students

This program is currently unavailable to international students.

If you want to study at Swinburne but are not an Australian resident, contact Swinburne International on +61 3 8676 7002 or 1800 897 973 within Australia, or visit www.swinburne.edu.au/international

Recognition of Prior Learning

Recognition of Prior Learning (RPL) allows students to be granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience, tertiary qualifications and/or formal training.

For more information, visit www.swinburne.edu.au/postgrad

Further information

Telephone: 1300 275 794
Email: postgrad@swinburne.edu.au
Website: www.swinburne.edu.au/postgrad

Information sessions

Information sessions are held regularly throughout the year. They are a great opportunity to meet and talk to staff about your postgraduate study options.

The sessions help you understand what your chosen postgraduate program entails – what you can learn and what your study options are and where your qualification may take you.

For session dates visit www.swinburne.edu.au/postgrad

■ ANY QUESTIONS?

1300 275 794
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■ CAMPUSES

Hawthorn campus

John Street, Hawthorn

Prahran campus

144 High Street, Prahran

Lilydale campus

Melba Avenue, Lilydale

Croydon campus

12-50 Norton Road, Croydon

Wantirna campus

369 Stud Road, Wantirna

Sarawak campus

Kuching, Sarawak, Malaysia



CRICOS Provider Code: 00111D

The information contained in this course guide was correct at the time of publication, September 2011. The university reserves the right to alter or amend the material contained in this guide. The information in this guide does not apply to international students. For information about courses for international students please go to www.swinburne.edu.au/international

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