2006 Event Booking Guidelines

The RMIT Student Recruitment Team is committed to supporting and providing information to prospective students and careers advisers across Victoria. Throughout the year the team coordinates a number on-campus and off-campus events, presentations and tours.

The Student Recruitment Team can provide information on RMIT TAFE and degree programs, career options, application and selection, accommodation, student life and services.

Secondary Schools are welcome to request the following Student Recruitment Services:

1. On Campus Presentation & Tour
2. Off-Campus Presentation
3. School Event

On Campus Presentation and Tour

Throughout the year Student Recruitment host on-campus presentation and tours. These tours are an excellent opportunity for students to get a feel for how a university is structured, experience what campus life is all about and learn about the programs RMIT has to offer.

- Schools are welcome to arrange a campus tour and presentation for Year 11 and 12 students all year round.
- Year 10 students’ campus tours and presentations will only be conducted in the months of January, February, September, November and December. The months of March to August are the busiest for the Student Recruitment Team with competing demands.
- Minimum student numbers: 20 metro schools / 15 regional schools.
- Guided tours are available for groups of 25 and under. Groups larger than 25 will be given a general presentation with the option of a self-guided tour.
- No tailored presentations are available for specific interest areas or for other issues i.e.: transition.
- Campus tours need to be booked at least four weeks in advance.
- School staff must be present during the presentation and tour for disciplinary and supervisory measures.

City campus tours consist of an introductory presentation of approximately 30 minutes, including time for questions. The general RMIT presentation covers the following aspects:

- RMIT History
- Levels of Study
- Campuses
- Portfolios
- Interest Areas
- Open Day
- Pathways
- RMIT Difference
- Facts about TAFE and University
- Publications
- Campus Life
- Support Services
- Office for Prospective Students
- Work experience

Students will then be taken on a 30-minute campus tour (do we need to mention again the guided / self guided option?). The tour will conclude at the Office for Prospective Students for an opportunity to collect relevant publications.

Bundoora and Brunswick campus tours are available on request.

To book a campus tour, please email request to student.recruitment@rmit.edu.au and ensure that you include the following details:

School Details
- School Name
- School Address
- Suburb
- Postcode
- Contact Person (for pre-event liaison)
- Position
- Phone
- Mobile
- Fax
- Email
- Contact person on the day of the event (If different to contact person)
- Contact number

Event Details
- Start Time (1 hour allocation)
- Audience
- Day and Date
- Expected Numbers
- Audience (i.e. Year 11 or 12)
Off Campus Presentations

Throughout the year Student Recruitment are available for presentations at secondary schools.

- Schools are welcome to arrange an off campus presentation for Year 11 and 12 students all year round.
- Year 10 students’ off campus presentations will only be conducted in the months of January, February, September, November and December. The months of March to August are the busiest for the Student Recruitment Team with competing demands.
- Priority will be given to “compulsory” attendance school events.
- