
General Information

Why Study a TAFE Course?

TAFE is Victoria's largest provider of post-secondary education and training. Courses have been developed in close association with industry, so they are clearly linked to the needs of the market place. At TAFE you are preparing to enter the skilled workforce. You are also giving yourself a better chance of finding employment with an employer looking for your level of skills and training. The world of work is changing. Advances in technology and restructuring of many industries are changing the way work is organised and the jobs people do. Workers need to be able to carry out many different tasks and adapt quickly to change. TAFE is geared towards providing you with the skills you will need both now and in the future.

University of Ballarat

The University of Ballarat, through its association with the School of Mines and Industries Ballarat (SMB), has one of the longest institutional histories of tertiary education in Australia. It is, of course, also one of the newest universities and is in a state of dynamic development. The merger with Wimmera Institute of TAFE and SMB has created a very unique regional multi sectoral institution.

The University of Ballarat is renowned for its commitment to delivering a wide range of courses in a personalised learning environment, with a student centred approach. The merger of Higher Education with TAFE has opened pathways for students to train across sectors in courses throughout Western Victoria, and has allowed the University to offer education as a life long learning experience.

The University of Ballarat has developed a reputation of delivering relevant quality programs, in consultation with industry and employers throughout Australia.

The University's TAFE Division has major campuses throughout the Central Highlands and Wimmera regions of Victoria in Ballarat, Horsham, Stawell and Ararat.

TAFE Campuses

Ararat Campus

The Ararat Campus has provided first class vocational education and training to the surrounding community for many years. The campus has recently expanded, providing a greater range of programs and modern teaching facilities.

The Ararat campus, located in Laby Street, links the Ararat Secondary College with the TAFE facility. This facility provides pathways for secondary college students into TAFE programs and opportunities for higher education studies through the University of Ballarat.

The Campus provides programs in Business Services, Manufacturing Services and Human Services, which include areas of study in Information Technology, Business Administration, Electronics, Further Education, Community Services, Health Services, Primary Industries and Engineering. Recently installed videoconference equipment enables students to join the classes of the other university campuses.

Ararat Campus, Laby Street, Ararat 3377
Telephone (03) 5355 3000 Fax (03) 5352 4616

Camp Street Campus

Located in the heart of Ballarat, Camp Street Campus is the home of the Arts Academy and the majority of the University's visual and performing arts students, staff and programs. Camp Street Campus is an integration of both old and new buildings which has a dynamic and vibrant arts and cultural environment. Programs offered in the performing arts include theatre performance, music theatre, theatre production, small companies and community theatre, lighting and sound and music performance. In visual arts area students can study graphic art, visual arts, ceramics, fine arts and graphic design/multi-media.

Camp St Campus, Camp St, Ballarat
Telephone (03) 5327 8600 Fax: (03) 5327 8601

Horsham Campus

The University's Horsham Campus delivers training throughout the Wimmera. This modern campus accommodates a spacious Learning Support Centre, videoconference facilities and specialised training rooms for childcare, computing, welfare and library studies. A fully equipped cafeteria, servicing the student and staff lounges, is also available on the ground floor. The campus' training restaurant - Rosebrook is conveniently located across the road at the Horsham Racecourse. A \$3.8 million development program completed in 1999 saw the construction of new art and design workshops, a nursing training room and three additional computer-training rooms.

Services for students include Counselling, Disability Support, Childcare and Cafeteria. An Aboriginal Liaison Officer is located at the Horsham Campus.

The Horsham Campus provides programs in Business Services, Manufacturing Services and Human Services, which include areas of study in Business Administration, Information Technology, Further Education, Engineering and Automotive, Hospitality, Primary Industries, Vocational Arts, Community Services, Health Services, Children's Services, Humanities, Building and Construction and Visual Arts. The campus' Primary Industries programs are delivered from a purpose built woolclassing facility at Longerenong, just outside of Horsham.

Horsham Campus, Baillie Street, Horsham, 3402
Telephone (03) 5362 2600 Fax (03) 5362 2610

SMB Campus

Located in the heart of Ballarat, SMB Campus provides quality vocational education and training courses to approximately 9,000 people each year.

The campus provides modern teaching facilities within an attractive, historic environment. The buildings are a tribute to SMB's proud past and complement the historic streetscape of Lydiard Street. One of the oldest educational institutions in Australia, SMB dates back to 1870 when it was established to train mineworkers for the goldfields.

Adjacent to the historic campus is one of SMB's newest facilities, The Brewery Complex. It boasts state-of-the-art technology, and contains 10 spacious computer laboratories, a lecture theatre and specialist rooms such as a model office, retail training facility and an observation room.

Regional students are welcome to stay in SMB's excellent accommodation facilities located within close proximity to the campus. Other services include Student Services incorporating Counselling, Disability Support, Employment and Chaplaincy, a Learning Support Centre with a videoconference facility and library, a Childcare Centre, the Old Gaol Function Centre, a Cafeteria, Physical Recreation Centre and Printing Services.

Other Facilities

In addition to the SMB Campus in Lydiard Street, and the Camp St Arts Academy, other TAFE facilities within Ballarat include the Primary Industries Training Centre, Building Studies facility and Ballarat Horticulture Centre.

The SMB Campus provides programs in Business Services, Manufacturing Services and Human Services, which include areas of study in Business Administration, Hospitality, Information Technology, Primary Industries, Building and Construction, Engineering and Automotive, Applied Science, Community Services, Children's Services, Health Services, Humanities, Further Education and Visual and Performing Arts.

SMB Campus, Lydiard Street South, Ballarat 3350
Telephone (03) 5327 8000 Fax (03) 5327 8001

Stawell Campus

Located in the heart of town, the Stawell Campus boasts state of the art training facilities, including seven training rooms, a Technology area, a Learning Resource Centre, and a student recreation area. The Jacaranda Training Restaurant is located on site. The facilities, incorporating modern technology, provide students and staff with resources designed to enhance training and work to new standards of efficiency and productivity.

Courses are provided Business Services, Manufacturing Services and Human Services, which include areas of study in Business Administration,

Information Technology, Primary Industries, Hospitality, Further Education, Humanities and Engineering.

Stawell Campus, Sloane Street, Stawell 3380.
Telephone (03) 5358 7200 Fax (03) 5358 7250

Council

The University of Ballarat Act 1993 provides for the Council to be the governing authority of the University and have the direction and superintendence of the University. Membership of the Council as at 12 September 2002 was:

Chancellor

Prof Emeritus David E Caro, AO OBE MSc *Melb.*, PhD *Birm.* [Hon LLD *Melb.*, Hon LLD *Tas.*, Hon DSc *Melb.*]

Vice-Chancellor

Prof Kerry Owen Cox BSc(Hons), PhD *W.Aust.*, DipMedTech

Chair, Academic Board

Assoc Prof Trevor Robert Hastings BEc (Hons) *Adelaide*, MEc *Adelaide*, PhD *Adelaide*

Chair, Board of Technical Studies

Mr Peter Sudholz DipTechTeach *Hawthorn Ins*, DipMgt *Ballarat*

Staff Representatives

Mr Robert Ivan William Greig DipAppSc, BAppSc (Hons) *Qld Ag Coll*, MSc *Alta.*, MA *Deakin*, GCertTT *Ballarat* DipTeach

Ms Lorraine Yeomans GradDipSpEd, *Melb*

Ms Barbara Webb BAppSc CCAE, GradDipEd SCAE

Student Representatives

Ms Kristel Eckermann
Mr Brian Taylor
(*Student representatives for 2003 will be elected at the end of 2002*)

