

**BALLARAT COLLEGE  
OF  
ADVANCED EDUCATION**

**HANDBOOK  
1985-1986**



**P.O. BOX 663  
BALLARAT**

**PHONE (053) 30 1800**

## APPENDIX VII

## VISA FOR STUDY AT BALLARAT

International applicants for admission to Ballarat C.A.E. courses must make the necessary arrangements themselves to obtain a visa for travel to Australia. In most countries the following procedure should be followed:—

1. You must contact the nearest Australian Overseas Post, High Commission or Embassy, in person or by mail, and obtain the necessary advice regarding application and forms to complete.
  2. One of the forms issued by the Australian Overseas Post is called the M146 and when this is duly endorsed by the Post, you can then send it to this College. This form should not be confused with the Ballarat C.A.E. Application for Admission form. Your Ballarat C.A.E. Admission Application will not be considered until form M146 reaches Ballarat. Intending students should anticipate a waiting period of up to nine months for visa processing, and should make enquiries early in the preceding year.
- Any offer or confirmation of a course place at Ballarat C.A.E. is made to you at a personal level but it does not carry with it the guarantee of a visa or of financial support. You must obtain the visa from the appropriate authorities.
- Before leaving your country you are advised to ensure that all necessary arrangements have been made so that the funds to be provided to meet your expenses (ie: accommodation, college fees, books and incidentals) over the full duration of the course will be available at the times required by you. Foreign exchange controls and other factors quite often create severe financial hardship for students in Australia from overseas countries. The College is not in a position to assist to any great extent where this happens.

International students studying undergraduate courses at Colleges of Advanced Education in Australia are required to pay an annual tuition fee. The fee is to be paid in association with Visa arrangements. Advice on tuition fees may be obtained from your nearest Australian Overseas Post.

Unfortunately, Ballarat C.A.E. is not able to offer financial support to students. Permanent residents of Australia are able to obtain (subject to a family means test) some assistance through a Tertiary Education Assistance Scheme. In most cases, it is essential that you arrange sponsorship through your government or privately in your own country.

Enquiries for financial assistance might be directed to the Australian Development Assistance Bureau, G.P.O. Box 2015S, Melbourne, Victoria 3001. This agency has been established by the Australian Government to co-ordinate the welfare and training of overseas students in Australia.

For many years now there have been a significant number of overseas students studying at Ballarat C.A.E. and they make a real contribution to the life and calibre of the college. There is a very beneficial mixing of people from various cultural backgrounds.

## TRANSPORT FROM MELBOURNE AIRPORT TO BALLARAT

Detailed arrangements are forwarded to applicants when place offers are made.

There is no transport service either bus, train, or plane direct from the Melbourne International Airport (Tullamarine) to Ballarat. It is recommended that you contact the Australian Development Assistance Bureau Reception Officer who will be at the Tullamarine Airport (or available at Telephone 627-021) from early January to mid-March.

Tullamarine is approximately 24 kilometres north-west of the central city of Melbourne, and both the International and Interstate airways have bus services which will take you from Tullamarine Airport to their city depot. The cost of the bus trip will be approximately \$3.00. Please ensure that your luggage is transported to the city depot and not left at the airport. Ballarat is 120 km west of Melbourne and the College of Advanced Education is 8 km south of Ballarat city.

Do not travel from Tullamarine to Ballarat by taxi without first finding out how much it would cost. If only one person was travelling in the taxi, the cost would likely be in the vicinity of \$50.00. If four or five people travelled in one cab the cost could be shared and therefore be more reasonable.

The normal method of transport is to go by bus to the airways city depot and take a taxi from the airways city depot to Spencer Street Railway Station. Approximate cost of the taxi would be about \$2.00. Trains leave from Spencer Street Railway Station for Ballarat at the following times: (the approximate cost would be \$6.00).

## APPENDICES

Departure Spencer Street	Arrival Ballarat
8.30 a.m.	10.40 a.m.
1.00 p.m.	3.20 p.m.
4.56 p.m.	7.00 p.m.
5.58 p.m.	8.00 p.m.
9.20 p.m.	11.27 p.m.

On arrival at the Ballarat Railway Station take a taxi to your place of accommodation. In an emergency you could obtain good overnight accommodation at one of the several hotels close to the Ballarat Railway Station.

If you need assistance of any kind urgently on arrival at Ballarat you may ring the Ballarat C.A.E. Residences Manager at (Area Code 053) 301 800 (Work) 324 764 (Home).

## APPENDIX VIII

## STUDENT UNION BOARD

Board members are as follows:

The President who ensures the smooth functioning of the Board and its relationship with the student body.

The Secretary who prepares minutes of the Board and all its various sub-committees. The Treasurer equates the financial status of the company in liaison with the official accountant.

The Student Affairs Chairperson represents the political, educational and welfare rights of the Student body.

