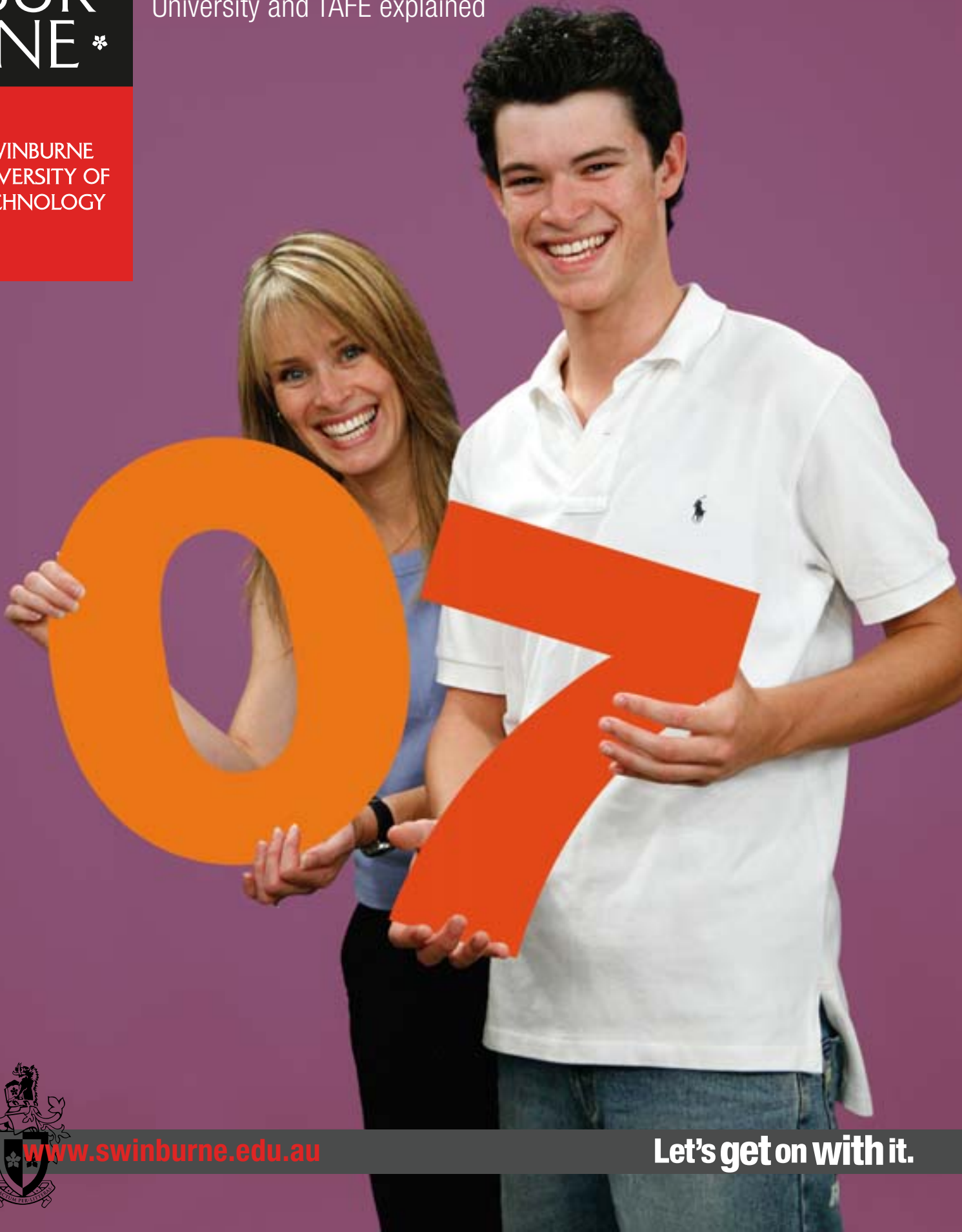


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A Guide for Parents

University and TAFE explained

SWINBURNE
UNIVERSITY OF
TECHNOLOGY



www.swinburne.edu.au

Let's get on with it.

