

2012 VCE Enrolment Pack – Mid Year (Unit 2)



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Hello

Thank you for your interest in applying to study VCE at Box Hill Institute in 2012.

This booklet will provide you with all details of our enrolment procedure. Additionally you should also have a copy of the "2012 VCE Learning Plan". Please note that this is not an enrolment form, but a shortcut to help speed up the enrolment process. You will need to complete this form and bring it with you when you enrol.

If you have questions about any of this information or require further clarification, please call 9286 9645 or email vae@bhtafe.edu.au

Chris Gaffney

Centre Manager

Vocational Access & Education

VCE at Box Hill Institute

Whether you are over 18 and want a way to complete your VCE, or under 18 and want an alternative to secondary school, there is a place for you at Box Hill Institute. Complete your VCE in the time frame that suits you

- Choose between day and night classes
- Mix Year 11 and Year 12 subjects
- Learn in a supportive adult environment
- Take responsibility for your own learning
- Pick up a single VCE subject to improve your ATAR
- Have a second chance at a VCE subject
- Find a balance between study and your other commitments

Enrolment Advice

Selection of subjects

People have many different reasons for studying VCE, such as improved job opportunities, entry to further study, personal development, gaining skills, knowledge & understanding.

You will have a more successful year if you think through your objectives before enrolling, and pick subjects that suit your own needs and aspirations. Study is demanding, but you have the opportunity with our VCE course to choose your own subjects and timetable.

Talk with the people around you who will affect your ability to maintain a program of study - your family, friends, workmates or employers.

Past results

If you have previously been a VCE student or have just completed Year 10, you must bring a statement of your latest results and report. Please make contact with your school regarding this matter prior to enrolment day.

Enrolment Process

- Step one:** Complete the "2012 VCE Learning Plan" form
- Step two:** At enrolment, go to the VCE Reception Desk
- Step three:** The VCE Reception staff will direct you to the Assessment/Advisers' room
- Step four:** An experienced VCE Adviser will discuss your program, and endeavour to meet your individual needs.
- Step five:** The Finalisation staff will calculate your fees
- Step six:** Pay your enrolment fees at the cashiers
- Step seven:** Return to the Finalisation Officer to confirm your enrolment and be provided with a booklist and a confirmed timetable.

Enrolment sessions

By appointment only: 13th & 14th June. Please ring 9286 9732 or 9286 9645 to make appointment. Enrolment address: Whitehorse Campus, Box Hill Institute, 1000 Whitehorse Road Box Hill, Building W1, Room 212

How long will it take?

Please allow plenty of time to get through the enrolment process (it could take up to 2 hours, depending on whether you attend during peak periods). You may be required to sit a literacy and/or a numeracy task to determine your level of competency.



Enrolment Fees

The following 3 types of fees are to be paid on enrolment day: Tuition Contribution Fees, Service & Amenity Charges and Course Teaching Materials. Please note there are different rates for Year 12 & Year 11.

Year 11 Tuition Contribution Fee (Semester 2)

1 subject	\$77.76
2 subjects	\$155.52
3 subjects	\$232.98
4 subjects	\$311.04
5 subjects	\$388.80
6 subjects	\$466.56

If you are a holder of or listed as a dependant on a valid Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Gold Card, please remember to bring this card with you. The Tuition Contribution Fee with one of these cards is \$50 for the year plus the other types of fees.

Service & Amenity Fee

Part Time (1 or 2 subjects)	\$65.00
Full Time (3 or more subjects)	\$90.00

Course Teaching Material Fees

Course Teaching Materials are items supplied to students by the Institute that are necessary to the teaching of the course and are consumed or transformed by the student during the course for the purpose of the course.

For example, photocopied/printed educational materials, use of software, use of videos/DVDs, paper supplied for exams, consumable art supplies, chemicals used in science courses or workbooks provided to students.

Units 1 & 2 (Year 11)

Biology	\$60	Media	\$55
Business Management	\$25	Physics	\$52.50
Chemistry	\$52.50	Psychology	\$25
English incl ESL English	\$35	Sociology	\$40
Foundation English	\$35	Visual Communication & Design	\$55
Health & Human Development	\$25		
History 20th Century	\$25		
Legal Studies	\$25		
Maths - Foundation	\$45		
Maths - General	\$45		
Maths - Methods	\$45		



Other Information

Attendance policy

To achieve a satisfactory pass in any VCE unit, you must attend a minimum of at least 80% of classes in that subject.

