
Student Services

Student Services is administered by a team of teachers who are experienced and trained to support students in their studies at the Canberra College and in their transition to pathways beyond college. The team includes an Executive Officer, 4 Year Advisors, 3 High School Transition Officers, Work Experience Coordinator, Careers Advisors and a Counsellor.

The Student Services team coordinates the process of course selection for new and continuing students. The team is available throughout the school day to support individuals make these important choices. The team also provides holistic support to parents and family members on personal, social and academic matters.

Choosing Your Courses

The best guides to course selection at College are your interests and successes to date. Most students coming to the College have not decided on a career and even those who have strong ideas need to keep their options open. Things change in the work force, at universities and in the lives of students.

Some students will need to include specific subjects based on tertiary prerequisites as outlined below. Students are expected to enrol in 5 subjects at the beginning of Year 11. Not all courses need to be studied with an eye for getting into a particular job or course. There are other reasons such as learning something new and following up on an interest area. Students who embark with enthusiasm and readiness to work at their best usually find that most subjects are enjoyable. That's not to say that schoolwork is always easy or fun!

Application for University Entrance

Application for places in all public universities in NSW and ACT is made through the University Admission Centre (UAC). Entry to particular courses is competitive and offers of a place are made on the basis of University Admission Index (UAI) rank. When each course quota is filled and the cut-off is established, no other applications are accepted. Students must accept an offer of a place by the due date otherwise the offer will lapse.

The UAC Guide which contains course information cut-offs from previous years and application procedures, is issued to students in August of their final year. Information sessions on course selection and application procedures are run by the College to help students with their applications.

For states other than NSW and ACT, students must obtain the application forms and cut-off information from the relevant admission centres. For addresses and contact numbers refer to the UAC Guide or Student Services.

Prerequisite Subjects for University Entrance

As well as meeting the UAI cut-off, some tertiary courses require students to have studied certain subjects or gained a minimum standard of attainment in Year 11 and 12. This is referred to as prerequisite study or assumed knowledge. Details of courses requiring this knowledge and achievement levels are in the UAC Guide. This information is also available in the Year 10 guide titled *University Entry Requirements for 2010* distributed to all high schools. Both publications are available on the web at www.uac.edu.au

Special Entrance Requirements for University Entrance

Some University and CIT courses such as Art, Drama, Music and Design, require students to have relevant skills, experience and folios of work in addition to obtaining a Year 12 Certificate. Students are required to attend interviews, auditions and special testing as part of the application for each course. The UAC Year 10 Booklet and the UAC Guide contain information and details about meeting these requirements. The Student Services/Careers Advisers can provide current information for any course.

Scholarships and Cadetships for University Entrance

Students requiring financial assistance to undertake tertiary study should consider applying for a cadetship or scholarship. These are advertised in the major metropolitan newspapers and application is made direct to each university or industry group. An offer of assistance is based on academic achievement and cadetship applicants are usually required to sit a test and have an interview. Details are available from the Student Services/Careers Advisers.

Application to the Canberra Institute of Technology (CIT)

Applications for places in higher level courses such as Advanced Diploma and Diploma courses are made by postal enrolments in response to newspaper advertisements. A Year 12 Certificate is required and attendance at Information Sessions run by CIT (again advertised in newspapers) is essential for some courses. Students wishing to enter a Certificate Course will need a Year 10 Certificate and should apply directly to CIT in person. Sessions are run to assist students with course information and their applications.

Australian School Based Apprenticeships (formerly known as School Based New Apprenticeships- SNAP)

Australian School Based Apprenticeships (ASBA) is a system of training to help students gain entry into their chosen industry. Students are able to enter into a traineeship on a part time basis whilst remaining at school. ASBAs are available in a number of industries. Students can consult their Yr 10 ASBAs coordinator about these.

Apprenticeships and Traineeships

Students looking for on-the-job training should consider an apprenticeship or traineeship to develop personal work skills and job specific skills. Employers offering these training programs advertise in the daily newspapers and are listed at Centrelink and private providers. The ACT Training & Adult Education (TAE) administers all apprenticeships and traineeships and issues the qualifications and certificates. Information is available from Student Services/ Careers Advisers.

Early Exit Program- Year 12 Certificate

Students who have gained 17 standard units by the end of their third semester or middle of their fourth semester may apply to be released from the College ahead of other Year 12 students. Having qualified for a Year 12 Certificate, these students may then decide to enter the next stage of their career by studying at CIT or commencing full time training in their

fourth semester. Contact with these students is maintained and they are invited to the Year 12 Graduation and Formal. Student Services can provide further information about this program.

Early Exit Program- UAI Requirements

Students completing University Admission Index requirements may, on application, be released in the middle of the last semester having completed three-and-a-half semesters and having sat the ACT Scaling Test.

Certificate Requirements

The following five documents are available which report studies undertaken at the Canberra College.

Year 12 Certificate

This Certificate is issued at the end of Year 12 showing results obtained in all units completed. It is issued by the ACT Board of Senior Secondary Studies.

UAI Statement

Students who wish to go on to tertiary study will also be given this Statement which shows each student's ranking compared to all other students in the ACT, plus an Aggregate Score. It is issued by the ACT Board of Senior Secondary Studies.

Australian Qualifications Framework - Certificate I and Certificate II

Students who successfully complete Vocational Courses (V Courses), including participation in work placements ('on the job training') will be granted a nationally recognised Certificate I or Certificate II under the Australian Qualifications Framework.

Statement of Attainment

Students who successfully complete any of the competencies forming part of a Vocational Course (V), but who fail to complete all of the requirements for a Certificate I or II, will have the completed competencies listed on the Statement of Attainment.

Secondary College Record

This is issued on request to students who leave the College before qualifying for the award of the Year 12 Certificate. It lists all courses and units studied, including those in which the student is engaged at the time of issue. It does not preclude the later issue of other certificates, should the student's plans change.

Standard Students

Year 12 Certificate

To receive this certificate at the end of Year 12, students must satisfactorily complete 17 standard units with at least three accredited minors in their package. (See Glossary)

University Admission Index

This statement entitles those who qualify for it to be considered for admission by Australian tertiary institutions. The University Admission Index shows the University Admission Rank compared to all other students in the ACT, which is the criterion used for tertiary entrance, and the Aggregate Score which is the score from which the University Admission Rank is derived.

To receive this statement students must complete a study program from A, T, H, M, R and V Courses (see Glossary) which accrue a minimum of 20 standard units. There must be at least 18 T & A standard units (including the equivalent of 12.5 standard 'T' units) and these must be arranged into courses to form either:

- **five major courses**
- **four major courses and one minor course**
- **three major courses and three minor courses**
- **of these, at least three major and one minor must be T-courses.**
- **in addition, students must sit the ACT Scaling Test (AST).**

Repeating Year 12 Student

Year 12 Certificate

To receive this Certificate repeat students must complete courses in their repeat Year 12 that accrue 10 standard units. That is the equivalent of ten semester units in one year.

University Admission Index Statement

To receive this Statement repeat students must complete courses that accrue to 10 standard units. These must include at least:

- **three T major courses, and**
- **one T minor course**
- **sit for the ACT Scaling Test (AST).**

University entrance is given on the most recent University Admission Index ranking. Previous ranking cannot be used.

An Overview of Certification

