



GRADUATION CEREMONY

21 FEBRUARY 2018

LETS CELEBRATE YOU!

Welcome to Graduation

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GRADUATION CEREMONY

21 FEBRUARY 2018

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1.0 EVENT DETAILS

Date: Wednesday 21 February 2018

Time: 1.30pm or 7pm

Venue: St Laurence's College, Edmund Rice Performing Arts Centre, 82 Stephens Road, South Brisbane.

1.1 REGISTRATION

Registration for graduation ceremonies **opens 9am AEST Friday 12 January and closes 5pm AEST Sunday 4 February**. You must complete the online registration within the specified timeframe or you will not be able to attend. Your unique code to register is in your email invitation. Please note that this code is specific to you and should not be shared with any other students.

1.2 WHICH CEREMONY SHOULD I ATTEND

See pages 9 and 10 below to allocate your ceremony time, find your qualification in the list.

1.3 ELIGIBILITY TO GRADUATE

Graduation ceremonies are for students who have successfully completed the academic requirements of a certificate III or higher qualification. To be eligible, you must have completed all requirements of your course.

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. Check our website for further information.

If you are a higher education (Degree) student, please use the USI Code: HE2017/18.

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1.6 TICKETS

To attend your ceremony you must purchase a graduating student ticket. Each graduating student is allocated up to 3 guest tickets only. Guest tickets can be purchased online at the same time you register. Should further guest tickets become available you will be notified by email.

Children under three years of age do not require a ticket. Children must be accompanied by an adult at all times who 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.

Graduating Student Ticket	\$55.00 (available with presale only)
Guest Ticket	\$15.00 (available with presale only)
Graduation DVD Purchase	\$35.00 (available with presale only)
Long Stemmed Red Rose	\$10.00 presale (\$15.00 on the day)
Graduation Bear	\$20.00 presale (\$25.00 on the day)
Digital Images	\$75.00 presale (\$150.00 on the day)

Ticket refund rules

Refunds for student and guest tickets will only be issued if a registration is cancelled on or before the registration close date, Friday 4 February, 5pm (AEST). After this date no refunds will be issued. Only extenuating circumstances will be considered. Each claim will be assessed on a case by case basis and will require supporting documentation (such as a medical certificate). Approval is at the discretion of TAFE Queensland, claims to be sent to events.brisbane@tafe.qld.edu.au for assessment and a representative will contact you.

2.0 GRADUATION DAY, BEFORE CEREMONY

2.1 GRADUAND ARRIVAL AND REGISTRATION

It is recommended you arrive as close to 11.00am for the 1.30pm ceremony OR 4:30pm for the 7pm ceremony. This will allow enough time to register and collect your gown. Once you arrive at the venue proceed to student registration, level 6 foyer.

Graduating Student Registration

1. Line up for registration, alphabetical by surname, A – H, I – P, Q – Z.
2. Have your Student ID Card ready to hand over to the registration officer
3. You will be checked in and handed your seating allocation card, 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
4. Move through to gowning, level 5, foyer.

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21 FEBRUARY 2018


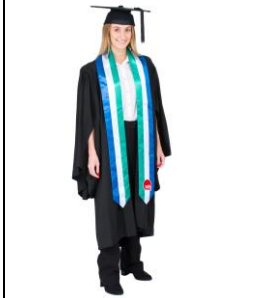

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2.2 GOWNING AND DRESS CODE

Graduation is a formal occasion and students should dress in smart clothing. 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. Gowning is located on level 5 in the foyer area.

Certificate	Diploma	Advanced Diploma	Graduate Certificate & Associate Degree	Bachelor
Black gown, mortar board & red stole	Black gown, mortar board & red stole with a white border	Black gown, mortar board & red stole with a white border and black piping	Black gown, mortar board & black collar with red lining	Black gown, mortar board & black hood with red lining
				

For our Aboriginal and Torres Strait Islanders students, there is an option to wear traditional flag coloured stoles.

