

2012

ADMINISTRATION GUIDELINES

This brochure contains information on

- Course name and occurrence(s)
- Course dates
- Start and finish times

VENUES

Schools will be advised of the Course, Date, Meeting and Venue areas by email or by the Weekly Fax

Please ensure students receive the correct venue information

SC = South Campus Meeting area is the Information Centre in **L Block**. Students will be met by STAR staff/tutor and taken to their class room

Baking and Pastry courses are held at SOUTH CAMPUS and meet at – L Block Information Centre

NC = North Campus Reception Area at **ND Building** – accessed through Gate 11

NT = CHATS Reception area at **NT Building** for all Culinary & Hospitality Studies courses – accessed through Gate 14.

BOOKINGS

Please submit names and numbers for the entire year. For schools that are unable to supply names for the year, it is imperative the STAR Office receives names at least two weeks (14 days) prior to commencement of courses.

Please use booking sheets provided and photocopy more as required

CANCELLATIONS

Cancellations made 7 working days prior to a course commencing will be acceptable, with the exception of accidents/hospitalisation. Once a student is booked on a course your school will be invoiced whether or not that student attends. Where possible the STAR Office will try to fill any places on behalf of the school.

ATTENDANCE

Please ensure when booking students onto courses that they are able to **start on the first day** and are **committed to attend 100% of the course**. Students who are involved in sport or other school commitments don't always reap the full benefit of courses due to days being missed. We therefore can not guarantee that students will achieve units attached to courses.

Students wishing to leave MIT during class times must report to the STAR Office prior to leaving.

PLEASE ENSURE ALL STUDENTS HAVE CORRECT CLOTHING/FOOTWEAR FOR WORKSHOP BASED COURSES e.g. Automotive, Motor Body, Carpentry, Fabrication & Welding.

PLEASE NOTE THAT SOME START AND FINISH TIMES MAY ALTER

2012 INSTITUTE COURSES

COURSE	DAY	OCC	DATES	START	FINISH
CULINARY & HOSPITALITY					
Baking and Pastry for Café	Mon	12-SA	March 5, 12, 19, 26 April 2	9.00am	2.30pm
Baking and Pastry for Café	Mon	12-SB	April 30, May 7, 14, 21, 28	9.00am	2.30pm
Baking and Pastry for Café	Mon	12-SC	August 6, 13, 20, 27 September 3	9.00am	2.30pm
Café Service	Fri	12-SA	March 2, 9, 16, 23, 30	9.00am	2.30pm
Catering for the Café Industry	Fri	12-SA	March 2, 9, 16, 23, 30	9.00am	3.30pm
Introduction to Flight Attending	Fri	12-SA	March 2, 9, 16, 23, 30	9.00am	2.30pm
Introduction to Flight Attending	Fri	12-SB	May 4, 11, 18, 25, June 1	9.00am	2.30pm
Introduction to Flight Attending	Fri	12-SC	August 3, 10, 17, 24, 31	9.00am	2.30pm
COMPUTER AIDED DESIGN					
AutoCAD Level 1	Tue/Wed	12-SA	March 6, 7	8.00am	4.30pm
AutoCAD Level 1	Tue/Wed	12-SB	March 13, 14	8.00am	4.30pm
AutoCAD Level 1	Tue/Wed	12-SC	March 20, 21	8.00am	4.30pm
AutoCAD Level 1	Tue/Wed	12-SD	May 1, 2	8.00am	4.30pm
AutoCAD Level 2	Tue/Wed	12-SA	May 15, 16	8.00am	4.30pm
AutoCAD Level 2	Tue/Wed	12-SB	May 22, 23	8.00am	4.30pm
AutoCAD Level 2	Tue/Wed	12-SC	June 12, 13	8.00am	4.30pm
AutoCAD Level 3	Tue/Wed	12-SA	July 17, 18	8.00am	4.30pm
AutoCAD Level 3	Tue/Wed	12-SB	July 24, 25	8.00am	4.30pm
AutoCAD Level 3	Tue/Wed	12-SC	August 21, 22	8.00am	4.30pm
Solid Works 1	Mon-Wed	12-SA	March 26, 27, 28	8.00am	4.30pm
Solid Works 2	Mon-Wed	12-SA	June 25, 26, 27	8.00am	4.30pm
Solid Works 3	Mon-Wed	12-SA	August 13, 14, 15	8.00am	4.30pm