∴ helping your child move to tertiary education

Moving from school to tertiary education is a huge step in a young adult's life. As a parent you are probably wondering how to best support your child through this challenging, yet exciting period. This guide is designed to help you understand some of the issues and decisions facing your child as he or she moves into tertiary study.



Swinburne gets the big tick

In 2005 the Australian Government ranked Swinburne as one of only five Australian universities in its top tier for teaching quality. Swinburne was also ranked as Victoria's number one university for generic skills and student satisfaction.

One of the biggest choices for your child is whether to undertake university or TAFE education.

Both these options are available at Swinburne, so you should encourage your child to base their decision on their preferred learning style, future goals and marketplace requirements. You should definitely discuss options with your child; however they should be the ones that make the final decision about their career path.

University: An institution of higher learning, that provides bachelor degrees and postgraduate programs. At university your child will need to do research, attend lectures and tutorials and seek help from teachers in their own time.

TAFE: Technical and Further Education that offers pre-apprenticeships to advanced diplomas. At TAFE students generally stay within the same class for each subject, with greater contact hours.

TAFE provides a practical, hands-on approach to training and education.

Once your child has commenced studies, one of the most important things to do is encourage mature independence and personal responsibility. This means not interfering too much, no matter how tempting it may be. You should encourage your child to work with their peers and establish social networks, even if this means they are out more and seemingly taking more risks. It can be hard to let go and your adult child may make mistakes, but you need to be confident that they will get it right in the end. After all we have to be allowed to make mistakes if we are to learn, and learning is what further study is all about.

Students often feel under pressure during their VCE, and after Year 12 some feel that they are not ready for full-time studies straight away. As a parent you should support your child in these circumstances, and discuss other options available to them. These include:

- > Part-time study
- > Deferment – taking a break between school and tertiary education
- > Short courses
- > Travel
- > Work
- > Mid-year intake (July)
- > New Apprenticeships



∴ a parent's perspective



“ When our daughter Lauren was choosing university courses, we took on a supportive role, attending Open Days and course information sessions with her.

Lauren knew that she wanted to study business at university, but was unsure of the specific course to choose. Together, we helped her to work out a shortlist of preferred business courses based on her strengths and weaknesses.

What stood out about Swinburne for us, and in particular the business courses offered, was the entrepreneurial focus. For Lauren the chance to take up an Industry-Based Learning position and get real experience while she studied was a drawcard. We felt that this would give her an edge among other business graduates and now after completing her second year of a Bachelor of Business (Marketing) degree she is already working in the marketing department of a large public organisation.

At Swinburne's Open Day, Lauren met course mentors and had a chance to discuss the courses with business lecturers in more detail, which made the decision easier. Coming from a secondary school that encouraged students to 'stand on their own two feet' also made the transition to university life easier, as did meeting other new students during the first week of classes. In the end, the decision was left up to Lauren and we supported and advised her along the way.

PARENT PROFILE — Fred Wyatt

About Swinburne

Today the demands of the real world are changing. Swinburne is changing with them, developing students who are flexible, self-reliant and effective team players. At Swinburne we don't teach students what to think, but how to think and how to get out and make things happen. Our aim is to make students self-sufficient and resourceful enough to create their own opportunities.

Students get real experience through our practical courses, including our renowned Industry-Based Learning program, which gives them paid experience in the workforce while they study.

Students may also have the opportunity to work, or study part of their course overseas.

At Swinburne, your child will have the advantage of learning in a caring study environment, with small class sizes, exceptional access to his/her teachers and innovative learning resources that will help them build skills for life. With a wide range of support services at six campuses, we will assist your child in every aspect of student life and help to ensure they get the most out of their time studying.

Support services

Moving to a more independent learning environment will no doubt be a big change for your child. At Swinburne we offer many support services to help students with their transition to tertiary study.