Childcare

Although Box Hill Institute does not have any childcare facility on site, there are a number of childcare centres in close proximity to the Whitehorse Campus. Watts Street Children's Centre reserves places for Box Hill Institute students. For more detail call 9899 7411.

Semester 2, 2012 dates

Term Two	Mon 18 June - Fri 29 June
Term Three	Mon 16 July - Fri 21 September
Term Four	Mon 8 October - Fri 18 November

Classes for Unit 2 will commence the week of Monday 18th June, 2012

For more information about the VCE and specific subjects, see the VCAA website www.vcaa.vic.ed.au

Please see www.vcaa.vic.edu.au for further information about qualification requirements.

Completion rates, participation rates and student outcomes available on request.

2012 Timetable Year 11 VCE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 am – 11.00 am	English A English C/ESL Foundation English	Biology Sociology English B	Legal Studies VET Cert 2 in IT Visual Communication & Design	General Maths B Foundation Maths	General Maths A Psychology
11am-1pm	General Maths A Psychology	20 th Century History Maths Methods Media	Business Management Health & Human Development	Biology Sociology English B	English A English C/ESL Foundation English
2.00 pm – 4.00 pm	Legal Studies VET Cert 2 in IT Visual Communication & Design	Business Management Health & Human Development	General Maths B Foundation Maths	20 th Century History Maths Methods Media	
5.30pm – 9.30pm			Chemistry	Physics	

2012 VCE LEARNING PLAN

Codes: VBQU142 / VBQU145 / VBQU146 / VBQU149 / VBQU150 / VBQU154 / BSBCMM201A



Student's Name: _____

Date of Birth: _____

Email: _____

Home Ph: _____ Mobile: _____

Do you have a Case Manager? Yes No

Name: _____ Phone: _____

Name of Organisation: _____

Are you Aboriginal / Torres Strait Islander? Yes No

Emergency Contact Information

Name _____ Relationship: _____

Home No: _____ Work No: _____

Mobile: _____

Email Address: _____

I give my permission for this person to be contacted regarding my education.

Signed: _____ Date: _____

Have you completed a higher education? *[Certificate 2 & above, but not including VET in Schools]*

Yes No

Name of last school attended: _____

Level of education achieved: _____ Year: _____

How long were you at that school? _____

Why did you leave? _____

Who can we contact at your previous school for further information?

Name: _____ Position: _____ Phone

Number: _____

Are you planning on completing your VCE in 2012? Yes No

Why do you want to do your VCE? _____

Why did you choose to study at Box Hill Institute of TAFE ? _____

Who you live with:

- With parents Alone
 With a partner In shared accommodation
 Other: _____

Who is supporting your decision to study VCE?

- Family Friends Social Worker/Youth Worker Other: _____

How will you get to TAFE?

- Drive Public Transport Driven by family member/friend

Are you currently working: Yes No How many hours per week: _____

Is there anything that may affect you from completing your education or that has been a problem in the past?

[Providing this information will not affect your enrolment application]

- | | |
|---|---|
| <input type="checkbox"/> Personal Problems | <input type="checkbox"/> Poor Attendance |
| <input type="checkbox"/> Depression | <input type="checkbox"/> Issues with other students |
| <input type="checkbox"/> Stress | <input type="checkbox"/> Financial Problems |
| <input type="checkbox"/> Drug and Alcohol issues | <input type="checkbox"/> Discipline issues |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Lack of motivation |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Problems with teachers |
| <input type="checkbox"/> Family Problems | <input type="checkbox"/> Work Commitments |
| <input type="checkbox"/> Unable to get to TAFE/school | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Reading/Writing Issues | <input type="checkbox"/> Other: _____ |

Comments / other info: _____

What subjects would you like to enrol in?

VCE Units 1 & 2: _____

VCE Units 3 & 4: _____

CGEA: _____

To assist staff with your enrolment, please look on the website and provide a DRAFT timetable of what you would like to study. This timetable will be discussed at your enrolment session.

<u>Time</u>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 – 11.00					
11.00 – 1.00					
1.00 – 2.00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
2.00 – 4.00					
5.30 - 9.30					

Enrolment Checklist:

- NEW STUDENTS - please bring in your school report and/or statement of results.
- ALL STUDENTS: If eligible, please bring your Health Care Card for a concession rate.