



Your guide to a good start

1800 811 711 www.ballarat.edu.au
info@ballarat.edu.au

**TAFE Information
Guide 2010**



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Note: Information contained in this information guide refers to students enrolling at the University of Ballarat TAFE Division. All information contained in this publication including the availability of courses and fees, is correct at the time of uploading (January 2010), however, the University reserves the right to alter any course, procedure or fee.

Welcome

I would like to take this opportunity, on behalf of the staff and continuing students at the University of Ballarat, to welcome you as a new TAFE student to the University.

We are delighted to offer you a place at the University of Ballarat and wish you all the best as you prepare to embark upon your studies.

We look forward to welcoming you on campus in the coming weeks.

The University of Ballarat prides itself on providing a friendly and supportive environment for students. Please feel free to phone the University on 1800 811 711 or email us at ub.studentsupport@ballarat.edu.au if you have any questions or concerns.

We also take much pride in the quality of learning and teaching at the University. The challenge for you, as a new student, is to take advantage of what the University has to offer so that you are able to look back on your time with us and see it as productive and rewarding.

In particular, I encourage you to have a look at the University website, explore the services that are available to students, the scholarships on offer, as well as the facilities that are available to you.

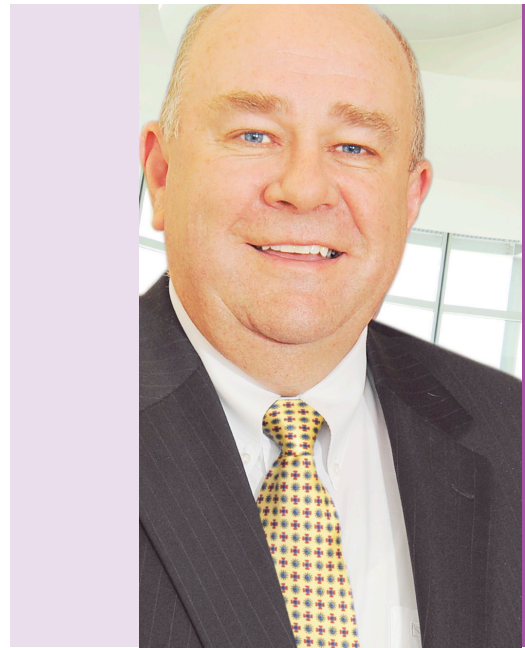
Again, I am personally delighted that you have chosen to come to the University of Ballarat and I congratulate you on becoming a UB TAFE student.

All the best in your studies.



Professor David Battersby

Vice-Chancellor & President, University of Ballarat



Student Services and Support

Aboriginal Education Centre

The Aboriginal Education Centre provides resources for all Aboriginal and Torres Strait Islander students attending UB. You'll find these at Mt Helen, SMB and Horsham.

Each Centre has a resource library and study room with books and magazines relating to Aboriginal issues. The centre also encourages social interaction on campus and enables staff, students and the wider community to develop a sense of Aboriginal identity and community.

Other services and facilities at the centre include:

- computer room with computers and printers
- access to a photocopier, telephone and fax
- advice on childcare, accommodation, Abstudy, scholarships and cadetships
- tutorial support.

For more information please call:

Mt Helen (03) 5327 9038

SMB/Camp Street (03) 5327 8260

Horsham (03) 5362 2662

Equal Opportunity/Discrimination/Harassment

UB is committed to providing an environment that values diversity, offers equality of opportunity to all students and staff, and is free from harassment and discrimination.

In applying to study at the University and in any University activity, you can expect that:

- you will not be treated unfairly because of your sex, gender identity, marital status, pregnancy, breastfeeding, status as a parent or carer, sexual orientation, lawful sexual activity, race, disability, age, industrial activity, physical features, religious belief or activity, political belief or activity, criminal record
- you will not be harassed (made to feel intimidated, offended or humiliated) because any of the above grounds
- you will not be subjected to sexual harassment
- you will receive appropriate flexibility e.g. because of a disability, or for family or cultural responsibilities, and
- any concerns regarding discriminatory treatment or harassment will be dealt with

promptly, fairly and impartially.

You are also expected to make sure that your own behaviour does not result in other students or staff feeling intimidated, humiliated or offended.

UB encourages and will support action by students who feel that they have experienced discrimination or harassment in any UB activities.

The Manager, Equity and Equal Opportunity (03) 5327 9357 or b.webb@ballarat.edu.au provides confidential information and assistance. The Equity and Equal Opportunity webpage can be viewed at www.ballarat.edu.au/equity

Harassment Contact Officers are available across the University to assist and to provide confidential information about the University's Harassment Complaint Procedure. The names and contact details are available at www.ballarat.edu.au/equity/harassment and on brochures available through Student Services.