Our range of experienced staff are aware of the issues that students face, and offer assistance, services and facilities such as:

- > Academic support
- > Campus security
- > Careers counselling
- > Child care
- > Computer facilities

- > Counselling services
- > Disability support
- > Employment assistance
- > Equity assistance
- > Financial advisers
- > Health services
- > Housing assistance
- > Library assistance
- > On-campus accommodation
- > Sport and recreation

For more information on student services at Swinburne visit www.swinburne.edu.au/stuserv

· VTAC applications

VTAC is an important part of the application process for your child when they are selecting their tertiary study options. Understanding the steps involved will make the whole process easier and will ensure that your child makes the most of every opportunity. Many undergraduate and TAFE courses in Victoria have a VTAC course code, where applicants must apply through VTAC. Some courses such as part-time TAFE courses or New Apprenticeships do not have a VTAC course code and applications are made directly to the institution.

Important definitions

What is VTAC?

VTAC: The Victorian Tertiary Admissions Centre (VTAC) acts as a clearing and sorting house for applications by providing a central application point, sending application details to the institutions and issuing course offers on their behalf.

VTAC Guide: lists all the courses that require a VTAC application and also provides information on application procedures. The VTAC Guide is available in mid-July and can be purchased from newsagencies or accessed online from the VTAC homepage: www.vtac.edu.au. Not all courses are listed in the VTAC guide and therefore it is important to use institute publications and websites to research.

To view all Swinburne courses visit www.swinburne.edu.au/coursefinder

VTAC Infonet:

Visit www.vtac.edu.au to lodge an initial application, 'Change of Preference' and accept, reject or defer offers online.

VTAC application: list of up to 12 VTAC courses that a student has selected and placed in order of study preference. Applicants must apply by VTAC Infonet.

Direct application: requires the student to lodge an application directly to the institution. Applicants should contact the appropriate Faculty or School.

What do they mean by prerequisites and extra requirements?

Prerequisites: subjects that an applicant must successfully complete in order to apply for a course.

Extra requirements: an extra requirement may be an interview, presentation of a folio or providing additional information such as a letter of recommendation. The extra requirements are in addition to the VTAC application.

My child has their results, what now?

ENTER: Equivalent National Tertiary Entrance Rank. The ENTER is a percentile ranking that compares students within the age group for that particular year, based on their Year 12 results.

This means that if a student obtains an ENTER of 75, they have achieved an overall result that is equal to or better than 75 per cent of students of that age group who have completed Year 12 that year.

Clearly-in ENTER: based on demand, number of applicants and number of places the institution allocates in that year to a particular course. The previous year's Clearly-in ENTER can be used as a guide to possible selection, but is subject to significant fluctuation.

Change of Preference (CoP):

the time after students receive their results when they have a chance to reassess their course preferences. While it is not a requirement, many students do choose to change their preferences as they have a clearer picture of what courses they can apply for.

My child has been offered a place, what do we do?

Accept an offer: it is advisable to accept any course offers in the first round. If a higher offer is made in a later round, the student can accept this and cancel the original offer.

Defer an offer: an applicant receives a course offer but delays their starting date for up to one year. Not all Swinburne courses allow deferment.

Reject an offer: an applicant declines an offer and the course place will go to another applicant.

Leave of absence: similar to deferment but can be taken during the course rather than before commencing.

∴ the application process

Step 1: Finding the right course and the right institution for your child

When deciding on what course to study it helps to brainstorm interests and occupations. Discuss and research people, places and publications as listed below.

People

- > Speak to people working in the profession
- > Discuss with Career Advisers
- > Talk to institution staff and current tertiary students

Places

- > Take a Swinburne campus tour, visit www.swinburne.edu.au/tours
- > Attend school career nights
- > Go to Tertiary Information Service (TIS) events, where groups of representatives from institutions speak to secondary schools
- > Visit workplaces
- > Come to Swinburne Open Day on Sunday 27 August

Publications

- > VTAC Guide 2007: A Guide to university and TAFE courses
- > Career libraries and university information offices
- > Swinburne University and TAFE Course Guide
- > Start Searching: a website for Year 10 students: www.swinburne.edu.au/year10
- > Swinburne Scholarships website: www.swinburne.edu.au/scholarships
- > CourseFinder: online course information: www.swinburne.edu.au/coursefinder