COURSE	DAY	OCC	DATES	START	FINISH
NURSING & HEALTH STUDIES					
A Career in Nursing	Wed/Thu	12-SA	May 30, 31	9.00am	3.30pm
A Career in Nursing	Wed/Thu	12-SB	August 22, 23	9.00am	3.30pm
ENGINEERING AND TRADES					
Automotive Engineering	Thu	12-SA	February 9, 16, 23, March 1, 8, 15, 22, 29, [Break] April 26, May 3	9.00am	3.00pm
Automotive Engineering	Thu	12-SB	May 10, 17, 24, 31, June 7, 14, 21, 28, [Break] July 19, 26	9.00am	3.00pm
Automotive Engineering	Thu	12-SC	August 9, 16, 23, 30, September 6, 13, 20, 27,[Break] October 18, 25	9.00am	3.00pm
Motor Body Trades OXY – Part One	Thu	12-SA	February 23, March 1, 8, 15, 22, 29, [Break] April 26, May 3	9.00am	3.00pm
Motor Body Trades OXY – Part One	Thu	12-SB	May 10, 17, 24, 31, June 7, 14, 21, 28	9.00am	3.00pm
Motor Body Trades MIG – Part Two	Thu	12-SA	July 19, 26, August 2, 9, 16, 23, 30, September 6	9.00am	3.00pm
Motor Body Trades – Refinish	Tue	12-SA	June 12, 19, 26, [Break] July 17, 24, 31 August 7, 14	9.00am	3.00pm
Motor Body Trades – Refinish	Tue	12-SB	August 21, 28, September 4, 11, 18, 25, [Break] October 16, 23	9.00am	3.00pm
CARPENTRY CONSTRUCTION					
Carpentry Construction	Thu	12-SA	March 1, 8, 15, 22, 29 [Break] April 26, May 3, 10, 17, 24, 31	8.00am	3.30pm
Carpentry Construction	Thu	12-SB	June 7, 14, 21, 28, [Break] July 19, 26, August 2, 9, 16, 23, 30	8.00am	3.30pm
FABRICATION & WELDING					
<i>2012 Dates - To be confirmed</i>					

COURSE	DAY	OCC	DATES	START	FINISH
SPECIAL NEEDS					
Developing Interpersonal Skills for Com and Wk	Tue	12-SA	March 6, 13, 20, 27	9.00am	2.45pm
Developing Interpersonal Skills for Com and Wk	Fri	12-SB	March 9, 16, 23, 30	9.00am	2.45pm
Friendships and Relationships	Tue	12-SA	April 24, May 1, 8, 15, 22, 29, June 5, 12, 19	9.00am	2.45pm
Friendships and Relationships	Fri	12-SB	April 27, May 4, 11, 18, 25, June 1, 8, 15, 22	9.00am	2.45pm
Personal Presentation for Community and Work	Tue	12-SA	July 31, August 7, 14, 21, 28	9.00am	2.45pm
Personal Presentation for Community and Work	Fri	12-SB	August 3, 10, 17, 24, 31	9.00am	2.45pm
Self Care For Good Health	Tue	12-SA	October 16, 23, 30, November 6	9.00am	2.45pm
Self Care For Good Health	Fri	12-SB	October 19, 26, November 2, 9	9.00am	2.45pm

SPECIAL NEEDS COURSES:

Please note the following:

- 2012 Special Needs STAR Institute Course fees have changed from what is printed in the 2012 Careers Express Book. We will notify you of the pricing changes as soon as we can.
- Due to high demand, students will now only be able to book on **two** special needs courses per year, not four as in previous years
- Teacher Aides are welcome to attend with individual students but are expected to work collaboratively with MIT staff

Your understanding is very much appreciated.

2012 TASTER COURSES

COURSE	DAY	OCC	DATES	START	FINISH
NURSING & HEALTH STUDIES					
Nursing – An Introduction	Wed	12-SA	November 7	9.00am	2.30pm
SPORT & RECREATION					
Innovative Fitness Fun	Wed	12-SA	September 19	9.00am	2.30pm
Innovative Fitness Fun	Wed	12-SB	October 24	9.00am	2.30pm

TASTER COURSES

Please ensure the following processes are adhered to –

- Year 10 students to wear school uniform, except if they are attending Sport and Recreation courses.
- All students to remain on MIT campus at all times. (Especially during break times)
- Punctuality back to class after break times is vital.

Your co-operation in passing this information on to your students would be appreciated