Aboriginal	Torres Strait Islander	Dual Aboriginal and Torres Strait Islander
Black gown, mortar board & Aboriginal flag coloured stole	Black gown, mortar board & Torres Strait Islander flag coloured stole	Black gown, mortar board & dual coloured stole
		

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2.3 SEATING AND BRIEFING

Your allocated seat will be listed on the card you receive when you register on graduation day. As this is your allocated seat, do not swap seats with other graduands. You will need to attend a Briefing Session at 12.30pm sharp for the 1.30pm ceremony OR 6pm sharp for the 7pm ceremony. This briefing will go for approximately 30 minutes. Once you enter the main hall for the briefing we will ask you to remain seated in preparation for the ceremony. All graduands must register, be wearing their gown and be ready to enter the hall for the briefing session 10 minutes prior to the briefing start time.

3.0 ORDER OF PROCEEDINGS

1.30pm Ceremony

Time	Activity	Location
11:00am	Graduating Student Arrival Register Proceed to gowning	Level 6, Foyer and Forecourt Gowning – Level 5, Foyer
12pm – 12:30pm	Time to Celebrate Welcome reception Guest arrival Professional photography Light refreshments	Level 6, Foyer and Forecourt
12:30pm	Graduating Student Briefing Graduating Students only to auditorium for briefing	Auditorium, enter doors 6 & 7
1:15pm	Doors open Guests	Auditorium, enter doors 6 & 7
1:30pm – 3:30pm	Graduation Ceremony Please be courteous to students and guests and remain in your seat for the duration of the ceremony	Auditorium, enter doors 6 & 7
3:30pm	Event concludes Final photos and gown return	Photos - Forecourt area Gown return - Level 5 Foyer
3:45pm	Official event close	

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7pm Ceremony

Time	Activity	Location
4:30pm	Graduating Student Arrival Register Proceed to gowning	Registration - Level 6, Foyer and Forecourt Gowning – Level 5, Foyer
5pm – 6pm	Time to Celebrate Welcome reception Guest arrival Professional photography Light refreshments	Level 6, Foyer and Forecourt
6pm	Graduating Student Briefing Graduating Students only to auditorium for briefing	Auditorium, enter doors 6 & 7
6:45pm	Doors open Guests	Auditorium, enter doors 6 & 7
7pm – 9pm	Graduation Ceremony Please be courteous to students and guests and remain in your seat for the duration of the ceremony	Auditorium, enter doors 6 & 7
9pm	Event concludes Final photos and gown return	Photos - Forecourt area Gown return - Level 5, Foyer
9:15pm	Official event close	

3.1 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
3. Performance – acknowledgement of the traditional owners of the land
4. Executive welcome address
5. Guest speaker to address audience
6. Formal conferral of graduates
7. Formal presentation of graduands. Ceremony staff will ask graduands to stand, exit their seat row and move towards the stage area. You are required to stay in the order you were seated and take your seating allocation card with you.
8. 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 TAFE executive.
9. When facing the General Manager gently shake their hand with your right hand and receive your certificate in your left hand, pause for a photo and exit the stage.
10. Once off stage, follow the direction of ceremony staff. Exit stage and return to the student seating area.
11. Ceremony entertainment
12. This is the conclusion of the ceremony.
13. Return gown to gowning area and event close.

****Your official certificate is posted to you, the certificate you receive at the ceremony is commemorative only.***

3.2 GUEST ARRIVAL

Each graduating student is allocated up to 3 guest tickets only; guest tickets can be purchased online at the same time of your registration. Due to venue capacity no guest tickets will be sold at the door on event day. Guest ticket receipts must be printed or displayed on your mobile phone. No ticket, no entry.

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Guest doors will be open at 1:15pm for the 1:30pm ceremony and 6:45pm for the 7pm ceremony. No guests are permitted inside the hall prior to ceremony start time. Guest seating is not pre-allocated. 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 hall for anything other than an emergency will not be permitted to re-enter.

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.