Hot tip: When deciding which institution to choose, also consider:

- > Industry placements
- > Pathway opportunities
- > International opportunities
- > Scholarships
- > Employment statistics for graduates
- > Study costs
- > Public transport and parking
- > Accommodation options
- > Recognition by professional bodies and employers

Step 2: Lodge first application

- > Ensure all prerequisites and extra requirements are met
- > Students apply via VTAC Infonet www.vtac.edu.au
- > Applications open early August 2006 and close late September 2006

Step 3: Begin investigating scholarships

Check out www.swinburne.edu.au/scholarships for Swinburne scholarship details

Step 4: Begin attending Open Days

Come along to any one of Swinburne's campuses. For more information visit www.swinburne.edu.au/openday

**Open Day: Sunday 27 August
10am–4pm 2006**

Step 5: Change of Preference

Students receive their results on 11 December 2006. The change of preference period gives students a chance to alter their course preferences after finding out their results.

- > Call Swinburne's Change of Preference Hotline on 1300 368 777
- > Go to www.swinburne.edu.au/cop to find out more information
- > Visit a Swinburne campus during this period, book online www.swinburne.edu.au/tours
- > Change of Preference period runs for a week in mid December 2006

∴ how much will tertiary studies cost?

Costs involved with tertiary study can include course fees, general service fees, books and equipment, accommodation and general living expenses.

University fees

Students who commence study in a Commonwealth Supported Place (CSP) at Swinburne will be required to pay a student contribution towards the cost of their tuition. The amount an individual student is required to pay will depend on what subjects they are studying (i.e. Band 1 or Band 2 subjects), the number of subjects they are studying, and how they choose to pay their contribution. The Federal Government determines the maximum amount a CSP student can pay towards their tuition each year, and offers financing arrangements for students through HECS-HELP, whereby students can defer the payment of their contribution. Alternatively, students can elect to pay up-front and receive a 20% discount on their contribution.

Students who commence study in a full fee paying place will be required to pay tuition fees, which are approximately two to two and a half times the cost of a CSP contribution. The Federal Government also offers financing arrangements for full fee paying place students through FEE-HELP, whereby students can defer the payment of their contribution.

For additional up-to-date information on fees go to www.swinburne.edu.au/fees

TAFE fees

TAFE fees are based on the number of hours the course requires per semester. In 2006 fees are \$1.31 per class contact hour and are capped at \$839 per year. Therefore even if the course required more than 500 hours of class contact during the year, a maximum fee of \$839 would still be payable. Students eligible for nominated government benefits will pay the minimum fee of \$52 per year. TAFE students are also required to pay a General Service Fee (GSF), and in some cases a materials levy.

Other expenses

Book and equipment costs vary depending on what course your child has chosen to study. Students will probably require textbooks (which can be bought second-hand or accessed in the library), and for some courses they may need to buy materials such as art supplies or a computer.

Accommodation and general living expenses will also vary depending on your child's chosen living arrangements, however the sample student budget provided will give an indication of costs.

Financial assistance

Undertaking study is a long and expensive commitment, and a helping hand can make the path smoother. With a financial adviser on each campus, students can access support and assistance for a range of financial issues.

Scholarships and awards

Swinburne offers a wide variety of scholarships that recognise academic achievement, community service, financial hardship or the need to relocate to study from rural areas. These can assist students financially through a waiver of course fees, a cash prize or part payment of accommodation costs. Go to www.swinburne.edu.au/scholarships for selection criteria and application information.