Governor-in-Council Appointees

Mr John R Magrath (Deputy Chancellor)

Mr William H McGregor LLB *Melb.*

Ms Heather J Proctor BComm *Deakin*

Dr William J Pryor, AO DSc (hc) *Massey*, PhD *Oreg.*, MVSc *Qld.*, BVSc *Syd.*, DSc (hc) *UB*

Mrs Jodie Ryan BComm *Ballarat*, AssDipBusAcc *Ballarat*

Ms Evelyn K Shipard

Appointee of the Minister

Ms Susan Christophers DipBusStudies *Swinburne*, CertTechTeach *Hawthorn Ins*, BEd *La Trobe*

Co-opted

Mrs Pamela R Davies (Deputy Chancellor)
The Hon. Richard Strahan de Fegely
Mr John D McClure
Prof Emeritus Tom A O'Donnell
Mr Colin R Prowse
Mrs Maria Stickland

MEd *Melb.*, BEd *Melb.*, BSc *Monash*, DipEd *Monash*
PhD *Melb.*, DSc *Melb.*, BSc *Melb.*, MSc *Melb.*, DSc (hc) *UB*
CPA
BAdmin (Nursing) *UNE*, MHA *UNSW*

Secretary to Council

Ms Rowena E Coutts BJuris, LLB *Monash*

The Council's standing committees include the: Council Executive Committee, Finance Committee, Audit Committee, Buildings and Infrastructure Committee, Human Research Ethics Committee and Animal Experimentation Ethics Committee.

Key TAFE Contacts

SMB Campus:

	Phone Number
Accommodation Services	(03) 5327 9480
Childcare Centre	(03) 5327 8183
Student Centre	(03) 5327 8000
Student Development (Counselling/Disability Support)	(03) 5327 8206
Student Recruitment (General Course Enquiries)	(03) 5327 8110
Enrolment Officer	(03) 5327 8139
Aboriginal Liaison Officer	(03) 5327 8260
Off-Campus Centre	(03) 5327 8224
Off-Campus Toll Free	1800 064 821
Apprenticeship/Traineeship Information	(03) 5327 8173
Library	(03) 5327 8230
Bookshop	(03) 5327 8106

Horsham Campus:

Childcare Centre	(03) 5362 2665
Student Centre	(03) 5362 2600
Student Development	
Counselling/Accommodation	(03) 5362 2642
Disability Liaison Officer	(03) 5362 2638
Student Recruitment (General Course Enquiries)	(03) 5362 2713
Enrolment Officer	(03) 5362 2606
Aboriginal Liaison Officer	(03) 5362 2662
Apprenticeship and Traineeship Information	(03) 5362 2712
Library	(03) 5362 2649
Bookshop	(03) 5362 2651

Ararat Campus:

Student Centre	(03) 5355 3000
Enrolment Officer	(03) 5355 3000
Student Development	
Counselling Support	(03) 5362 2642
Disability Support	(03) 5362 2638

Stawell Campus:

Student Centre	(03) 5358 7200
Enrolment Officer	(03) 5358 7200
Student Development	
Counselling/Accommodation	(03) 5362 2642
Disability Support	(03) 5362 2638
Library	(03) 5358 7258

University of Ballarat

At the time of publication of the Handbook extensive changes to the organisational structure of the University were being finalised. The University's web site (www.ballarat.edu.au) can be accessed to view the finalised organisational structure.

Chancellor

Professor Emeritus David Edmond Caro, AO OBE

MSc *Melb.*, PhD *Birm.* (Hon LLD *Melb.*, Hon LLD *Tas.*, Hon DSc *Melb.*) FlInstP, FAIP, FACE

Deputy Chancellors

Ms Pamela R Davies

Mr John Magrath

Vice-Chancellor's Office

The Vice-Chancellor's Office provides support to the Vice-Chancellor and other senior staff in their key leadership roles in the University. The Vice-Chancellor leads the University by establishing, from the many, diverse University activities, overall proposals for the way forward, and in advising Council of the appropriateness of the directions, the efficiency of implementation plans, and the suitability of reporting and accountability arrangements.

Vice-Chancellor

Professor Kerry O Cox

BSc(Hons), PhD *W.Aust.*, DipMedTech, FASM, FIA Biol., AAIMS

Personal Assistant to the Vice-Chancellor

Suzanne Ross

Administrative Assistant to the Vice-Chancellor's Office

Catherine Stonehouse

Senior Assistant to the Vice-Chancellor (part-time)

Associate Professor Trevor Hastings BEd (Hons) *Adelaide*, MEc *Adelaide*, PhD *Adelaide*

Deputy Vice-Chancellor (Academic and Research)

Professor Wayne Robinson

BVSc MVSc *Melb.*, PhD *Ohio State Uni*, D.A.C.V.P., M.A.C.V.Sc

Executive Assistant to the Deputy Vice-Chancellor (Academic and Research)

Pauline Williamson

DipBus (Admin) *Ballarat*

Deputy Vice-Chancellor (Vocational and Further Education)

Terry Lloyd

BCom *Melb.*, BEd *LaT*

Executive Assistant to the Deputy Vice-Chancellor (Vocational and Further Education) – SMB Campus

Anne Fennell

Pro-Vice-Chancellor (Administrative and Academic Support)

Dr Vicki Williamson

BA, DipEd (NE), GradDipAdvLib(CCAE), MA *Canb*, EdD *Curtin*, FAIM, AALIA

Administrative Assistant to the Pro-Vice-Chancellor (Administrative and Academic Support)

Valma Frost

Pro-Vice-Chancellor (Finance and Development)

Robert Hook

F CPA

Executive Assistant to the Pro-Vice-Chancellor (Finance and Development)

Cheryl Henry

Teaching Areas

Position	Name	Phone Number
SCHOOL OF BUSINESS SERVICES		
Head of School	Russell Bray	(03) 5327 8180
Head of Program – Business Administration	Lyndall Cooper	(03) 5327 8136
Head of Program – Information Technology (Acting)	Sally Firmin	(03) 5327 8222
Head of Program – Hospitality	Leonie Benson	(03) 5327 8189
Head of Program – Primary Industries	Peter Sudholz	(03) 5362 2718
SCHOOL OF HUMAN SERVICES		
Head of School	Greg Haines	(03) 5327 8109
Head of Program – Community Services	Catherine Laffey	(03) 5327 8038
Head of Program – Children's Services	Carol Cowan	(03) 5362 2705
Head of Program – Further Education	Lorraine Yeomans	(03) 5327 8238
Head of Program – Health Services	Robyn Dalton	(03) 5327 8118
Head of Program – Humanities	Peter Kerwan	(03) 5327 8087
SCHOOL OF MANUFACTURING SERVICES		
Head of School	Carla Reading	(03) 5362 2619
Head of Program – Applied Science	Shirley Fraser	(03) 5362 8664
Head of Program – Building & Construction (Acting)	Peter Parry	(03) 5327 8210
Head of Program – Engineering & Automotive	David Manterfield	(03) 5327 8265
ARTS ACADEMY		
Head of School	Terry Lloyd	
Deputy Head of School	Allan Mann	(03) 5327 8603
Program Manager – Visual Arts	Paul Lambeth	(03) 5327 8622
Program Manager – Performing Arts	Cas Anderson	(03) 5327 8642

TAFE Qualifications

Advanced Diploma

This para-professional TAFE qualification is normally completed in three years of full-time study (or part-time equivalent). The award is made up of three stages – a Certificate IV is usually awarded on satisfactory completion of Year One, a Diploma is usually awarded on satisfactory completion of Year Two, and an Advanced Diploma is usually awarded on satisfactory completion of Year Three. Hence entry into an Advanced Diploma is based on successful completion of the Diploma.