Competency Based Training and Assessment

Most TAFE courses are delivered according to Competency Based Training and assessment principles. TAFE courses help you gain skills and knowledge that are required aspects of the work performance for your industry. Competency standards set out the skills, knowledge and attitudes required to operate effectively in employment. This includes the ability to perform individual tasks, to manage and respond to contingencies or breakdowns, and deal with the responsibilities of the workplace. As a student you will be assessed against the competency standards set for your course.

Credit Transfer and Recognition of Prior Learning

As a TAFE student you are able to gain recognition for your existing skills and knowledge no matter where, or how, these were acquired. There are two ways that you can gain this recognition at UB:

1. Credit Transfer

Credit Transfer is granted where evidence is provided to show that the same unit of

competency has been successfully passed at the University or another Registered Training Organisation (RTO). Under the principles of mutual recognition the University accepts Australian Qualifications Framework Qualifications and Statements of Attainment issued by other RTOs. Credit will be given in units of competency for which an original, official Certificate or Statement of Attainment is provided.

2. Recognition of Prior Learning (RPL)

RPL is the formal acknowledgment of skills, knowledge and competencies, regardless of how and where the learning occurred. It is the process of matching current skills and knowledge against competency standards in a qualification. So if what you have learnt in the workplace, through voluntary work, social or domestic activities, or formal and informal studies is relevant to your course you may gain recognition or RPL for these units.

If you believe you are eligible for RPL or Credit Transfer an application should be lodged with your School before the commencement of teaching. Refer to the RPL/Credit Transfer brochure for further information.

Learning Resource Centre (Libraries)

The University offers an integrated library service across all campuses. Library collections are located in the EJ 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 also be made for material held at other campus libraries.

Services available include:

- help with 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 Programme 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 catalogue, searching on-line, CD-ROM and full text databases, locating statistical resources, creating bibliographies and reference citation,

locating law resources and locating newspaper articles

- help with student network and account queries and problems
- internet and printing credit
- photocopying, and
- access to the library collections of other Australian Tertiary Institutions through CAVAL Reciprocal Borrowing Program and National Borrowing Schemes.

Opening hours vary between campuses and are advertised at each campus and at www.ballarat.edu.au/library

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

SMB/Camp Street (03) 5327 8230

Horsham (03) 5362 2649

Stawell/Ararat (03) 5355 7258

Library Rules

The University Library Rules are displayed in each Campus Library and on the Library Website at www.ballarat.edu.au/library

It is your responsibility to ensure that you are familiar with them, particularly those rules that relate to Entitlement to Borrow, Loan Conditions and General Conduct. You must present your current student ID card each time you borrow library items. Other students or friends should not borrow items on your card.

When you have overdue library items you are unable to borrow, renew or request items. The Library does not charge fines for overdue items; however you will accumulate 1 demerit point on each overdue item each day it is overdue. When you have reached 40 points, all borrowing privileges are suspended for 14 days; over 80 points borrowing privileges are suspended for 28 days.

Policies and Procedures

For more information on University policies visit www.ballarat.edu.au/corpserv/pqr/policy/

Purchasing Text Books

SMB

The second hand bookshop on campus is located within the Student Association, located in the Learning Resource Centre.

For more information, please call (03) 5327 8106.

Horsham/Ararat/Stawell

The bookshop is located at the Horsham Campus. Books can be ordered directly by contacting the bookshop or the Student Centre on your campus who can organise ordering and delivery of books. At the time of ordering through the Student Centre, payment must be made in full. Delivery can be arranged either to your home address or to the campus.

For information, please call:

Horsham (03) 5362 2651

Stawell (03) 5358 7200

Ararat (03) 5355 3000

Student Association

The Student Association is responsible for administering the Amenities Fees on behalf of students. It is an incorporated association which employs four staff to provide services across all the TAFE Campuses of UB, including O-Week activities, BBQs, lunchtime entertainment and advocacy.

All students are eligible to become members of the Student Association which is managed by a committee known as the Student Representative Committee (SRC). The Student Association elections are held in March. There are positions at each TAFE campus. They meet on a fortnightly basis (excluding school holidays) to discuss issues and make decisions on the types of events and services the Student Association provide.

If you are interested in becoming involved, look for information around campus, in our magazine (SAUCE) and at the front of the Diary or drop into the Student Association Office. If you like meeting new people, having fun and being involved, please nominate for the SRC and join now!

Student representatives on UB Committees are appointed through the Student Association.

Location

SMB – Library Building (03) 5327 8106
Open Monday – Thursday
9.30 to 4 (closed school holidays)

Horsham – Room C47 (03) 5362 2625
Open Monday, Wednesday and Friday mornings.

Stawell – Library (03) 5358 7258
Open Monday and Tuesday afternoons.

Ararat – Room 8 (03) 5358 7258
Open Thursdays.

Email: tafe.sa@ballarat.edu.au

Web: www.ballarat.edu.au/tafesa

SMS: **0427 055 209**

Counselling

We provide a free, professional and confidential counselling service to all students, as well as prospective students.

