10.30AM GRADUATION CEREMONY

CONTENTS

1.0 REGISTRATION
  1.1 ONLINE REGISTRATION     Page 2
  1.2 WHICH CEREMONY SHOULD I ATTEND    Page 2
  1.3 ELIGIBILITY TO GRADUATE     Page 2
  1.4 STUDENT ID NUMBER     Page 2
  1.5 USI NUMBER     Page 2
  1.6 TICKETS       Page 3

2.0 PRE-CEREMONY
  2.1 EVENT DETAILS      Page 3
  2.2 GRADUAND ARRIVAL AND REGISTRATION  Page 3
  2.3 GOWNING AND DRESS CODE    Page 4
  2.4 SEATING AND BRIEFING     Page 4

3.0 ORDER OF PROCEEDINGS
  3.1 EVENT FLOW       Page 5
  3.2 WHAT TO EXPECT AT YOUR CEREMONY  Page 5
  3.3 GUEST ARRIVAL     Page 7
  3.4 HELPFUL GRADUATION TIPS     Page 7
  3.5 PHOTOGRAPHY       Page 8
  3.6 CLOAK ROOM       Page 8
  3.7 ACCESSIBILITY     Page 8
  3.8 GRADUATION DVD     Page 8
  3.9 PARKING       Page 8
  3.10 VENUE MAP       Page 9

4.0 POST CEREMONY
  4.1 ALUMNI NETWORKING FUNCTION     Page 9
  4.2 GOWN RETURN       Page 10
  4.3 TERMS AND CONDITIONS     Page 10
  4.4 PRIVACY STATEMENT       Page 10

5.0 CONTACT
  5.1 FOR MORE INFORMATION     Page 11
1.0 REGISTRATION

1.1 ONLINE REGISTRATION
Registration for the end-of-year graduation ceremonies opens at 9am AEST on Friday 16 October and closes at 5pm AEST on Wednesday 18 November. You must complete the online registration within the specified timeframe or you will not be able to attend. You will be advised by email when registration opens or you can register via tafebrisbane.edu.au/graduation

1.2 WHICH CEREMONY SHOULD I ATTEND
Not sure which ceremony you need to attend? Download the Find My Ceremony and find your course on the list. This will tell you which ceremony you need to register for and attend.

1.3 ELIGIBILITY TO GRADUATE
Graduation ceremonies are for students who have successfully completed the academic requirements of a certificate III or higher qualification.

Your eligibility to graduate will be determined by TAFE Queensland Brisbane via an academic check process after you have completed the online registration. If for any reason you are deemed ineligible to graduate, a TAFE Queensland Brisbane representative will contact you directly.

1.4 STUDENT ID NUMBER
To complete the online registration you must know your student identification number. If you don't know your student ID number, please call our customer service team on 13 72 48.

1.5 UNIQUE STUDENT IDENTIFIER (USI) NUMBER
The Unique Student Identifier (USI) number is a requirement under Commonwealth Government legislation. To complete the online registration for graduation you must know your USI number.

Click Here for further information on how to obtain your USI.
1.6 TICKETS

To attend your ceremony you must purchase a graduating student ticket. For guests to attend the graduation ceremony they must purchase a guest ticket. Children under three years of age do not require a ticket. All children must be accompanied by an adult at all times that is not the graduating student. Purchasing of the graduation DVD will be available when you register to purchase your tickets.

All purchases must be paid online via the registration form using a credit card. If you do not have a credit card and would like to make cash payment, please visit your campus customer service centre to make your payment.

Additional guest tickets will be available to purchase at the venue on the ceremony day via Eftpos only.

<table>
<thead>
<tr>
<th></th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduating Student Ticket</td>
<td>$45.00</td>
</tr>
<tr>
<td>Guest Ticket</td>
<td>$15.00</td>
</tr>
<tr>
<td>Graduation DVD Purchase</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

2.0 PRE-CEREMONY

2.1 EVENT DETAILS

Ceremony: 10.30am Ceremony
Date: 10 December 2015
Venue: The Great Hall, Brisbane Convention and Exhibition Centre (BCEC), Corner Merivale and Grey Streets, South Brisbane.

2.2 GRADUAND ARRIVAL AND REGISTRATION

It is recommended you arrive as close to 8am as possible to allow time to register and be gowned.