Diploma (previously Associate Diplomas)

This TAFE qualification is normally completed in two years of full-time study (or part-time equivalent). The award is generally made up of two stages – a Certificate IV is usually awarded on satisfactory completion of Year One and a Diploma is usually awarded on satisfactory completion of Year Two. Entry into a Diploma is based on successful completion of the VCE. Special entry provisions are available for non Year 12 applicants.

Certificate IV (previously Advanced Certificates)

This TAFE qualification provides up to 18 months of full-time study (or part-time equivalent), and has an entry requirement of VCE or equivalent. Special entry provisions are available for non Year 12 applicants.

Certificate I – III

Certificates are TAFE qualifications that can vary in duration, starting at six months of full-time study. These broad based courses provide basic and preparatory skills for employment.

Apprenticeships and Traineeships

Apprenticeships and Traineeships combine on-the-job training with an employer and off-the-job training at a TAFE campus. Apprenticeships provide training in a specific trade and are generally three to four years in duration. Traineeships are usually 12 months in duration and are generally targeted at people aged 15-19 years.

Combined Award

A study program that allows students to complete the requirements of two awards concurrently. Students who complete the requirements of the combined award will be granted both qualifications. The Bachelor of Arts/Diploma of Arts (Professional Writing and Editing), which combines the degree studies of a Bachelor of Arts with the practical, work-related skills of a TAFE qualification, is an example of a combined award.

Short Courses and Training Programs

The TAFE Division provides a variety of Short Courses and Training Programs ranging in duration from half a day to 16 sessions. These are provided on a fee-for-service basis.

Pathways

The University of Ballarat is a leader in the development of "seamless" pathways between educational sectors - school, TAFE and Higher Education. Pathways describe formalised methods for students to move from one educational sector to another, recognising past study and skills.

"Articulation streams" exist linking diploma and degree courses in a number of disciplines. In a typical articulation program of this type, students can complete two full qualifications - TAFE and Higher Education in three and a half years. For full details of the Pathways available at the University of Ballarat please refer to www.ballarat.edu.au/pathways or call the Course Infoline.

2003 Application and Enrolment Procedures

The academic year is divided into two semesters. Semester One commences in February and ends in June. Semester Two commences in July and ends in November/December. The following enrolment information applies to courses that commence in Semester One. Courses offering an intake at other times of the year will entail different application and enrolment procedures. (Contact the staff listed under 'Course Enquiries' for further information).

Direct to the University

Application for entry into the majority of courses is made directly to the TAFE Division of the University. All applications made to the University must be on an "Application for Admission - TAFE Division" form available from the Student Centre.

Full-time Courses

Current Year 12 students seeking a full-time place in a Certificate IV, Diploma or Advanced Diploma course should apply through the Victorian Tertiary Admissions Centre (VTAC).

Other applicants who are not currently undertaking a Year 12 program and wish to apply only to the University of Ballarat should contact Student Recruitment Services to discuss methods of application.

Applicants seeking a copy of the VTAC Guide can purchase a copy from newsagents. The VTAC Guide can also be accessed and applications can be made using the internet (www.vtac.edu.au). VTAC internet access points are available at the SMB and Mt Helen Campuses of the University of Ballarat.

NOTE: Applicants must pay particular attention to the *Extra Requirements* and *Prerequisite Subjects* listed in the Guide.

Late applications for full-time study made directly to the University TAFE Division may be accepted depending on availability of places.

Full-time Places in Other Courses

Students seeking a full-time place in a course should contact the relevant TAFE School Program Manager to obtain information and/or make an appointment for interview. All applicants are required to complete an enrolment application form.

Part-time Places

Students seeking a part-time place in a course should contact the staff listed under Course Enquiries to obtain information and/or make an appointment for interview.

Existing UOB Students

Students who are currently enrolled in a course or program offered by the University of Ballarat, and are seeking admission into a different course or program

offered by the University of Ballarat apply directly to the relevant campus. Currently enrolled students do not apply through VTAC.

Enrolments

All prospective students must complete an enrolment form and pay their fees before the enrolment process is complete. All enrolments must first be approved by the TAFE School Program Manager.

Course Information

Course information for all courses is included in this handbook and is also available from the campus locations listed in the front section of this handbook.

Special Entry Categories

Disability Support Services

People with disabilities who may require some assistance with their studies are encouraged to contact Student Development Services at the SMB or Horsham Campuses. Student Development Services provides assistance and support to ensure the needs of students with disabilities are understood, communicated and met within the university community.

Student Services may be able to assist students who:

- have a hearing impairment and require notetakers or interpreters in class
- have a vision impairment and need a personal reader or access to large print material
- need someone to liaise with staff
- require specialized equipment in order to undertake a course of study
- require assistance to access library materials
- have difficulty in accessing a facility

Students considering applying for entry to a course are advised to contact Student Development Services if they are likely to require any of these services.

Aborigines and Torres Strait Islanders

Aborigines and Torres Strait Islanders should make contact with the Aboriginal Liaison Officer at either of the SMB or Horsham Campuses for assistance with their enrolment.

The commencement of all courses is subject to available funding and enrolment quotas.

Modes of Study

Courses are offered in a variety of ways, including full-time, part-time, on-campus or off-campus and by flexible delivery either during the day, evening and/or weekends at the University's Campuses. Courses may be conducted at other locations, both within and outside the region. For further details contact the Student Centre at any one of the campus locations listed at the front of the handbook.

Off Campus and Flexible Delivery Studies

Off-Campus Study Mode

The off-campus mode of study has been designed for students who, for a variety of reasons, are unable to study on campus. It consists primarily of study by correspondence.

For further information on off-campus or flexible delivery studies contact:

Off Campus Coordinator
 Telephone (03) 5327 8224
 Toll Free 1800 064 821
 Email offcampus_tafe@ballarat.edu.au

Flexible Delivery Study Mode

Flexible Delivery is an approach to teaching and learning which focuses on the learning preferences of the student. Flexible Delivery can take place in the workplace, at home, a learning centre or a combination of all three.

The commencement of all courses is subject to available funding and enrolment quotas. In some instances courses will only be available to continuing students to enable completion.

Following is a selection of courses offered in an off-campus and/or flexible delivery basis. A range of other subjects are also available.

School of Manufacturing Services

Applied Science

- Diploma of Natural Resource Management
- Certificate IV in Fire Technology
- Diploma of Fire Technology
- Certificate IV in Residential Drafting

School of Business Services

Business Administration

- Advanced Diploma of Business (Accounting)
- Certificate II in Business
- Certificate III in Business Administration
- Certificate IV in Business Administration
- Diploma of Business (Marketing)
- Advanced Diploma of Business (Legal Practice)
- Diploma of Management
- Certificate IV in Business (Small Business Management)
- Certificate IV in Business (Estate Agency Practice)
- Course in Real Estate for Agents' Representatives
- Use Advanced Medical Terminology

School of Human Services

Further Education

Certificates in General Education for Adults

- Certificate I in General Education for Adults (Introductory)
- Certificate I in General Education for Adults
- Certificate II in General Education for Adults
- Certificate III in General Education for Adults

School of Human Services

Humanities

- Diploma of Arts (Professional Writing and Editing)
- National Communication Skills Modules

VIOSH Australia

- Certificate IV in Occupational Health & Safety

Apprenticeship/Traineeship Information

Apprenticeship/Traineeship Training

Apprenticeships & Traineeships give you the skills and experience to kick-start your career, with a valuable qualification recognised by employers throughout Australia.