The counsellor will:

- listen carefully to what you say
- work with you so that you can see your situation more clearly
- help you discover and develop your own resources
- help you resolve your difficulties, and
- where appropriate, put you in touch with other sources of assistance within and outside of the University.

Counselling provides assistance with many issues such as: course and career decisions, relationships, anxiety, financial hardship, academic progress, personal issues and stress management.

SMB

Opening hours are Monday to Friday, 9am to 5pm. The Counselling Services is located within the Student Centre.

Horsham, Stawell and Ararat

To arrange an appointment please call (03) 5362 2773.

To access the Student Support website, please visit www.ballarat.edu.au/counselling

Don't just study to be qualified. Learn to succeed.



Student Learning Support

The University of Ballarat provides learning support to all enrolled students and is available at four TAFE campuses. The aim is to improve learning outcomes and assist in the successful completion of all TAFE courses.

The teachers can help you with:

- assessment requirements for all subjects
- answering questions and topics
- mathematics and numeracy
- reading skills
- effective study habits
- research skills – books, journals and the internet
- managing time
- preparing for exams/tests
- spelling and grammar
- basic computer skills, and
- note taking

Contact Details

Ballarat: SMB/Camp Street

Carmel Day
Email c.day@ballarat.edu.au
Call (03) 5327 8240

Stawell

Marian Monas
Email m.monas@ballarat.edu.au
Call (03) 5358 7247

Ararat

Terri Dalglish
Email t.dalglish@ballarat.edu.au
Call (03) 5355 3025

Horsham

Sandra McNee
Email s.mcnee@ballarat.edu.au
Call (03) 5362 2618

WYNN – What You Need Now

WYNN is literacy software designed to provide support for students with reading and writing difficulties, or challenges with organising, studying and understanding information. It is also very useful for international students with English as their second language. It has voice output capability and text scanning that can read virtually all document formats. WYNN can be used by anyone regardless of age or area of study.

WYNN software is available on all student computers located in all UB computer labs including those in the Library. The WYNN software increases motivation and confidence with a range of features such as:

- bimodal approach – it highlights the text as it reads aloud
- clear, natural-sounding speech
- webct compatible
- full editing capabilities
- built-in talking dictionary
- word prediction

- read emails, web pages
- extract information from web pages
- documents can be converted to mp3 format
- very intuitive and easy to use.

Student Support runs free WYNN training sessions during the semester. These sessions are open to all UB students and staff.

To book for a training session or for more information, contact Komal Chawla on (03) 5327 9971 or k.chawla@ballarat.edu.au

Students with Disabilities

The University of Ballarat provides Disability Liaison services to help students with disabilities gain access to courses and facilities and meet their educational and training goals. The Disability Liaison Officers have expertise in access and equity issues, and can help students with disabilities adjust to the educational environment.

If a physical, sensory or learning disability, or a medical or mental health condition will impact on your ability to access the University or to achieve your educational goals then the Disability Liaison Officers may be able to help.

Services available include the provision of academic support workers (eg. note-takers, participation assistants), alternative assessment arrangements, provision of alternative format materials and adaptive equipment.

Apprentices and trainees with a disability undertaking training through the University of Ballarat may be eligible to receive assistance to help them learn their trade, through the DAAWS (Disabled Australian Apprentice Wage Support) scheme. This may apply to apprentices with limited vision, difficulty reading or writing, a hearing impairment or difficulties with learning, who may be eligible to receive tutorial, interpreting or mentoring assistance.

For more information contact the Disability Liaison Unit:

Horsham, Stawell and Ararat
(03) 5362 2773

SMB/Camp Street
(03) 5327 8092

Apprentices and Trainees
(03) 5327 8323

Email: disability@ballarat.edu.au
Web: www.ballarat.edu.au/student/disability



Fees and Charges 2010

TAFE Fees

1 January to 31 December 2010

(Government Subsidised Places)

This information explains the fees and charges that apply when you enrol. It also gives details of your responsibilities in relation to withdrawals, refunds and fee deferment plans (student loans). This information should be read in conjunction with the Victorian Government Publication: 'Guide for Students' – Securing jobs for Your Future' Please take the time to read this information carefully prior to enrolment.

Fees are to be paid in full on enrolment day – some exceptions may apply, refer to Fee Deferment Plan: Invoicing and VET Fee Help information.

The enrolment fees consist of the following components:

- Tuition fee
- Student Services and Amenities Fee
- Materials Fee (application to most courses)
- Ancillary fee (application to most courses)

Tuition Contribution

The tuition fee applies to all enrolments in Government subsidised courses in accordance with the Ministerial Directions on fees. The tuition fee is calculated by multiplying the total enrolment hours by the hourly rate for relevant course category (rounded to the nearest dollar). See opposite for the hourly rates.