After you arrive at BCEC, proceed to student registration Main Foyer, Great Hall. Have your Student ID Card ready and state your surname to the registration officer (registrations are listed alphabetically by surname and broken down into three sections):

A – H    I – P    Q - Z

**EXAMPLE:**
My name is John Phillips, line up at the I-P table to have my name ticked off

You will be handed a card at registration. **You must hold onto this card**, it is your seating allocation and stage announcement. It’s essential to sit in your allocated seat - do not swap seats with other graduands.
2.3 GOWNING AND DRESS CODE

Graduands wear traditional academia regalia which will be available on the day of your ceremony. The graduation fee covers academic dress hire for the ceremony.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Academic Regalia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td>Black gown</td>
</tr>
<tr>
<td>Diploma</td>
<td>Black gown, TAFE Queensland Brisbane stole and mortar board</td>
</tr>
<tr>
<td>Advanced Diploma and above</td>
<td>Black gown, TAFE Queensland Brisbane stole with fringe and mortar board</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Black gown, TAFE Queensland Brisbane stole with fringe, green hood and mortar board</td>
</tr>
</tbody>
</table>

Graduation ceremonies are formal occasions and it is expected that both graduands and guests dress appropriately. Jeans, T-shirts, trainers and similar casual items are not considered appropriate attire for graduation ceremonies.

Graduand gowning will be located on the Mezzanine Level.

2.4 SEATING AND BRIEFING

Your allocated seat will be listed on the card you receive when you register in the main foyer. This is your allocated seat – please don’t swap seats with other graduands.

You are required to attend a Student Briefing Session at 9.30am sharp on the day. This briefing will go for approximately 20 minutes. Once you enter the Great Hall for the student briefing we will ask you to remain seated in preparation for the ceremony.

All graduands must register, be wearing academic regalia and be ready to enter Door 1 of the Great Hall for the briefing session at 9.15am. Please follow the directions of ceremony staff at all times. If you have any questions please ask them for assistance.
3.0 ORDER OF PROCEEDINGS

3.1 EVENT FLOW

10.30am Ceremony

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00am</td>
<td>Graduand registration (Main Foyer)</td>
</tr>
<tr>
<td>8.00am</td>
<td>Gowning open (Mezzanine Level Door 5)</td>
</tr>
<tr>
<td>8.00am</td>
<td>Photography open (via Door 1)</td>
</tr>
<tr>
<td>9.30am</td>
<td>Graduand registration and gowning close</td>
</tr>
<tr>
<td>9.30am</td>
<td>Graduand briefing (enter via Door 1)</td>
</tr>
<tr>
<td>9.00am – 10.00am</td>
<td>Guest arrival</td>
</tr>
<tr>
<td>10:30am – 12:30pm</td>
<td>Graduation ceremony</td>
</tr>
<tr>
<td>12:30pm – 1:00pm</td>
<td>Alumni Networking function (outside Door 3)</td>
</tr>
<tr>
<td>1:30pm</td>
<td>All gowns to be returned to Mezzanine Level (Door 5)</td>
</tr>
</tbody>
</table>

3.2 WHAT TO EXPECT AT YOUR CEREMONY

1. Graduands and guests are asked to stand while the Academic Procession enters the hall. This marks the official commencement of the ceremony.
2. Master of Ceremonies (MC) will conduct a welcome and introduction of the General Manager.
3. General Manager address.
4. Guest speaker to address audience.
5. Formal conferral of graduates.
6. Formal presentation of graduands. Ceremony staff will ask graduands to stand, exit their seat row and move towards the stage area. **You’re required to stay in the order you were seated.**
7. Please remember to **take your seating allocation card with you.** This card will be handed to the presenter at the lectern. Wait at the lectern until your name is announced and then walk across the stage to the General Manager.
8. When facing the General Manager gently shake his hand with your right hand and receive your cylinder in your left hand, pause for photo and exit off the stage.
9. Once off stage, follow the direction of ceremony staff. **Exit stage and return to your seat.**
11. At conclusion of entertainment MC will ask the graduates and guests to stand for the departure of the Academic Procession. This is the conclusion of the ceremony.
12. Alumni networking function and gown return. **Return gown to Mezzanine Level.**

*Please note: your official certificate will be posted to you. See next page for floor plan.
3.3 GUEST ARRIVAL

Guests may check in to the registration counter at 8am. **Guest doors will be opening at 10am for the start of the ceremony (10.30am).** The registration counter is located inside the main entrance of the Convention Centre.

Guest tickets will be held in the **graduating student’s surname.** Please inform your guest/s to state your surname to the registration officer at the desk.

Doors to the Great Hall will open for guests at 10am; guests must be seated at least 15 minutes before the start of the ceremony. Seats are not pre-allocated. Guests will be shown to available seats by ushers.

The ceremony will last approximately two hours and during this time graduands and guests are not permitted to leave the hall, except in the case of an emergency. Anyone who leaves the Great Hall for anything other than an emergency will not be permitted to re-enter the hall.

Guests are invited to take photographs and video recordings during the ceremony, provided they are not obtrusive to other guests or the professional photographers. We do ask guests to refrain from leaving their seats to capture photos or footage.

Out of courtesy to others, please note that all mobile communication devices must be turned off or switched to silent during the ceremony. It is also a requirement that all graduands and guests stay until the conclusion of the ceremony.

3.4 HELPFUL GRADUATION TIPS

- Don’t be late – there’s a lot to do prior to the ceremony – ticketing, gowning, photography and student briefing.