The Media Chairperson co-ordinates the various media outlets of the Student Union, such as the Student Newspaper, the Radio Station and pamphlets/posters.

The Activities representative chairs the Activities committee which decides exactly what will be provided in the field of entertainment for the student populace.

The Clubs and Societies chairperson co-ordinates the various societies and clubs which operate within the college.

The role of the Sports chairperson is to organize and co-ordinate sporting activities for the union members. The chairperson does this with the co-operation of the Sports committee.

The Womens Officer facilitates the women's group and represents the Student Union on matters concerning women's issues.

The Part-time Mature-Age representative presents the various needs of this sector of the student body to the Board. This representative is responsible for formulating policies which deal with the problems of these particular students.

The role of First Year representatives is to represent and formulate policy concerning the various needs of first year students.

The part played by Ordinary Board Members is two-fold. Firstly, they may assume the role of assistants to particular chairpersons. Secondly, they must become members of various committees.

There are three other positions on the Student Union Board, viz Academic Staff Representative, Non-academic Staff Representative and the Director's Nominee (a role usually fulfilled by the Campus Amenities Manager).

The Executive Officer is a paid Union official who operates as an information source for Board Members. The Executive Officer also co-ordinates such items as Student Loans and the hire of Student Union Equipment.

## STUDENT UNION STAFF:

Executive Officer	Stephen Blomeley
Administrative Officer	Nella Tuppen
Campus Shop Manager	Mary Cameron
Bean Inn Manager	Alison Sharman
Shop Assistant	Jenny Gallagher
Creche Staff	Joan Richards, Jayne Wilkins

## APPENDIX IX

## THE REGIONAL COLLEGES OF AUSTRALIA

Amongst the 40 or so Colleges of Advanced Education around Australia there is a particular group of multi-disciplinary colleges that, because of geographical location and the kind of community served, exhibit some characteristics different from those of other groups of colleges.

The group referred to consists of eleven colleges located at major provincial cities in various States of Australia, each serving the needs of a large regional area.

Because of the common characteristics and potential for the development of these colleges their principals have formed an Association of Principals of Regional C.A.E.s of Australia, and the colleges concerned are becoming known as the "Regional Colleges of Australia". As these Regional Colleges are each located in a provincial city they are usually well separated from the respective State Capitals and generally constitute, therefore, the only multi-disciplinary tertiary education institution at that centre and in the whole of the large region served. This in turn results in a very close College/Community relationship — with the college perceived as the senior educational establishment in the region and one which should fulfil a leadership role with respect to many of the regional community's cultural, social and industrial — as well as academic — initiatives.

Whilst the numerous and relatively closely spaced tertiary educational institutions in a large metropolitan area might each be expected to fulfil a role somewhat circumscribed by the need for complementation with neighbouring institutions, a Regional College is less constrained in that regard and needs to be somewhat more self-sufficient and self-reliant in meeting the region's demands.

Almost all of the Regional Colleges of Australia occupy spacious sites on the outskirts of the provincial cities concerned and have tended therefore to develop the kind of ethos stimulated by planned, landscaped campuses with limited height buildings designed for their specific uses and with freedom from the encroachment of surrounding dense traffic flows, heavy industrial activity and close housing developments.

Typically, a Regional College also exhibits a large percentage enrolment of students who live away from home to study at tertiary level. The need to provide suitable accommodation for these students, together with the availability of adequate space, has resulted in most of the colleges concerned erecting their own on-campus residential accommodation for students. This development has, in turn, encouraged the further development of on-campus recreational and sporting services, eating facilities and the like.

The Regional Colleges of Australia are: —

- Victoria:
- Ballarat College of Advanced Education (Ballarat)
  - Bendigo College of Advanced Education (Bendigo)
  - Gippsland Institute of Advanced Education (Churchill)
  - Warrnambool Institute of Advanced Education (Warrnambool)
- N.S.W.:
- Mitchell College of Advanced Education (Bathurst)
  - Northern Rivers College of Advanced Education (Lismore)
  - Riverina College of Advanced Education (Wagga)
  - Queensland:
  - Capricornia Institute of Advanced Education (Rockhampton)
  - Darling Downs Institute of Advanced Education (Toowoomba)
- Tasmania:
- Tasmanian College of Advanced Education (Launceston)
- Northern Territory:
- Darwin Community College (Darwin)

## APPENDIX X

## BALLARAT C.A.E. DEVELOPMENT

The Ballarat College of Advanced Education was formed in 1976 by the merging of the State College of Victoria at Ballarat and the Ballarat Institute of Advanced Education. Each of the two institutions forming the Ballarat College of Advanced Education had a unique history of development.