Tuition Fees for Continuing Students – Fee Maintenance

For those students who had enrolled and commenced their training before 1 July 2009, special provision is made for them to continue to pay fees and charges according to the January 2009 fee schedule, subject to indexation, until they complete their courses or otherwise end their enrolments. To be eligible for fee maintenance, training needs to be continuous and the enrolment needs to be in the same course. This arrangement ceases at the end of 2012. For 2010 the fee maintenance rates are: \$1.40 per hour with a \$56 minimum and \$896 maximum.

Tuition Fees

Skills Deepening Course Category

(Diploma level and above)

Hourly rate \$3.25: minimum \$225 and maximum \$2,000.

Please note: No concessions are available to students enrolling in Skills Deepening courses and these fees apply to students who are eligible for a government-subsidised place. Higher fees apply to other students. (Please contact the relevant School for details).

VET Fee Help

Students enrolling in Skills Deepening courses (Diploma level and above) may be eligible for VET Fee Help for tuition fees. Further information is available at: www.deewr.gov.au/vetfeehelp

Foundation Skills Course Category

Hourly rate \$1.08: Minimum \$50 and maximum \$500.

Skills Creation Course Category (Certificate I & II)

Hourly rate \$1.40: Minimum \$105 and maximum \$875.

Apprenticeships and Traineeships Course Category (all levels)

Hourly rate \$1.37: Minimum \$57 and Maximum \$903

Skills Building Course Category (Certificates III & IV)

Hourly rate \$1.62: Minimum \$120 and maximum \$1,000.

The overall tuition maximum for the year 2010 is \$2,000.

Concessions

If you hold a Commonwealth Health Care Card, Pensioner Concession Card, or a Veteran's Gold Card, you will be charged no more than the minimum tuition fee for enrolments in courses in all categories (other than Skills Deepening). This concession also

applies to the dependant spouse or dependant child of commonwealth Health Care Card and Pensioner Concession Card holders who are listed on the card. The Concession rates are:

\$50 Foundation Skills

\$105 Skills Creation

\$57 Apprenticeships and Traineeships

\$120 Skills Building

The tuition contribution is calculated on your circumstances at the time of each enrolment. The minimum and maximum fees are applied over a calendar year period.

If you are an Aboriginal or Torres Strait Islander, you will be charged no more than the minimum tuition fee for all categories.

Student Services and Amenities Fee

The Student Services and Amenities Fee (SSAF) contributes to the provision of student services such as network access, Library, Student Association, as well as student amenities on campus. It is calculated by multiplying the total enrolment hours by 20 cents with a \$20 minimum and will not exceed \$160 per calendar year. If you are eligible for a concession you will pay 10 cents per hour with a \$10 minimum and a maximum of \$80 per calendar year. Courses delivered off campus are exempt from SSAF.

Materials Fees

A materials fee is payable for most courses. This fee covers the cost of items such as tools, class materials, computer disks, uniforms and books purchased by the University and provided to the student. Students should contact the relevant School for details of the material fee payable for their course.

Ancillary Fees

Ancillaries such as excursion costs may be payable for some courses. Contact the relevant school for more information.

Text Books

Most courses require text books to be purchased. This cost is in addition to enrolment fees. Contact the relevant School for more information.

Change of Personal Details

You must complete the appropriate form to advise any change of name, address, telephone number or employer (if apprentice/trainee). These forms are available at the Student Centre and at www.ballarat.edu.au

Proof of name change is required. Failure to notify any changes may result in statement of results or certificates being posted to an incorrect address.

Refunds

It is the responsibility of the student to provide written advice of withdrawal, by completing a Withdrawal Form.

These forms are available from the Student Centre or the School and must be signed by the student as well as a School representative. Advice of withdrawal made by telephone will not be accepted.

- Students who withdraw within four weeks of the Scheduled commencement date of classes will receive a refund of fees paid less the relevant minimum tuition fee and minimum SSAF fee.
Note: the four-week period is taken from the scheduled commencement date of classes.
- Students who do not attend class for four weeks, and do not complete a withdrawal form within this period, will not receive a refund.
- Students who withdraw after four weeks of the scheduled commencement date of classes will not receive a refund. However, if a student is able to demonstrate financial hardship, they may apply in writing to the Deputy Vice-Chancellor, and may receive a full or partial refund.
- Withdrawals must be in writing, or a signed withdrawal form.
- Any refund will be payable by cheque within three weeks of the withdrawal form being received at the Student Centre. Receipt for enrolment fees should accompany the withdrawal form.

Skills Deepening Course Category (Diploma level and above). Students in courses where census dates apply have up to the census date to formally withdraw from the course, in this situation a full refund is payable.

Fee Deferment Plan

You may apply to defer payment of your enrolment fees.

You are required to pay a deposit of \$50 or 30% of your total enrolment fees, whichever is the greater.

Repayments

Three payment plans will be available and the Student Administration Enrolment Officer will apply the most appropriate plan:

1. Deposit plus one payment
2. Deposit plus three payments, or
3. Deposit plus six payments.

Hospitality Courses

Students who require a knife set and multimedia resource for their hospitality course are required to pay the full cost of the knife set and multimedia resource at the time of enrolment, (please contact the Hospitality Department for details). These items cannot be included in your payment plan.