Apprenticeships & Traineeships mean

- Earning a wage as you train
- Nationally accredited qualifications
- Flexible training arrangements
- Workplace training and support
- Incentives to employers

Apprenticeship/Traineeship Training provided by the University of Ballarat

- Aged Care
- Agriculture
- Automotive
- Baking
- Bricklaying
- Building & Construction
- Butcher
- Child Care
- Cooking
- Civil Construction
- Education
- Electrotechnology (Electrical/Electronics)
- Engineering (Fabrication)
- Engineering (Mechanical)
- Food Processing
- Horticulture
- Hairdressing
- Hospitality & Tourism
- Information Technology
- Meat Processing
- Nursing
- Office Administration
- Painting & Decorating
- Plumbing & Gasfitting
- Real Estate
- Retail
- Transport
- Viticulture
- And many more

How to apply for an Apprenticeship/ Traineeship

Employment as an apprentice/trainee must be obtained before any trade training can take place.

Find an employer who is willing to offer you an apprenticeship/traineeship and then complete and sign a training contract (available through a New Apprenticeship Centre). If you are under 18 years of age, the training agreement must be signed by a parent or guardian.

You may be able to start a part-time apprenticeship/traineeship while still at school. Talk to your VET Coordinator or Careers Teacher at School for further information.

For those who have already left secondary school, preference is generally given by employers to those who have at least completed Year 10 or higher.

Who to Contact

For further information about Apprenticeships & Traineeships visit www.ballarat.edu.au or contact:

Horsham Campus

New Apprenticeship Liaison Officer
Telephone: (03) 5362 2712
Fax: (03) 5362 2610

SMB Campus

New Apprenticeship Liaison Officer
Telephone: (03) 5327 8173
Fax: (03) 5327 8012

For your nearest New Apprenticeships Centre contact 1800 639 629

International Students

The role of the International Education office at the University of Ballarat includes:

- The recruitment, selection, enrolment and support of international students in University programs;
- Providing opportunities for Australian and International students to undertake exchange and study abroad programs, which will be credited towards their degrees.

International Full-Fee Students

The University of Ballarat's International students contribute substantially to the life of the University and provide the opportunity for Australian students to meet and learn from people from a wide variety of other cultures and societies.

The University welcomes International students and has a dedicated International Education office to assist and support students from overseas.

The University of Ballarat offers its courses on a full-time basis to qualified international students. Under such arrangements students pay the full tuition fees.

Exchange and Study Abroad

The University of Ballarat has exchange agreements with a number of universities overseas. These agreements allow current students to study overseas for one or sometimes two semesters, and provide an opportunity for students from overseas to experience the adventure and benefits of student life and travel in Australia. Exchange and Study Abroad programs provide an excellent opportunity for students to continue their studies while experiencing life in another country.

Further Information

Further information about admission requirements, enrolment procedures, course tuition fee payment and refund agreement as an International student at the University of Ballarat, or information about the University's Exchange and Study Abroad programs can be obtained from the International Education office at:

Web address: www.ballarat.edu.au/international
Email address: international@ballarat.edu.au
Phone: +61 3 5327 9018
Facsimile: +61 3 5327 9017
Address: PO Box 663
Ballarat, VIC 3353, Australia

Recognition of Prior Learning

What is RPL (Recognition of Prior Learning)?

RPL is the formal acknowledgment of skills/knowledge/competencies already obtained through:

- Formal Training/Study (including the VCE)
- Work Experience
- Life Experience

RPL relates and measures a student's prior learning (via the above means) against the competencies or learning outcomes of the particular course in which the student is enrolled/interested in enrolling. If the student's prior learning at work, or elsewhere, is relevant to the course, he/she may not have to undertake some components of the course.

Why apply? - What's in it for you?

It is important to apply for RPL if you think your previous study and/or experiences might be relevant to the subject/s in which you are enrolling.

The advantages of a successful RPL application are:-

- You won't have to repeat subjects in which you have already achieved competency.
- You may complete your course more quickly.

What does RPL involve?

Credit Transfers / Standard Exemptions and Non-Standard Exemptions

Credit Transfers

Where evidence is provided by the student that the identical unit/competency has previously been studied with other registered providers or in another course at the University of Ballarat.

Standard Exemptions

Where evidence is provided that the student has completed similar studies or has specified life experience that has been formally recognised by the Board of Technical Studies and included in the Standard Exemption Register. Registers are available for your inspection with Program Managers in each School.

Non-Standard Exemptions

Exemptions based on Similar Studies and/or Work/Life Experience

RPL may be granted where similar units have been studied in another course. This is assessed by the Subject Expert in the teaching School.

RPL also may be granted where skills / knowledge / competencies have been gained through means other than formal study – perhaps through paid or unpaid work experience, life experience or informal courses.

The means of assessment will vary according to the nature of the skills/competencies involved, but will generally comprise one or more of the following:-

- Interview
- Folio
- Demonstration
- Formal Test
- Reference/testimonies related to the skills/competencies claimed

RPL Costs

Credit Transfers and Standard Exemptions do not attract a fee. You do not enrol in the units/modules for which you are claiming a credit, however you must be enrolled in the course.

Non-standard Exemptions will attract a fee, which will vary for each unit/module. You must enrol in the unit/module in which you are seeking an exemption and pay the fee. When the exemption is granted, you will receive a refund for the student amenities fee and materials paid for these units/modules.

How do I apply?

You are required to make application within two weeks of your enrolment interview and supply evidence and all relevant documentation to the RPL Assessor. For further details contact the appropriate department.

Grading Codes

When a Credit Transfer is granted, it will appear on your Statement of Results as CR. Both Standard and Non-Standard Exemptions will appear as CY.

TAFE Services and Facilities

Accommodation

SMB Campus

The SMB Campus provides excellent accommodation at two locations:

Hickman Street Residence

Offers 23 beds in four modern units each containing six single rooms, shared fully equipped kitchen and other facilities.

Victoria Street Residence

Offers 16 beds in 10 large bedrooms in a stately Victorian home with shared kitchen and other facilities for students staying for the academic year and up to 22 beds in 11 modern motel style units with en suite facilities, shared fully equipped kitchen and TV dining room for short term block release students.

Further information (03) 5327 9480 or www.ballarat.edu.au/accommodation

Horsham and Stawell Campuses

The Counsellor for the Horsham campus maintains an Accommodation Register, which lists private board options (partial and full-time). The Counsellor can also advise on renting, motels, hotel rooms and caravan parks. Students are invited to use this service to assist them in obtaining accommodation.

Further information (03) 5362 2642.

Bookshop

SMB Campus

The secondhand book and uniform shop is located in the Student Association, on the first floor of the Amenities Building. For further information please call (03) 5327 8106.

Horsham Campus

The Bookshop is located within the Learning Resource Centre on the first floor of Building C at the Horsham Campus.

The bookshop sells texts for University of Ballarat courses at competitive prices. University apparel and computer disks can also be purchased. Purchases may be made in person or via mail, fax or e-mail. Phone (03) 5362 2651, Fax (03) 5362 2757
E-mail: a.jardine@ballarat.edu.au

Stawell Campus

Stawell students can purchase texts from the Horsham campus via phone, mail, fax or e-mail.

Ararat Campus

Ararat students can purchase books from the Horsham campus via phone, mail, fax or e-mail.