3.3 PHOTOGRAPHY

After gowning, you may return to your family and friends and have photos taken, level 6 foyer and forecourt area. We encourage you to get all of your professional photos prior to the ceremony due to time restrictions following the ceremony. Professional photography on the day will be carried out by the motivated and innovative team from SSP Events. This team has been photographing major events for more than 20 years, which shows in their impeccable eye for detail. As a gift to all graduates, an early bird pre-order special is available for your full image set. For only \$75 (normally \$150) you can get all of your on stage and portrait images on a disc, you can purchase this package on the day, EFTPOS or cash is available. For any pre-purchased packages, please show your receipt to the team at the Photography marquee located on level 6 for your photoshoot. If you require further information about photography please email ssp@bigpond.net.au

3.4 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 hall by graduands). You cannot be carrying anything when you walk across the stage. There is no cost for the cloak room and it is located in the level 6 foyer area.

3.5 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 by Friday 4 February to ensure we have your requirements noted.

3.6 GRADUATION DVD

The ceremony will be recorded. You may order a copy of the DVD for \$35 at the time of registration. If you have ordered a Graduation DVD, please note post production takes up to 12 weeks after the ceremony. 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

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3.7 GETTING THERE

TAFE's Free Courtesy Bus

The most convenient and easiest way of getting to graduation is to park at one of the many secure car parks at South Bank Parklands, Brisbane Convention and Exhibition Centre, SW1 or Queensland Performing Arts Centre and make your way to the TAFE South Bank campus to catch a return trip on the TAFE free Courtesy Bus leaving from Merivale street every ten minutes. Look out for the red and white marquee.

Public Transport

To find the most convenient route for you, visit the [Translink website](#). The Mater Hill busway station is located only a five minute walk away, entering via the Hancock street carpark.

Parking

Please be aware that there is limited onsite and local street parking available. If you manage to get a carpark in the Hancock Street carpark, we can validate your parking for a flat rate at \$15 - please present your ticket at the Graduation enquiries desk to receive this offer. The most convenient, easiest way of parking is at one of the many secure car parks at [South Bank Parklands](#), [Brisbane Convention and Exhibition Centre, SW1](#) or [Queensland Performing Arts Centre](#) and make your way to the TAFE South Bank campus to catch a return trip on the TAFE free Courtesy Bus leaving from Merivale street every ten minutes.

4.0 GOWN RETURN

All gowns must be returned immediately following the ceremony conclusion to the gowning area, level 5 foyer. Any student not to return their gown will be charged for it.

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4.1 TERMS OF GRADUATION

1. Participation in the graduation ceremony is dependent upon the satisfactory completion of all course requirements as determined by TAFE Queensland
2. I must pay for myself and guests during the allocated registration period of 9am AEST Monday 3 July and 5pm AEST Friday 28 July 2017. If I do not register and pay between these periods I will not be able to attend the ceremony
3. No refunds will be given for student or guest tickets after the registration close date 5pm AEST Friday 28 July
4. Booking is not confirmed until the payment, registration and study eligibility process is 100% complete as deemed by TAFE Queensland
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 may use the recording to promote the organisation's activities
 - b) TAFE Queensland 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 will not pay students or guests for giving consent or for the use of their image or recording
7. To view the TAFE Queensland privacy statement please [click here](#)

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4.2 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 near registration
- 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 all gowning at the conclusion of the ceremony to the gowning area
- Children must be accompanied by an adult at all times who is not the graduating student

5.0 FOR MORE INFORMATION

Event Venue, St Laurence's College, Edmund Rice Performing Arts Centre, <http://erpac.slc.qld.edu.au/>

All other event enquiries please email events.brisbane@tafe.qld.edu.au or call 13 72 48.