Administration Fee

All fee deferment plan contracts will incur an administration fee of \$10.

Invoicing of Fees

If fees are to be invoiced to an Employer or Agency, a written authority from the Employer or Agency is required on enrolment day.

Note: The concession rate will not apply when the student's tuition contribution is being fully paid by a Commonwealth Government Agency or as part of a Commonwealth program or initiative.

Outstanding Debts

Any student who has an outstanding University debt will not be eligible to:

- enrol or re-enrol
- receive a statement of results or academic transcript
- use library services, or
- use computer services.

Proof of Enrolment

You must take your 2010 student ID card to the first class for each unit in which you have enrolled. If you were provided with a confirmation sheet at enrolment, this should also be presented.

This information was current at the time of publication (January 2010). The University reserves the right to alter any course, procedure, regulation or



fee. Students should read carefully all University correspondence and refer to www.ballarat.edu.au/tafeees

Student feedback

We'd love to hear about your experiences at TAFE. So tell us about the good outcomes that TAFE has provided you or let us know how we can improve.

To help us provide a 5-star university experience, we encourage student feedback about campus facilities, resources, course admission, course delivery and student support services.

NB: Students are encouraged to initially discuss any course concerns with a staff member of their School before lodging a feedback form.

How to provide feedback

You can provide feedback by completing a Feedback Form at the designated sites:

SMB Campus > Student Enrolment Centre > Library Foyer > Cafeteria

Stawell and Ararat Campus > Student Administration/Reception Area

Horsham Campus > Student Administration/Reception Area

Process for managing feedback

Feedback forms are managed by the Planning, Quality and Review Directorate who ensure feedback is reported to relevant managers for consideration and action, as appropriate.

Grievances/Complaints

The University is committed to ensuring that all students have a positive relationship with the University and its staff members.

Where problems arise, the University has established the following procedures that includes processes for receiving and processing complaints:

- Student Grievance Policy
- Student Grievance Procedure
- Harassment Policy
- Harassment Complaint Procedure
- Equal Opportunity/Valuing Diversity Policy
- Bullying Prevention and Management Policy
- Bullying Prevention and Management Procedure
- Whistleblowers Procedure

Policies and procedures can be downloaded from www.ballarat.edu.au/policy

Most complaints are resolved at the local level. If you have a complaint or grievance, you should raise the matter with the appropriate staff member in accordance with the relevant procedure.

It is important to follow the appropriate sequence of steps in raising a complaint or grievance to ensure that the matter proceeds smoothly.

Information for students on grievances is located at www.ballarat.edu.au/vco/legal/Grievances_Complaints/Student_Grievance/index.shtml

Complaints about administrative actions and decisions of the University can be made to the Victorian Ombudsman www.ombudsman.vic.gov.au. The Ombudsman is, generally, the office of last resort. If you have not followed the steps laid down in the relevant University procedures, the Ombudsman may ask you to do so before accepting your complaint.

Other useful information

Accommodation

The University provides a number of quality student accommodation options for full-time and apprentice students.

Hickman Street, 1992 – Self-catering. Located adjacent to SMB Campus Hickman Street, this property accommodates 18 TAFE students in six-bedroom units.

Managed properties – The University of Ballarat Accommodation Services manages a number of high-quality three, four and five bedroom houses located in the City and along the bus routes from the CBD to the Mt Helen Campus. Houses are available to students of both TAFE and Higher Education. Most houses are fully furnished with utilities and a weekly communal area clean included in the weekly rent. For apprentices studying in block mode Victoria Street short-term accommodation is available to TAFE students.

Horsham Housing – Long and short-term accommodation options are now available for our Horsham students.

For more information, visit Accommodation Services website www.ballarat.edu.au/accommodation or, during business hours, call the Housing Officer on (03) 5327 9480.

Cafeteria

SMB

The SMB Campus Cafeteria provides students and staff with a range of meals and snacks and is located on the ground level of the Amenities Building. Snack vending machines are also available after hours.

Horsham

The Horsham Campus Cafeteria provides students with a range of meals and snacks.

Car Parking

SMB

All day car parking is available in Grant Street, Albert Street and White Flat Oval.

Student Unreserved Parking (Zone 4) and Reserved Parking (Zone 7) is located off Armstrong Street South (there is no longer parking off Grant Street). Refer to signage. A parking permit must be purchased to utilise these parking areas. Contact the Student Centre for parking fees and conditions.

Horsham

Car parking is available in Baillie Street and within campus grounds.

Ararat

Car parking is located at front of the Ararat Campus in Laby Street.

Stawell

There are two car parks at Stawell Campus located in Sloane Street adjacent to the building and behind the Jacaranda Restaurant in Skene Street.

Success stories start here.