Car Parking

Parking is available at all campuses. Parking signs in the grounds and nearby streets should be strictly observed. Owner-onus applies within all University parking areas. Carparks for people with a disability are designated on campus maps.

Cafeteria

SMB Campus

A Cafeteria is located on the ground floor of the Amenities Building (building E). The Cafeteria is open Monday to Thursday between the hours of 8.30am and 8.00pm and Friday between 8.30am and 4.00pm. Snack vending machines are also provided, these are located in several buildings.

Horsham Campus

The Horsham Campus' cafeteria provides students with a range of meals and snacks. A student lounge area with casual seating is conveniently located in the cafeteria. It is open Monday to Friday 8.30 am – 3.30pm. During school holidays the cafeteria is open Monday – Friday 9.30 am – 2.30 pm.

Ararat Campus

Students at the Ararat Campus have access to the Ararat Community College Cafeteria open Monday to Friday 9.00am – 2.30pm.

Stawell Campus

Unfortunately there are no cafeteria facilities at the Stawell Campus, however there is a student lounge with a kitchenette.

Changes to Personal Details

Students are required to notify Student Centre of any changes to personal details; for example, name, address or telephone number. Failure to notify any changes may result in delays in the issuing of student's results and certificates.

Childcare

Childcare is available on-campus to students at SMB and Horsham. The University is committed to providing quality childcare in a happy and healthy environment in which children feel welcome and safe. A flexible program is provided to enhance all aspects of a child's development.

The University provides childcare facilities for children from 0 to 6 years during the daytime. Each child is professionally cared for, taking into consideration the child's individual, physical, social, and emotional development as well as cultural background.

Only qualified and experienced staff are employed in all University of Ballarat childcare centres. TAFE Campus students, staff and the community are charged fees at scheduled rates.

SMB Campus

The Childcare Centre is open for 48 weeks of the year. The centre offers 35 places and is open to children of students, staff and community members. It is located on the corner of Grant and Hickman Streets and is open Monday to Friday from 8.00am – 6.00pm.

Horsham Campus

The Childcare Centre is open for 50 weeks of the year. The centre offers 60 places and is open to children of students, staff and community members. It is located at the western end of the Horsham Campus and is open Monday to Friday from 8.00am to 6.00pm.

Further information:

SMB Campus (03) 5327 8183
Horsham Campus (03) 5362 2665

Student Development

Student Development consists of counselling, health, chaplaincy and disability services. It provides a range of information and support.

We can help if you have concerns regarding your studies, Youth Allowance/Austudy study skills, accommodation, time management, exam anxiety, vocational and career decisions, student loans, spiritual issues, personal issues, stress management and managing your disability. The counselling services are free and strictly confidential.

SMB Campus

Appointments can be made by calling (03) 5327 8206. Student Development is open between 9.00 am and 5.00 p.m. Monday to Friday. Student Development is located on the ground floor of the Student Centre, opposite the Library.

Horsham Campus

Appointments can be made by calling (03) 5362 2642 or students are welcome to call in to the office, (C28) in Building C at the Horsham Campus.

Ararat Campus

A Counsellor visits once every two weeks. Appointments can be made by calling (03) 5362 2642.

Stawell Campus

Counsellors make regular visits to the Stawell Campus. Appointments can be made by calling (03) 5362 2642 or speaking with staff at the Stawell Campus.

Equal Opportunity

The University of Ballarat is firmly committed to equal opportunity and eliminating discrimination on the basis of sex, gender identity, marital status, pregnancy, breast feeding, status as a parent or carer, sexual orientation, lawful sexual activity, race, ethnic background, disability, age, physical features, industrial activity, religious beliefs or activities, political beliefs or activities.

All students have the right to work and study in a safe environment, free from harassment. We are committed to providing such an environment.

For information regarding dealing with harassment or discrimination contact Equity and Equal Opportunity on 5327 9357.

Financial Assistance

AUSTUDY/Youth Allowance

(Information relevant at time of printing)

The Commonwealth Department of Education, Training and Youth Affairs (DETYA) offer a number of programs of financial assistance to tertiary students. AUSTUDY is available to students enrolled in full-time study who are 25 years old or over. Special rates apply for certain categories of students. Youth Allowance is available to both full and part-time students who are aged between 16 years and 24 years old.

The majority of students applying for these allowances are subject to an income and assets test.

Further information is available from Student Development or Centerlink.

ABSTUDY

ABSTUDY provides financial and other assistance to Aboriginal and Torres Strait Islanders who are studying full-time or part-time tertiary education. ABSTUDY Tertiary students may also apply for a loan through the ABSTUDY Supplement.

Students between the ages of 16 and 24 re-entering education may be eligible for Youth Allowance.

For further information contact the Aboriginal Liaison Officer or Student Services.

Apprenticeship/Traineeship Accommodation Allowance

Apprentices/trainees living away from home for the purposes of work may be eligible for a living away from home allowance and should apply to their New Apprenticeship Centre. This allowance is available during the new apprentice's/trainee's first year of employment.

Apprentice's/trainee's who live away from home to attend the University for block release receive a Living Away from Home Allowance. Further information can be obtained from the Apprentice Services Officer at the SMB Campus on (03) 5327 8204 or New Apprenticeship Liaison Officer at the Horsham Campus on (03) 5362 2712. Details of the fees and charges are given in the fees and Charges section.

Student Loans Scheme

The TAFE Division has a Students Loans Scheme for students who are experiencing financial hardship. Details of the scheme are available from Student Development.

Student Development can assist students with budget planning and Youth Allowance queries. If necessary students can be referred to an appropriate professional service.

Aboriginal Education Centre

The Aboriginal Education Centre at the Horsham and SMB Campuses aim to provide educational and personal support to current and prospective Aboriginal students.

The Centre strives to keep Aboriginal culture alive while encouraging confidence in the learning process.

Aboriginal Liaison Officers are available to provide Assistance on issues such as current courses, adjusting to life at TAFE, living away from home, study skills, tutorial support, allowances and accommodation. For further information contact the Aboriginal Liaison Officers.

SMB Campus (03) 5327 8260
Horsham Campus (03) 5362 2662

Learning Assistance

To ensure that students are able to make the most of their time at the university, help is at hand. There are Learning Support Centres at all campuses: Ballarat, Horsham, Stawell and Ararat. The free service is available to all students who have any concerns about their assignments.

You can get help with:

- Assignments: planning, writing and understanding the question or topic
- Referencing
- Research skills - books, journals and the Internet
- Note taking.
- Oral presentations
- Presentation of assignments
- Reading skills
- Spelling and Grammar
- Preparing for exams/tests
- Studying for exams and tests
- Effective study habits
- Good study techniques
- Managing time
- Learning how to learn
- Basic computer skills
- Negotiating with teachers
- Mathematics and numeracy

An Appointment can be made by calling the appropriate campus:

SMB Campus: (03) 5327 8441
Horsham Campus: (03) 5362 2618
Ararat Campus: (03) 5355 3000
Stawell Campus: (03) 5358 7247

Learning Resource Centres (Libraries)

The University offers an integrated library service across all campuses. Library collections are located in the E.J. Barker Building at the Mt. Helen campus (Ballarat), in the Tippett Learning Resource Centre at the SMB campus (Ballarat), on the first floor of Building C at the Horsham campus and at the Stawell campus.

The library collection includes books, journals, audio-visual material and equipment. Requests can be made for material held at other campus libraries.

Services available include:

- Assistance locating and retrieving library

resources including searching the library catalogue, CD-ROM, online and full text databases, locating newspaper articles, reference and other materials.