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21 FEBRUARY 2018

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6.0 1.30pm Ceremony

FIND MY GRADUATION CEREMONY

GRADUATION AUGUST 2018

WEDNESDAY 21 FEBRUARY 1.30PM CEREMONY

FACULTY OF APPLIED SCIENCE AND BUSINESS

Certificate III in Accounts Administration
Certificate III in Animal Studies
Certificate III in Business
Certificate III in Business Administration
Certificate III in Business Administration (Legal)
Certificate III in Business Administration (Medical)
Certificate III in Business Administration, Certificate III in Business Administration (Medical)
Certificate III in Business, Certificate III in Accounts Administration
Certificate III in Business, Certificate III in Events
Certificate III in Business, Certificate III in Fitness
Certificate III in Captive Animals
Certificate III in Companion Animal Services
Certificate III in Dental Assisting
Certificate III in Horticulture
Certificate III in Horticulture, Certificate III in Rural Operations
Certificate III in Laboratory Skills
Certificate III in Landscape Construction
Certificate III in Pathology Assistance
Certificate III in Pathology Collection
Certificate III in Sports Turf Management
Certificate III in Sterilisation Services
Certificate IV in Accounting
Certificate IV in Bookkeeping
Certificate IV in Business
Certificate IV in Crime and Justice Studies
Certificate IV in Interior Decoration
Certificate IV in Justice Studies
Certificate IV in Laboratory Techniques
Certificate IV in Leadership and Management
Certificate IV in New Small Business
Certificate IV in Project Management Practice
Certificate IV in Surveying
Certificate IV in Training and Assessment
Certificate IV in Veterinary Nursing
Diploma of Accounting
Diploma of Anaesthetic Technology

Diploma of Building Design
Diploma of Business
Diploma of Business, Diploma of Business Administration
Diploma of Business, Diploma of Leadership and Management
Diploma of Business, Diploma of Marketing and Communication
Diploma of Business, Diploma of Purchasing
Diploma of Crime and Justice Studies
Diploma of Crime and Justice Studies, Diploma of Government Investigations
Diploma of Dental Technology
Diploma of Government Investigations
Diploma of Horticulture
Diploma of Human Resources Management
Diploma of Interior Design and Decoration
Diploma of Justice Studies
Diploma of Laboratory Technology
Diploma of Landscape Design
Diploma of Leadership and Management
Diploma of Legal Services
Diploma of Library and Information Services
Diploma of Marketing and Communication
Diploma of Project Management
Diploma of Project Management, Diploma of Leadership and Management
Diploma of Sports Turf Management
Diploma of Work Health and Safety
Advanced Diploma of Accounting
Advanced Diploma of Conservation and Land Management
Advanced Diploma of Leadership and Management
Advanced Diploma of Leadership and Management, Advanced Diploma of Program Management
Advanced Diploma of Program Management
Associate Degree in Civil Engineering
Bachelor of Applied Management

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21 FEBRUARY 2018

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1.30pm Ceremony (continued)

FIND MY GRADUATION CEREMONY

GRADUATION AUGUST 2018

WEDNESDAY 21 FEBRUARY 1.30PM CEREMONY

FACULTY OF TOURISM, HOSPITALITY AND PERSONAL SERVICES

Certificate III in Barbering
Certificate III in Beauty Services
Certificate III in Cleaning Operations
Certificate III in Commercial Cookery
Certificate III in Design Fundamentals, Certificate III in Beauty Services
Certificate III in Events
Certificate III in Fitness
Certificate III in Hairdressing
Certificate III in Hospitality
Certificate III in Make-Up
Certificate III in Make-Up, Certificate III in Hairdressing
Certificate III in Meat Processing (Retail Butcher)
Certificate III in Patisserie
Certificate III in Retail Baking (Bread)
Certificate III in Retail Baking (Combined)
Certificate III in Tourism, Certificate III in Travel
Certificate III in Travel
Certificate IV in Commercial Cookery
Certificate IV in Fitness
Certificate IV in Patisserie
Diploma of Beauty Therapy
Diploma of Event Management
Diploma of Events
Diploma of Hospitality
Diploma of Hospitality Management
Diploma of Sport and Recreation Management
Diploma of Sport and Recreation Management, Diploma of Event Management
Diploma of Sport and Recreation Management, Diploma of Events
Diploma of Sport Development
Diploma of Travel and Tourism Management
Diploma of Travel and Tourism Management, Diploma of Event Management
Advanced Diploma of Hospitality Management
Advanced Diploma of Myotherapy
Graduate Certificate in Intense Pulsed Light and Laser Hair Reduction