Child Care Centre

The Child Care Centre caters for the needs, wellbeing and education of children in a caring, fun and relaxed environment. The bulk of the bookings for children take place at the end of each year in readiness for the next. Places are also available throughout the year depending on availability. Students receive preference followed by staff, then community users.

For further information, please contact:

SMB (03) 5327 8183
smbchildrenscentre@ballarat.edu.au

Horsham (03) 5362 2665

Confidentiality

All student information shall be treated by the University as confidential, excepting data required under Commonwealth or State Legislation.

Orientation – Finding Your Way as a New Student

www.ballarat.edu.au/oweeek

Contact your School for information on course orientation. Orientation is an opportunity to be shown around the Campus, to find out about the areas in which you will be studying, to meet other new students, and generally to have a fun and informative start to the year.

Privacy

We are committed to protecting and maintaining the privacy, accuracy and security of personal information. The University is required to comply with the Information Privacy Act (Vic) 2000 and the Health Records Act (Vic) 2001.

The University's Information Privacy Policy may be viewed at policy.ballarat.edu.au/university/general/information_privacy/ch01.php or further information may be obtained from the privacy website at www.ballarat.edu.au/vco/legal/Privacy/index.shtml or by email to privacyofficer@ballarat.edu.au

Public Telephones

SMB Campus

Public Telephones are located on the ground floor of the Learning Resource Centre and Brewery Building.

Horsham

A Telstra Card Phone is located on the ground floor of Building C for student use. You will need a Telstra Phone Card, available from various retail outlets.

Directory

Aboriginal Liaison Officer

SMB/Camp Street (03) 5327 8260
 Horsham (03) 5362 2662
 Stawell (03) 5362 2662
 Ararat (03) 5362 2662

Accommodation

SMB/Camp Street (03) 5327 9480
 Horsham (03) 5327 9480

Apprenticeship/Traineeship and VETIS Liaison Officer

SMB/Camp Street (03) 5327 8173
 Horsham (03) 5362 2712

Childcare Centre

SMB/Camp Street (03) 5327 8183
 Horsham (03) 5362 2665

Disability Liaison Officer

SMB/Camp Street (03) 5327 8092
 Horsham (03) 5362 2773
 Stawell (03) 5362 2773
 Ararat (03) 5362 2773

Equity and Equal Opportunity

(Harassment, Discrimination,
 Equal Opportunity issues)

SMB/Camp Street (03) 5327 9357
 Horsham (03) 5327 9357
 Stawell (03) 5327 9357
 Ararat (03) 5327 9357

Student Centre

SMB/Camp Street (03) 5327 8000
 Horsham (03) 5362 2606
 Stawell (03) 5358 7230
 Ararat (03) 5355 3020

Student Support

(Financial/Course/Study/Personal Counselling)

SMB/Camp Street (03) 5327 8206
 Horsham (03) 5327 8206
 Stawell (03) 5327 8206
 Ararat (03) 5327 8206

University Legislation

The University of Ballarat Act (1993) obliges the University to enact legislation (Statutes and Regulations) relating to the organisation and management of the University. Any areas not covered by legislation are governed by existing policy. All of the legislation contained in the following index has been formally approved and is in force. Once approved, new legislation is published on the official noticeboard, and may be accessed via www.ballarat.edu.au/vco/legal/official_notice_board.shtml

Hyperlinks have been provided opposite to pieces of University Legislation that are of particular relevance to TAFE students, all remaining Statutes and Regulations are accessible via the University Legislation web page. Hard copies of legislation may be obtained from Heads of School, Student Services or Student Association. Enquiries can be directed to (03) 5327 9506.

Index to University Legislation

(Statutes and Regulations)

1. General

- 1.1 Interpretation
 - Regulation 1.1 Interpretation
- 1.2 The Seal of the University
- 1.3 Meetings
 - The Schedule
- 1.4 The University Year and Timetables
- 1.5 Members of the University

2. Internal Bodies

- 2.1 The Council
 - The Schedule
 - Regulation 2.1 The Council
 - Regulation 2.1.2 The Council
- 2.2 Academic Board
 - Regulation 2.2 Appeals Committee
 - Regulation 2.2.2 Academic Board
- 2.3 The Schools
 - Regulation 2.3 The Schools
- 2.4 The Student Discipline Committee
 - Regulation
 - 2.4 The Student Discipline Committee
- 2.8 Divisions

3. Officers of the University

- 3.1 The Chancellor
- 3.2 The Deputy Chancellor
- 3.3 The Vice-Chancellor
- 3.4 Deputy Vice-Chancellor
- 3.5 Pro Vice-Chancellors
- 3.6 The Professoriate
 - The Schedule
 - Regulation
- 3.7 Visiting Teaching and Research Staff and Academic Associates
- 3.8 Heads of School
- 3.9 Heads of Branches