- Information Skills programs and training, including basic orientation classes aimed at new students. Programs run during first weeks of each semester and include logging in and using the student network, searching the library catalogue, searching online, CD-ROM and full text databases, locating statistical resources, creating bibliographies and reference citation, locating law resources and locating newspaper articles.
- Assistance with student network and account queries and problems.
- Photocopying.
- Access to the library collections of other Australian tertiary institutions through the CAVAL Reciprocal Borrowing Program and the National Borrowing Scheme.

Opening hours vary between campuses and are advertised at each campus and on the library web pages at –
www.ballarat.edu.au/library/lending/hours/

Details on the full range of services can be obtained from the Information Desk at each campus Library or at www.ballarat.edu.au/library

For further information contact the relevant campus:

Horsham Campus 03 5362 2649
Mt. Helen Campus 03 5327 9594
SMB Campus 03 5327 8230
Stawell Campus 03 5358 7258

Ararat Campus - There is no library service at the Ararat Campus; all inquiries should be directed to the Horsham Campus Library.

Longerenong College - Students studying at Longerenong are welcome to use the Longerenong College Library/Resource Centre. Resources held on the Horsham campus are also available for use and can be delivered to Longerenong by courier.

Photocopying

Photocopiers are available for student use in the Library/Resource Centre at the Horsham and SMB Campuses and also in the Student and Apprentice Association Office at the SMB campus.

At the Stawell, Ararat and Longerenong campuses arrangements need to be made with staff for photocopying services.

Recreation Facilities

The SMB Campus provides fitness and recreation facilities including basketball court, squash courts, aerobics studio and fitness gym. For further information telephone (03) 5327 8191.

There are also opportunities to take part in local sport, theatre, cultural and historical experiences at all of the University campuses. For further information contact the Student Association:

SMB Campus (03) 5327 8106
Horsham Campus (03) 5362 2625

Students with Disabilities

The University of Ballarat welcomes students with disabilities to an environment that nurtures the diverse range of abilities, talents and interests of all its students.

The Disability Liaison Officers (DLOs) are available to assist prospective and enrolled students with information and support services. Students are encouraged to contact a DLO for confidential assistance on issues ranging from accessible buildings to alternative assessment; from academic support workers to referral to community services. These services are available to students with disabilities, medical conditions and temporary injuries.

For further information email disability@ballarat.edu.au or contact a Disability Liaison Officer at the relevant campus:

SMB Campus	Ph & TTY: (03) 5327 8092
Western Campuses	Ph: (03) 5327 2638

Student Association

All students from all campuses pay an amenities fee that can give them membership to the student association. The students have a chance to group together and present their ideas and concerns through the Student Association committee.

The Executive of the Student Association meets regularly to discuss and organise student activities. In addition to this, the opportunity for students to engage in sport, recreational and leisure activities, social, or cultural events is available.

Some of the services and facilities that are provided by the Student Association at the SMB campus include movie money vouchers, kitchen facilities, student diaries and discounts, student photocopier, a student magazine, and social functions. Horsham campus provide kitchen facilities, Student Diaries and Discounts and other services.

SMB Campus	(03) 5327 8106
Horsham Campus	(03) 5362 2625

Student Discipline

The University of Ballarat has a Student Discipline policy. It is the responsibility of students of the university to be aware of what constitutes misconduct under the terms of this policy.

Students are advised that copies of the policy are available on the university Website <http://www.ballarat.edu.au/pandect/>

Student ID Cards

Student ID Cards must be carried at all times when in attendance at the university. ID Cards must be presented when sitting examinations, re-enrolling and when collecting results or certificates from the Student Centre

Subject Credits/Exemptions through RPL

Students are advised to apply for Subject Credits/Exemptions when enrolling to avoid delays in the presentation of awards/certificates at the conclusion of their course. Students should arrange to speak to teaching staff from the relevant School before commencing their course. Credit/Exemption application forms are available from the Student Centre. Applications must be accompanied by supporting documentary evidence (originals must be sighted by the program manager, and the relevant fee (if applicable).

Withdrawal from Course/Classes

Students wishing to withdraw from a course/class must complete a Withdrawal/Variation to Enrolment form available from Student Centre.

Fees & Charges

This information explains the fees and charges that apply when you enrol. It also gives details of the student's responsibilities in relation to withdrawals, refund, fee payment plan (student loan) and Austudy/Youth Allowance concessions.

Please take the time to read this carefully prior to enrolment.

Fees are to be paid in full on enrolment day

The enrolment fee consists of three components:

- Enrolment Fee
- Student Amenities Fee
- Materials

Enrolment Fee

The Enrolment Fee is calculated by multiplying the total enrolment hours by \$1.00 per hour.

- A \$40.00 minimum Enrolment Fee applies to all students.
- Full-time students enrolled in excess of 500 hours will pay a maximum Enrolment Fee of \$500.00 per calendar year.
- Students who are eligible for a concession at the time of enrolment (refer to list) will pay \$40.00 once per calendar year.
- Trainees and Apprentices pay \$290.00 per calendar year. If they enrol into additional courses, their total enrolment fee for the year will not exceed \$500.00.
- Adult VCE students pay \$420.00 per calendar year. If they enrol into additional courses, their total enrolment fee for the year will not exceed \$500.00.

Student Amenities Fee

The Student Amenities Fee is calculated by multiplying the total enrolment hours by 15¢ per hour. Students enrolled in Off-Campus or remote courses will pay a flat rate of \$10.00.

Materials

Students will be required to pay the cost of providing goods or materials to be retained as personal property and purchased through the University eg tools of trade, class materials, computer disks, uniforms and books. Some of these items form part of the overall fees and are payable on enrolment day. Students should contact the appropriate School for the total amount of material fees.

Concessions

If you are an Aboriginal or Torres Strait Islander, or if you are in receipt of any of the following Benefits or Pensions, you or your dependant children or spouse will pay a maximum Enrolment Fee of \$40.00 per calendar year.

- Age Pension
- Carer's Pension
- Family Allowance (maximum recipients with Health Care Card)
- Disability Support Pension
- Youth Allowance (Job Seekers only)
- New Start Allowance
- Veterans' Affairs Service Pension
- Partner Allowance
- Sickness Allowance
- Parenting Payment Single
- Special Benefits
- Wife Pension
- Mature Age Allowance
- Widows Allowance

Note: Student Health Care Card/Pension Card or your Dependent's Card is required at enrolment. A Health Care Card does not necessarily entitle the student to an enrolment fee reduction.

Austudy / Youth Allowance Concessions

Youth Allowance/AUSTUDY provides money to students to complete their full-time study. Eligibility depends on a number of factors including family income, assets, where you live and the course you are studying. To be eligible, you need to be undertaking at least 75% of a full-time course load in each semester (less if you are receiving a pension). Information about AUSTUDY/Youth Allowance can be obtained from Student Development or Centrelink.

SMB Tel: (03) 5327 8206
Horsham/Stawell/Ararat Tel: (03) 5362 2642

Payment of Fees by Payment Plan (Student Loans)

Full Fee Paying Students (Students who are NOT in receipt of AUSTUDY/Pension or Benefit)

These students are required to pay a deposit of 30% of fees, with a minimum deposit of \$200.00. When the total fee payable is less than \$200.00, the student will not qualify for a Student Loan.

Students currently in receipt of AUSTUDY/Pension or Benefit, and Apprentices or Trainees

These students are required to pay a minimum deposit of 30% of their total fee.

Adult Education Courses

Students enrolling into Adult Education Courses are required to pay a minimum deposit of 30% of their total fee.