The parent body of the Ballarat Institute of Advanced Education was the School of Mines and Industries, Ballarat. The original school was founded in 1870 by the Ballarat Mining Board with the support of local residents interested in assisting the then flourishing gold mining industry by training personnel for all levels of mining activities. The first awards at the professional diploma level leading to Associateship of The School of Mines was made in 1896 in various branches of Engineering, Metallurgy and Geology. The range of educational courses increased gradually from that time: Art courses were introduced in 1908, courses in Physics, Business Studies, Humanities and Librarianship throughout the 1960's and 1970's. The major development in recent times was in 1965 when the tertiary education was affiliated with the Victoria Institute of Colleges and a campus for tertiary education was subsequently developed at Mount Helen. With this affiliation came the introduction of degree courses at first and higher degree levels offered under the aegis of the Institute.

Under its charter from the Victoria Institute of Colleges the Ballarat Institute of Advanced Education reflected the objects of its co-ordinating authority in that the college aimed to develop and improve tertiary education to meet the needs of the community in general and of the students enrolled at the college across a spectrum of disciplines.

The State College of Victoria at Ballarat had a later commencement. It began in 1925 as teachers college established by the Education Department. In subsequent years the college moved its site three times. Before the effects of the depression closed it down in 1931, the college was housed in the old East Town Hall. Immediately after the Second World War the college was re-opened and relocated at Dana Street State School. In 1958 the college was again relocated and on this occasion to Gilles Street. The first courses offered by the Ballarat Teachers' College were concerned with primary school teaching and manual arts. Various changes have occurred in the length of these courses of teacher education, from one to two years in 1951 and from two to three years in 1968. On 1 July 1973 the Ballarat Teachers' College became a constituent college of the State College of Victoria, the co-ordinating authority for the federation of former State teachers' colleges: At the same time its name changed to the State College of Victoria at Ballarat.

Under its charter the State College of Victoria at Ballarat reflected the objects of its co-ordinating authority in that it served the community, and in particular the citizens of Victoria, by making available to those who might benefit, those branches of knowledge or learning important in the preparation of teachers. The academic program in its turn reflected these goals: pre-service teacher education for primary teachers, in-service education for qualified and experienced teachers and post-graduate teacher education either for the continuing education of teachers or for the preparation of specialist teachers. The areas of physical education, environmental science, music and art and craft were activities of particular strength in the teacher education programs offered by the college.

The Ballarat CAE is constituted under Order-in-Council and since the repeal of the V.I.C. and S.C.V. Acts in December 1980, has attained independent degree awarding status. The academic program has translated into the several courses of study offered by the college: Applied Science (Chemistry, Geology, Physics, Metallurgy, Biology, Mathematics, Rural Product Technology); Art (Ceramics, Graphics, Painting, Sculpture); Business Studies (Accountancy, Data Processing); Engineering (Civil, Electrical, Electronic, Mechanical, Mining); General Studies (Community Studies); Librarianship; Education (Primary, Post Primary, Post Primary Physical Education).

It is anticipated that a Diploma of Applied Science course in Nursing will be commenced in 1985 or 1986 to take over from the Ballarat Base Hospital, in a phased process, the preparation of Nurses.

The College is governed by a Council comprising representatives of the Governor in Council, the Victorian Education Department, local government, the students, and the community. The Ballarat C.A.E. operates a wide range of modern tertiary courses at diploma, degree, graduate diploma and master's degree level. There are many possibilities for the selection of study programs bridging conventional academic disciplines.

A new modern campus on a 100 hectare site at Mt. Helen, 8 kilometres to the south of Ballarat, has been developed as the location of the Ballarat College of Advanced Education.

## 1984 ENROLMENT

	Full-time	Part-time	Total
Applied Sciences	221	119	340
Art	144	20	164
Business	201	64	265
Education	526	219	745
Engineering	239	83	322
Humanities and Social Sciences	148	96	244
Librarianship	107	25	132
TOTAL	1586	626	2212

## APPENDIX XI

## EDITORIAL NOTES

1. Staff positions denoted with an asterisk are filled in an acting capacity by the staff member listed. The appointment in the acting capacity has been made by the Council of the Ballarat C.A.E.
2. Information in this Handbook has been compiled in September, 1984. There may be changes in courses, regulations or policies subsequent to the publication of the handbook which cannot be listed in this edition. Any such changes will be given regularly to students through course notes and Registry circulars.
3. Current course details at any stage during 1985-1986 may be obtained from: The Information Officer, Ballarat College of Advanced Education, P. O. Box 663, Ballarat, 3350.
4. The descriptions of the Ballarat C.A.E. courses have been included in the Courses section of the Handbook. The Course Administrator is a member of the staff of the particular Faculty in each case.
5. In actual organisation of the Ballarat C.A.E. the courses are administered separately from the Faculties. There is a Course Administrator, a Course Committee and a Course Advisory Committee for each course.
6. The Ballarat C.A.E. Faculties are groupings of resources, both material and human. Each Faculty contributes to the teaching of a number of courses and thus courses are not identified directly with Faculties.

Cover design: Janet Hunter