

Enrolment Process 2008

Introduction

In 2008 UB Tec will be providing Intermediate VCAL to Year 11 students in:

- Agriculture
- Automotive Technology
- Building and Construction
- Business/Information Technology
- Electrotechnology (Renewable Energy)
- Engineering
- Hair and Beauty
- Hospitality
- Sport and Recreation

This document identifies the UB Tec admission and enrolment process for 2008.

Approach

UB Tec admissions policy is formulated in the context of the Victorian Government's Youth Guarantee Strategy to increase retention of young people in school or training. The aim of UB Tec is to encourage young people to complete Year 12 (or its equivalent) and make a successful transition to employment, further education and training, and life.

The approach to student admission into UB Tec will be to determine admission eligibility and suitability of prospective students prior to making an offer of a place.

Eligible students will be required to have completed Year 10 (or equivalent), to have not completed Year 12 (or equivalent), and to be 16 years of age prior to course commencement or in the year the course is being undertaken.

Suitability requires prospective students to demonstrate:

- vocational/industry preference and interest in vocational/industry study;
- willingness to commit to meeting the course requirements of UB Tec (attendance, participation, course work completion, work placement);
- willingness to commit to a positive learning environment within UB Tec (behaviour, participation, timeliness, appropriate ICT utilisation)
- willingness to comply with University policies including Valuing Diversity Policy, Bullying Prevention and Management Policy.

The offer of a place to students in UB Tec will require students to attend an interview at UB Tec to establish suitability and eligibility.

Process

The process for admission to UB Tec is as follows:

- Completion of a UB Tec Application for Enrolment form
- Interview
- Letter of Offer
- Enrolment

Application for Enrolment

Prospective students are required to complete an *Application for Enrolment* form. Completion of an *Application for Enrolment* form will commence the process for admission but is not an enrolment form. *Application for Enrolment* forms will be received by UB Tec from Monday 22 October 2007. *Application for Enrolment* forms are available at ubtec.ballarat.edu.au or by contacting 1800 811 711.

Interviews

Interviews will commence from November 2007 to determine eligibility and suitability. Parent attendance at interviews will be optional.

The interviews will be conducted by a Coordinator from UB Tec and a teacher from the relevant industry area.

Where a student is deemed to not be eligible or suitable, alternative pathways in other TAFE courses will be explored.

Letter of Offer

A *Letter of Offer* or *Letter of Admission Ineligibility* will be provided to the student within two weeks of the interview. The *Letter of Offer* will advise students of enrolment dates and fees.

Enrolment

Enrolment dates are to be identified and will commence from November 2007.

Student Contract

UB Tec students will be required to sign a student contract that outlines the learning and behavioural requirements of UB Tec students.

Fees

Students enrolled on a full-time basis will pay a maximum tuition contribution of \$877 per student fee period (12 months from the start date of earliest unit enrolment). Students who are eligible for a concession at the time of enrolment will pay a maximum tuition contribution of \$55 per student fee period.

Students will also be required to pay a Student Services & Amenities Fee of a maximum of \$140.80 or for concession card holders a maximum of \$70.40

Materials Fees are applicable on a course by course basis and are currently being finalised.