Hospitality Courses

All students enrolling for a Hospitality course, which requires a knife set, will pay a minimum deposit of \$250.00.

Administration Fee

All payment plan contracts will have an Administration Fee added. This will be 10% of the balance after the deposit has been deducted.

Repayments

Students enrolling for the full year will have eight months to repay their fees. Students who are having difficulty in meeting the agreed monthly payments must contact the Loans Officer immediately.

Refunds

The following Refund Policy applies:

It is the responsibility of the student to withdraw from class by completing an Enrolment Withdrawal/Variation Form. These forms are available from the Student Centre or the School and must be signed by a School representative.

- A student who withdraws within four weeks of the course commencement in order to take up a place at another Tertiary Institution will receive a full refund of all fees paid. Copy of Letter of Offer and receipt of payment must be provided.
- A student who withdraws within four weeks of course commencement for other reasons will receive a refund of fees paid less \$40.00 administration charge.
- Students who do not attend class for four weeks, but do not complete an Enrolment Withdrawal/Variation Form until later, will not receive a refund.
- A student who withdraws after four weeks of course commencement will not receive a refund. However, if a student is able to demonstrate extreme financial hardship, they may apply in writing to the DVC Vocational and Further Education, and may receive a full or partial refund.
- Any refund will be payable by cheque within three weeks of the Enrolment Withdrawal Variation Form being received at the Student Centre. Original receipt or photocopy must accompany Enrolment Withdrawal Variation Form.
- Centrelink requires the last date of attendance. Benefits will be paid to the date stated.
- When the student transfers from TAFE to the Higher Education Division after a four week period, a pro-rata refund will be given. The relevant fee will then be charged at the Higher Education.

Invoicing of Fees

If fees are to be invoiced to an Employer or Agency eg Commonwealth Rehabilitation Service, Work Cover, TAC, Employment Agencies, etc, a written authority from the Agency is required on enrolment day.

Agency Debt

A student can incur an Agency Debt any time after being confirmed as a student for the relevant semester.

Agency debts are any monies owed to the University as a result of any of the following:

- Enrolment fees and charges;
- Library fines and charges for book replacements;
- Residential fees;
- Student loans and;
- Fines or order of compensation made by the Student Discipline Committee.

Unless the Vice-Chancellor in a particular case decides otherwise, a person who has not paid all fees and charges owing by the person to the University will not be entitled to the rights and privileges of a student of the University and/or the use of the University services and facilities as prescribed in the regulations as follows:

- (a) enrol or re-enrol;
- (b) receive a statement of results;
- (c) graduate or receive an award of the University;
- (d) receive an academic transcript;
- (e) use library services;
- (f) use computer services.

After incurring an Agency Debt the student has two options:

- (a) Remove the Agency Debt by paying the outstanding amount. All student rights are then restored.
- (b) Ignore the Agency Debt, which means penalties will be enforced.

Change of Personal Details

Students must complete the appropriate form to advise any change of name, address, telephone number or employer (if apprentice). These forms are available at the Student Centre.

Information relating to fees and charges will be confirmed at the time of enrolment.

Travel Concessions

(Full time students only)

Travel Concession Application Forms are available from the Student Centre. Two coloured passport size photos are also required.

University of Ballarat – TAFE Division

Guide to Academic Legislation

University legislation may be accessed via the University's internal homepage on www.ballarat.edu.au/legislation or hard copies may be obtained from Heads of School or Student Administration. Due to a variation in terminology used in unit descriptions and training packages, a unit of study may be called a subject, unit, module or unit of competency.

1. ADMISSIONS

1.1 Offer of Place

Successful applicants are offered a place and provided with relevant information, including enrolment date, Recognition of Prior Learning, and course charges and fees. Each student must be enrolled before attending class.

1.2 Special Needs

If a special need or academic support requirements are identified, the applicant is referred to the relevant support unit.

1.3 Re-admission of a Withdrawn Student

A student seeking re-admission within a semester/year is to negotiate with the relevant Head of School. A student seeking re-admission in a different year will be required to apply for a place and enrol in the normal manner.

1.4 Leave From Studies

Leave from Studies must be negotiated with the relevant Head of School.

2. COURSES

2.1 Course Components

A course may comprise the following:-

- a) Core Module(s) / Unit(s) of Competency: must be successfully completed.
- b) Elective Modules / Units of Competency: the University will advise the student which of these are to be successfully completed.
- c) Optional Modules / Units of Competency: no compulsion for these to be successfully completed.
- d) Pre-requisite Module / Unit of Competency: A module / competency unit which normally has to be taken and passed before proceeding to the module / unit of competency under consideration.
- e) Co-requisite Module / Unit of Competency: A module / unit of competency which is normally taken at the same time as the module / unit of competency under consideration.

2.2 Unit Description

A unit description will be made available to students within the first two weeks of commencement of a unit or module / unit of competency containing:

- the relevant curriculum documentation or training package including course and unit / module codes, titles and hours,
- outline of the module's / unit's of competency,
- learning outcomes,
- grading categories,
- assessment criteria and methods including relevant information regarding where, when and how.

3. STUDENT PROGRESS

3.1 Assessment

3.1.1 Assessment Methods

All assessment is based on clearly documented criteria, and is undertaken through appropriate assessment methods which will ensure that accurate judgements can be made as to the standards achieved.

One or more of the following assessment methods may be used:-

Assignment

Any written or oral reporting task.

Class Presentation

A presentation of prepared material to a group on an approved topic or issue and designed to facilitate interaction.

Testing

A testing situation scheduled within regular class time.

Essay/Report Writing

A written task complying with the specifications detailed in the curriculum.

Practical Exercise

A structured problem solving task requiring the application of knowledge with clear instructions.

Practical Demonstration

A practical demonstration of competence to a specified standard under actual conditions including work placement.

Examination

A formal supervised testing situation during which a student is required to make responses to module / unit of competency-related questions.

Research Study or Major Study

An extended task complying with curriculum specifications.

3.1.2 Re-Assessment

All students shall be entitled to two attempts (to achieve competence for any assessment task) within any one module / unit of competency enrolment period.

3.1.3 Access to Assessed Work

A student shall have the right of access to internally marked assessment work, including final assessable work, in the presence of his / her teacher.

Assessable work will be retained within the School for minimum period of six months.

Each VCE student should refer to the Victorian Board of Studies VCE Regulations.

3.1.4 Extension of Time for Assessment**Written Tasks or Practical Assignments**

A student who is unable to complete assigned work by the required date should apply and negotiate for an extension of time, before the due date, from his/her module / unit of competency teacher. This application may or may not be granted.

Tests and Examinations

A student who is unable to attend the scheduled time of the test or examination must immediately notify the module / unit of competency teacher or the relevant Program Manager, by telephone in the first instance, and then have the details verified in person (by themselves or another party) within seven (7) days with the module / competency unit teacher, who may, at that time, provide a statement of the revised time, place and conditions for the test or examination.

Each VCE student should refer to the Victorian Board of Studies VCE Regulations.

3.2 Recognition of Prior Learning (RPL) or Current Competency (RCC)

3.2.1 Students will be provided with information regarding the RPL/RCC process at enrolment.

3.2.2 There are three situations in which RPL/RCC may apply:-

Credit Transfer

Where a module / unit of competency has been successfully completed with other registered providers, or from another course, and is identical in content and title to the module / unit of competency for which RPL is sought.

Credit Transfer and Dual Recognition arrangement approved by the Victorian Board of Studies.