4. Academic Dress

- 4.1 Academic Dress
 - Regulation 4.1 Academic Dress

5. Candidature for Admission to Degrees

- 5.1 Academic Awards and Courses

- The Schedule 5.1 – Current Programs
- The Schedule 5.1.1 – Non-Current Programs
- Regulation 5.1 Higher Doctorates, The Degree of Doctor of Philosophy, Professional Doctorates and Masters Degrees by Research
- Regulation 5.1.2 Honours and Distinction
- Regulation 5.1.3 Courses

- 5.2 Entry Quotas, Admissions and Enrolment
 - Regulation 5.2 Entry Quotas, Admissions and Enrolment
- 5.3 Assessment
 - The Schedule Part 1
 - The Schedule Part 2
 - The Schedule Part 3
 - Regulation 5.3 Assessment
 - Regulation 5.3.2 Assessment
- 5.4 Exclusion for Reasons of Unfitness
 - Regulation 5.4 Exclusion for Reasons of Unfitness
- 5.5 Unsatisfactory Progress
 - Regulation 5.5 Unsatisfactory Progress
- 5.6 Admission to Academic Awards
- 5.7 Admission to Degrees without Examination and to Honourary Degrees
- 5.8 Revocation of Awards

6. Discipline

- 6.1 Student Discipline
 - Regulation 6.1 Student Discipline
 - Regulation 6.1.1 Plagiarism

7. Elections

- 7.1 Elections Procedures
 - Regulation 7.1 Election Procedures
- 7.2 Elections by Members of Boards

8. Property

- 8.1 Administration of Premises and Other Property
 - Regulation 8.1 The University Library
- 8.2 Intellectual Property
 - Regulation 8.2 Intellectual Property
- 8.3 University Centres
 - Regulation 8.3 Centres

9. Fees and Charges

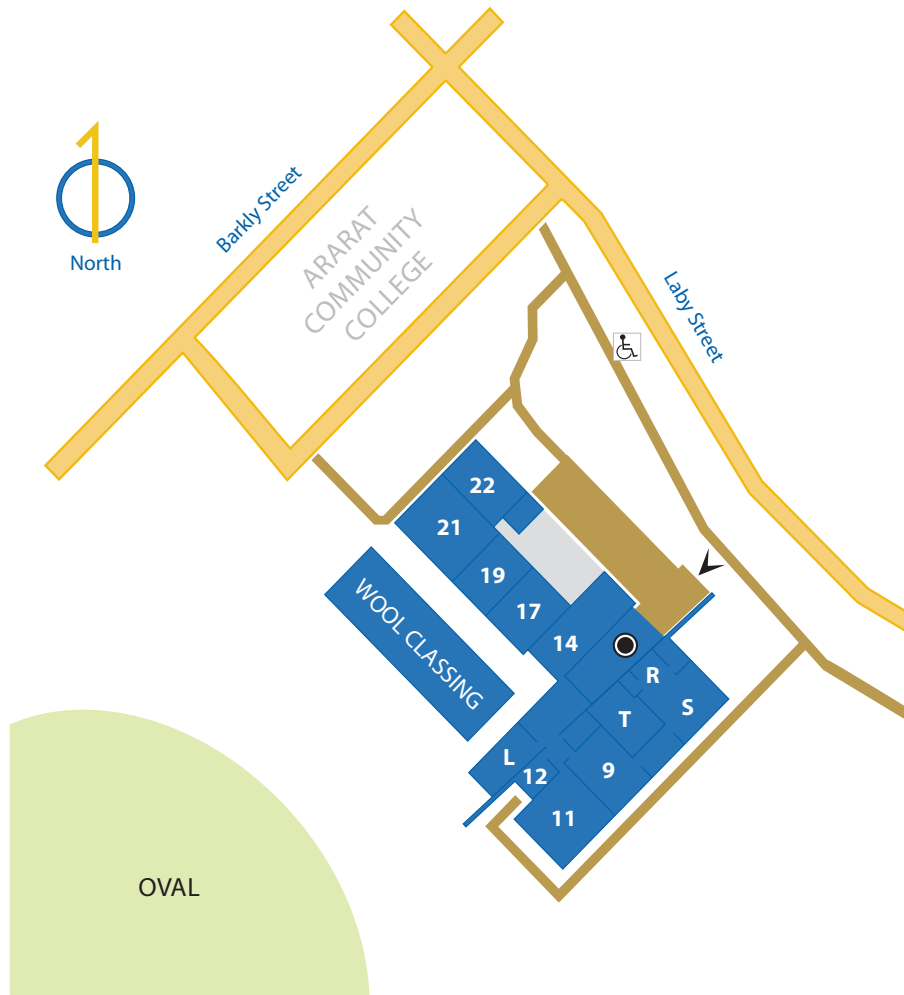
- 9.1 Fees and Charges
 - Regulation 9.1 Fees and Charges
- 9.2 Fees and Charges (TAFE Division)









10. Non-Academic Services and Organisations

- 10.1 Ballarat Technology Park

Ararat Campus

PO Box 340, Laby Street
 Ararat, Victoria 3377
 Telephone 03 5355 3000
 Facsimile 03 5352 4616