- Don’t take bags or cameras with you when you go to your briefing – you can’t carry them on-stage and you may not go back to the seat you sat in for the start of the ceremony. Give your bags, camera, etc to your family or friends or check them into the free cloak room in the main foyer.

- Hold onto your seating allocation card – it has your name on it and will assist us to announce your name correctly when you go onto the stage.

- You must return academic regalia at the conclusion of the ceremony to the gowning area on the Mezzanine Level (outside Door 5).

- Children must be accompanied by an adult at all times that is not the graduating student.
3.5 PHOTOGRAPHY

After gowning, you may return to your family and friends and have photos taken. **Photography is located on the Ground Level, outside Door 1 and in the Main Foyer, underneath the escalators.** There is the option to have your photo taken before or after the ceremony. You have one hour after the ceremony to have your gown returned to the gowning area if you would like to be photographed in your gown.

3.6 CLOAK ROOM

Graduands must check all bags into the Cloak Room or arrange to leave them with family or friends (no bags to be taken into the Great Hall by graduands). There is no cost for the cloak room and it is located next to guest registration in the main foyer of the Convention Centre.

3.7 ACCESSIBILITY

If you or your guests have accessibility needs or are hearing/sight impaired, please indicate this when completing the online registration. If you have not indicated this at time of registration, please contact the Events Team via email events.brisbane@tafe.qld.edu.au before Friday 4 December to ensure we have your requirements noted.

3.8 GRADUATION DVD

The ceremony will be recorded. You may order a copy of the DVD for $35 at the time of registration. DVDs can be ordered until 5pm AEST, Thursday 17 December by calling (07) 3244 5691 or emailing events.brisbane@tafe.qld.edu.au. Please provide your full name, contact details, and the ceremony time you attended.

If you have ordered a Graduation DVD, please note post production takes up to 12 weeks. The DVD will be delivered to the address advised upon registration. If you need to update your postal address or enquire about the whereabouts of your DVD, please contact events.brisbane@tafe.qld.edu.au or call (07) 3244 5691.

3.9 PARKING

BCEC provides undercover parking for 1500 vehicles, with direct lift access to the Centre's rooms and facilities. For full details on parking including cost visit [http://www.bcec.com.au/car-parking](http://www.bcec.com.au/car-parking)
3.10 VENUE MAP

4.0 POST CEREMONY

4.1 ALUMNI NETWORKING FUNCTION

Once you have graduated you will become part of the TAFE Queensland Brisbane Alumni. To celebrate this achievement light refreshments will be served to graduates and their guests post-ceremony at a function in the Great Hall concourse, Ground Floor (outside Door 3). The post-ceremony function will be a fantastic opportunity to mingle with fellow graduates and guests and celebrate your study achievements.
4.2 GOWN RETURN

All gowns must be returned by no later than 1:30pm to the gowing area on the Mezzanine Level outside Door 5 following the completion of the ceremony.

4.3 TERMS AND CONDITIONS

I understand that:

1. Participation in the graduation ceremony is dependent upon the satisfactory completion of all course requirements as determined by TAFE Queensland Brisbane.

2. I must pay for myself and guests during the allocated registration period of 16 October and 18 November 2015. If I do not register and pay between these periods I will not be able to attend my nominated graduation ceremony.

3. No refunds will be given for student or guest tickets unless you are deemed ineligible to graduate by TAFE Queensland Brisbane. Should TAFE Queensland Brisbane deem you ineligible to graduate you will be contacted directly.

4. Booking is not confirmed until the payment, registration and study eligibility process is 100% complete as deemed by TAFE Queensland Brisbane.

5. Ceremony times are subject to change at the discretion of TAFE Queensland Brisbane.

6. Students and guests may be photographed and or recorded and have no rights relating to the material production or presentation.
   a) TAFE Queensland Brisbane may use the recording to promote the organisation’s activities
   b) TAFE Queensland Brisbane may reproduce the recording in any form, in whole or a part, and distribute the works by any medium including the internet, CD Rom or other media
   c) TAFE Queensland Brisbane will not pay students or guests for giving consent or for the use of their image or recording

4.4 PRIVACY STATEMENT

TAFE Queensland Brisbane and its employees follow the requirements of Information Standard 42 (IS42) in their recording, storage, use and disclosure of personal information. Your personal information is being collected for the administrative purpose of TAFE Queensland Brisbane regarding the programs and services that it offers. Other Government Departments may be entitled to access this information if required or authorised by or under law. You have agreed to TAFE Queensland Brisbane using your personal information for the purpose of marketing their products and services to you. Your personal information will not be disclosed to any other person for marketing purposes and will only otherwise be used or disclosed in accordance with IS42.
5.0 CONTACT

5.1 FOR MORE INFORMATION

For further information about BCEC visit: www.bcec.com.au
For any questions about the ceremony or your registration please email events.brisbane@tafe.qld.edu.au
If you have any urgent enquiries on the day of your graduation ceremony, please call 0466 136 958 or 0438 871 679.