Standard Exemption

Where a module / unit of competency studied with the university or other registered providers, or in another course or worklife experience recognised by the Board of Studies is included in the Standard Exemption Register.

Non-standard Exemption

Where credit is given for the achievement of module / unit of competency outcomes or competency standards through similar studies or worklife experience.

3.3 Statement of Results

The recording of assessment of student competence will be by a grading code as per the specification of the controlled accreditation map associated with the course in which the student is enrolled. Such grading code shall be recorded as such on the Student Records System.

A Statement of Results will record the student's progress, using one or more of the following grading codes, as determined by the course regulations.

- **Grading Category 1**
 - CD - Competent with Distinction
 - CM - Competent with Merit
 - CY - Competent
 - CN - Not Yet Competent
- **Grading Category 2**
 - CY - Competent
 - CN - Not Yet Competent
- **Grading Category 3 (VCE Assessment Only)**
 - S - Satisfactory
 - N - Not Satisfactory
 - J - Did Not Complete
- **Grading Category 4**
 - Percentage Grades

- **Other Assessment Codes and Descriptors**
 - CR - Credit Transfer
 - EX - Exemption granted through RPL or RCC (appears on Statement of Results as CY)
 - **Other Codes used for reporting and administrative purposes**
 - CS - Continuing Studies
 - WD - Withdrawn
 - UP - Ungraded Participation
- ** - Module / Unit awaiting result

3.3.1 Application to Withdraw

The student is responsible for obtaining, completing and lodging an Enrolment Variation and Withdrawal Form, accordingly endorsed by the relevant School representative.

3.3.2 Application to Withdraw - Non-Negotiated Absence

After two weeks of non-negotiated absence, from a full time course of study, the relevant School representative shall complete an Enrolment Variation and Withdrawal Form stating the reason for non-attendance and will then forward this to the Student Services Section.

3.4 Unsatisfactory Progress

Regular attendance at classes and workshops is strongly encouraged to gain the underpinning knowledge and skill required to achieve competence. Students will be deemed to have made unsatisfactory progress when academic progression rules as defined in course handbooks or equivalent have not been met.

4. STUDENT APPEALS AGAINST ASSESSMENT

REGULATION 5.3 – ASSESSMENT

Grounds of Appeal

1. An appeal against a final grade in a unit may only be based on one, or any, of the following grounds-
 - (a) failure of the unit description to be explicit in the indication of:
 - the learning tasks students are required to complete in a unit;
 - how students will be assessed; and
 - any other requirement of the relevant Board;
 - (b) failure by assessors to observe the assessment procedures set out in the unit description;
 - (c) failure to apply fairly and appropriately the criteria specified in the unit description.

Discussion

2. A student who believes he or she has grounds to appeal against a final grade in a unit has the option to discuss the assessable tasks on which the final grade is based with the academic or teaching staff in charge of the unit or in the absence of the relevant academic or teaching staff in charge the Head of School may appoint a nominee academic or teaching staff in charge of the unit.

Appeal

3. (1) A student may appeal against a final grade in a unit by forwarding a written notice of appeal to the Head of School within 14 days of publication of the final grade.
 - (2) The notice of appeal must state the grounds on which the student relies in seeking the appeal.
 - (3) The academic or teaching staff in charge of the unit shall, on request from the Head of School, give written reasons for the final grade.
4. (1) The Head of School may require-
 - (a) the student to submit all assessed material in the unit;
 - (b) the whole or part of the assessment of the unit to be assessed independently by one or more appropriately qualified assessors.
- (2) The Head of School shall-
 - (a) make such enquiries relating to the assessment of the grade as he or she thinks fit;
 - (b) give the student the opportunity to be heard by oral and written submission;
 - (c) consider the appeal; and
 - (d) report to the student in writing the result of the appeal within 30 days of receipt of the notification of appeal or such further time as may be reasonably necessary to complete his or her determination.
- (3) The Head of School may confirm the original grade or change the grade.
- (4) A student may be accompanied by an observer, who is not a lawyer, when appearing before the Head of School. However the observer may not speak unless invited to do so by the Head of School.
5. In the event of a student being unable to lodge the notice of appeal within the specified time for any reason acceptable to the Head of School, the Head of School may consider the appeal out-of-time.
6. Where the Head of School has been responsible for assessment in the unit which is the subject of appeal the Vice-Chancellor, or his or her nominee, shall hear the appeal and the provisions of sections 3-5 shall apply to the Vice-Chancellor, or his or her nominee, the necessary changes being made.

7. A student may appeal against a decision by a Head of School under section 4 to the relevant Appeals Committee ("Appeals Committee"). An appeal must be in writing specifying the grounds of appeal in accordance with Regulation 2.2 sub-section 4(2).

REGULATION 2.2 – APPEALS COMMITTEE

An appeal must be lodged with the Secretary to the Appeals Committee within 30 days of the date of the decision appealed against and must be based on one, or both, of the following grounds:

- (a) new evidence, not known to the student at the date of the decision being appealed, which becomes apparent since the date of that decision;
- (b) irregularity of procedure in the recommending and/or the making of the decision appealed against;

which must be stated by the appellant in the notice of appeal. The Chair of the Appeals Committee may in exceptional circumstances extend the period for lodgement of an appeal.

In the event of an appellant being unable to attend at the meeting of the Appeals Committee for any reason acceptable to the Appeals Committee, the Appeals Committee shall direct the Secretary of the Appeals Committee to call a further meeting.

An appellant will normally not be entitled to any representation, including representation by a lawyer, when appearing before the Appeals Committee. However, in exceptional circumstances, the Appeals Committee may determine to allow representation on such terms as it thinks fit.

An appellant may be accompanied by an observer, who is not a lawyer, when appearing before the Appeals Committee however the observer may not speak unless invited to do so by the Chair of the Appeals Committee.

The Appeals Committee may either:

- (a) dismiss the appeal;
- (b) uphold the appeal and
 - (i) in an appeal against a final grade in a unit, refer the matter back to the Head of School with advice to follow certain procedures consistent with Regulation 5.3; or
 - (ii) in all other appeals, except appeals against a final grade in a unit, impose conditions or new conditions on the student's candidature or enrolment in the course in any subsequent period.

Each VCE student should refer to the Victorian Board of Studies VCE Regulations.

5. STUDENT DISCIPLINE

REGULATION 6.1 – STUDENT DISCIPLINE

5.1 In cases where a student is alleged to have engaged in cheating, or plagiarism, or displays an intention to gain an unfair advantage in the assessment of or entry to a unit or course the student may be required to appear before the relevant Head of School. If the allegation is sustained, then the following action will be taken:-

- a) the forfeiture of any credit that the student might have obtained in the unit or course
- b) to require the student to be reassessed in the relevant module / unit of competency;

5.2 In an examination situation, no student is permitted to seek information, advice or other forms of assistance, whether directly or indirectly, from persons other than Examination Supervisors, or from records or equipment not specifically approved in advance by the teacher responsible for the examination, and, with the student(s) present, the Examination Supervisor will report any such alleged breach to the module / unit of competency teacher and to the relevant Head of School, who will decide upon the implementation of the procedures listed in Section 5.1.

6. STUDENTS WITH DISABILITIES

Under Regulation 5.3.2 – Assessment, a student with a disability or special need may apply to the Head of School within one week of the distribution of the unit description for approval of alternative learning tasks and assessment in the unit.

In the event where a disability or special need is acquired by a student, a Head of School may amend the learning tasks and assessment of a student at any time, subject to the ability of the student to demonstrate the disability / special need was acquired during the duration of the unit.