∴ sample student budget

Sample student budget

Items	Average expenses		Notes
	Weekly	Annual	
Living expenses			
Rent	\$110	\$5,720	
Bond		\$500	Once-only expense
Establishment costs		\$600	eg: desk, bed
Gas, electricity, telephone	\$25	\$1,300	Depends on usage
Food			
Kitty	\$55	\$2,860	Varies according to needs
Lunch and Drinks, Monday-Friday	\$25	\$1,300	
Spending money			
Haircuts, sport, entertainment chemist, household insurance	\$40	\$2,080	Depends on needs
Travel			
Weekly fares	\$15	\$780	
Other costs			
Books, stationery, photocopying and second-hand books		\$600	Depending on course
Total	\$270	\$15,740	

** This budget does not include course fees, and is based on a student living in a shared household near campus*

Equity for students

Our Equity Unit provides students with a fair chance, by offering the opportunity to demonstrate educational disadvantage from previous studies.

Some examples of educational disadvantage relate to rural applicants, and include a lack of specialist teachers for certain subject areas and difficulty in accessing study materials and resources. For more information visit www.swinburne.edu.au/stuserv/equity

At Swinburne, we are also committed to ensuring our tertiary courses are accessible to Indigenous students. An Indigenous Programs Unit assists students with scholarships, accommodation and ABSTUDY. For more information visit www.swinburne.edu.au/indigenous. There are also Indigenous Learning Centres at the Lilydale and Healesville campuses.

∴ want more information?

Swinburne Information Hotline: 1300 368 777

Open Day: Sunday 27 August

Be sure to mark this date in your diary.

For more information visit www.swinburne.edu.au/openday

Campus Tours

Swinburne offers a number of different campus tour options, including personalised tours, school tours, self-guided tours and virtual tours.

For more information visit www.swinburne.edu.au/tours

Useful websites

CourseFinder

For detailed course and subject information visit: www.swinburne.edu.au/coursefinder

FAQ

If you have a question that needs answering, search our FAQ website. Can't find an answer? Submit an enquiry for a prompt and convenient response. Visit: www.swinburne.edu.au/faq

Start Searching

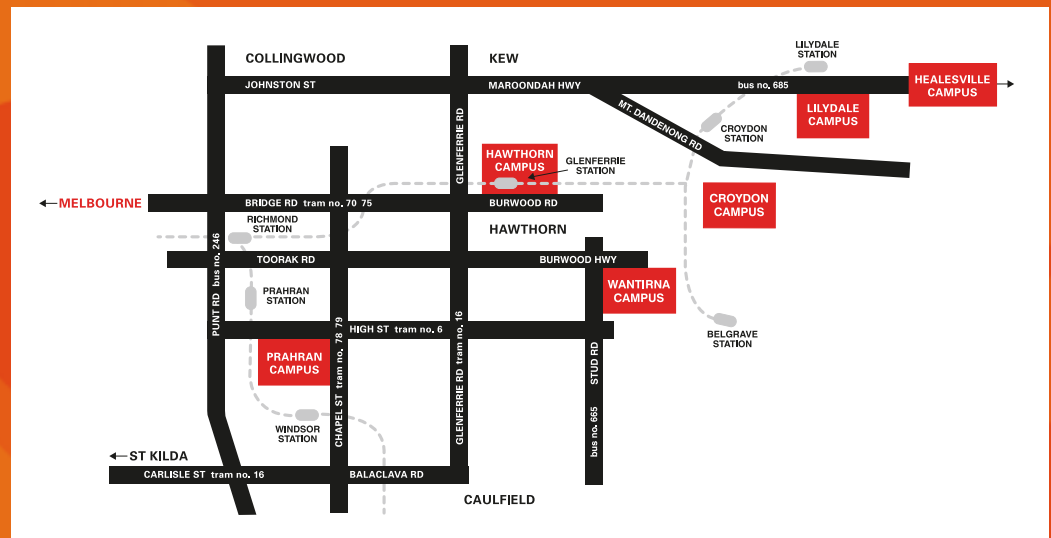
A website for year 10 students. Visit: www.swinburne.edu.au/year10

Scholarships

All you need to know about applying for a scholarship at Swinburne. Visit www.swinburne.edu.au/scholarships

Going to Uni

A government website designed for students who are interested in studying at a tertiary level. Visit: www.goingtouni.gov.au



∴ To keep up-to-date and hear our latest news, register online at www.swinburne.edu.au/parents