FACULTY OF ENGLISH LANGUAGE AND MIGRANT EDUCATION

Certificate III in Auslan
Certificate IV in Spoken and Written English - Employment
Certificate IV in TESOL (Teaching English to Speakers of Other Languages)
Diploma of TESOL (Teaching English to Speakers of Other Languages)

COMMERCIAL SALES

Certificate III in Driving Operations
Certificate III in Rural Operations, Certificate III in Driving Operations
Certificate III in Warehousing Operations
Certificate III in Waste Driving Operations
Certificate IV in Logistics
Certificate IV in Warehousing Operations
Diploma of Aviation (Commercial Pilot Licence - Helicopter)
Diploma of Logistics
Diploma of Remedial Massage

SMALL BUSINESS SOLUTIONS

Certificate IV in Small Business Management
Diploma of Leadership Coaching and Mentoring

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21 FEBRUARY 2018

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7pm Ceremony

FIND MY GRADUATION CEREMONY

GRADUATION AUGUST 2018

WEDNESDAY 21 FEBRUARY 7 PM CEREMONY

FACULTY OF CREATIVE ARTS AND DIGITAL DESIGN

Certificate III in Applied Fashion Design and Technology
Certificate III in Design Fundamentals
Certificate III in Design Fundamentals, Certificate III in Fitness
Certificate III in Floristry
Certificate III in Information, Digital Media and Technology
Certificate III in Jewellery Manufacture
Certificate III in Media
Certificate III in Music Business
Certificate III in Music Industry
Certificate III in Print Communications
Certificate III in Print Manufacturing
Certificate III in Printing
Certificate III in Printing and Graphic Arts (Graphic Prepress)
Certificate III in Printing and Graphic Arts (Print Finishing), Certificate III in Print Manufacturing
Certificate III in Screen and Media
Certificate III in Signage
Certificate III in Signs and Graphics
Certificate III in Visual Arts
Certificate III in Visual Arts, Certificate III in Hospitality
Diploma of Applied Fashion Design and Merchandising
Diploma of Applied Fashion Design and Technology
Diploma of Digital and Interactive Games
Diploma of Graphic Design
Diploma of Graphic Design, Diploma of Screen and Media
Diploma of Information Technology Networking
Diploma of Music Industry
Diploma of Photo Imaging
Diploma of Photography and Photo Imaging
Diploma of Screen and Media
Diploma of Software Development
Diploma of Sound Production
Diploma of Visual Arts
Diploma of Website Development
Advanced Diploma of Applied Fashion Design and Merchandising
Advanced Diploma of Applied Fashion Design and Technology

FACULTY OF CREATIVE ARTS AND DIGITAL DESIGN CONT'D

Advanced Diploma of Information Technology
Advanced Diploma of Visual Arts

FACULTY OF NURSING AND COMMUNITY SERVICES

Certificate III in Business, Certificate III in Early Childhood Education and Care
Certificate III in Community Services
Certificate III in Early Childhood Education and Care
Certificate III in Early Childhood Education and Care, Certificate III in Events
Certificate III in Education Support
Certificate III in Health Services Assistance
Certificate III in Health Support Services
Certificate III in Individual Support
Certificate III in Visual Arts, Certificate III in Health Services Assistance
Certificate IV in Allied Health Assistance
Certificate IV in Education Support
Certificate IV in Leisure and Health
Diploma of Child, Youth and Family Intervention
Diploma of Community Services
Diploma of Counselling
Diploma of Early Childhood Education and Care
Diploma of Nursing (Enrolled-Division 2 nursing)
Diploma of Youth Work

SENIOR COLLEGE AND COMMUNITY PATHWAYS

Certificate IV in Adult Tertiary Preparation

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