- | | |
|-------------------------------------|---|
| 9 Video Conference Room |  Footpaths |
| 11 Resource Room |  Public Car Park |
| 12 Meeting Room |  Permit Car Park |
| 14 Electronics Training Room |  Disabled Car Park |
| 17 General Purpose Classroom |  Roads |
| 19 General Purpose Classroom |  Buildings |
| 21 Computer Room No. 1 |  Entry Point |
| 22 Computer Room No. 2 |  Reception |
| L Student Lounge | |
| R Reception | |
| S Staff Room | |
| T Toilets | |

Stawell Campus

PO Box 115, Sloane Street
 Stawell, Victoria 3380
 Telephone 03 5358 7200
 Facsimile 03 5358 7250



- General Purpose Training Rooms**
- Student Recreation Room**
- Reception/ Customer Service**
- Staff Facilities**
- Computer Training Rooms**
- Video Conferencing Centre**
- Learning Resource Centre**
- Jacaranda Training Restaurant**
- Toilets**

- Footpaths
- Public Car Park
- Permit Car Park
- Disabled Car Park
- Roads
- Buildings
- Entry Point
- Reception

Camp Street Campus

PO Box 745, Camp Street
 Ballarat, Victoria 3353
 Telephone 03 5327 8600
 Facsimile 03 5327 8601



Old Library

- Level 0** Student Association
 Art Shop
 General Purpose
 Computer Laboratory
- Level 1** Post Graduate
 Research Offices
 Visual Arts
 Performing Arts
 Wardrobe
 Rehearsal Studio
 Visual Arts

Old Sheriff's Office

- Level 1** Masterfoods
 Performing Arts Studio
 Music Tutorial Rooms

N New North

- Level 1/2** Graphic Design/
 Multimedia
 Painting
- Level 3** Accommodation

P Old Post Office

- Level 1** Printmaking
 Papermaking
 Post Office Gallery
 Rehearsal Studio
 Post Office
 Box Theatre
- Level 2** Painting
 Drawing

S New South

- Level 1** Helen Mcpherson
 Smith Theatre
- Level 2** Rehearsal Studios
- Level 3/4** Accommodation

C Old Law Courts

- Level 0** Arts Academy
 Reception and
 Administration
 Lecture Theatre
- Level 1** Media Arts Space
 Head of
 Programs TAFE
 TAFE Administration
- Level 2** Stage Management
 Sound Studio
 Study of Art
 Tutorial Room
- Level 3** Graphic Design/
 Multimedia
- Level 4** Graphic Arts

- Footpaths
- Public Car Park
- Roads
- Buildings
- Entry Point
- Reception

Horsham Campus

PO Box 300, Baillie Street
 Horsham, Victoria 3402
 Telephone 03 5362 2600
 Facsimile 03 5362 2610



SMB Campus

PO Box 668, Lydiard Street South
 Ballarat, Victoria 3353
 Telephone 03 5327 8000
 Facsimile 03 5327 8001

A Administration Building

- Barry Room
- Bickett Room
- Business Development Centre
- Finance
- Founders Room
- Legal Office (Rogers Room)
- Meeting Rooms
- National Centre for Sustainability
- Specialist Centre for Building, Construction & Design
- Trainee / Apprentice and VETIS Liaison Officer
- Vice-Chancellor's Office
- Video Conferencing

B WJ Gribble Building

- Children's Services
- Community Services
- Health Services
- Photography
- UB TAFE Student Association Inc

C Old Chemistry Building

- Applied Science
- TAFE Development Unit
- Lecture Theatres

D Old Gaol

- Student Administration
- Student Development
- Student Recruitment
- Course Information

E Student Amenities Centre

- Cafeteria
- The Gymnasium
- Physical Recreation

F The Courthouse

- Performing Arts

G Tippet Building

- Aboriginal Education Centre
- Information Services
- Learning Resource Centre
- Library

H Corbould Building

- Automotive

I Automotive Building

- Panel Beating

J Steane Building

- Hospitality Studies
- Prospects Restaurant

K John Building

- Ceramics and 3D Art
- Mechanical Engineering

L Flecknoe Building

- Engineering

M Flecknoe Building

- Engineering
- Applied Science
- Hospitality Studies
- UB Tec

MTTC

Currently under construction

N Barker Building

- Metal Fabrication
- Welding

O Planning, Quality & Review

P Unistyle

- Hair and Beauty

Q Building and Construction Training Centre

- Building and Carpentry
- Bricklaying and Blocklaying

R Building and Construction Training Centre

- Building and Carpentry
- Drafting
- Electrotechnology
- Painting and Decorating
- Plumbing

S Childcare Centre

T The Brewery Complex

- Further Education Humanities
- Business Studies
- Brewery Lecture Theatre

U The Brewery Tower

W Staff Residence

X Arts Academy Workshop

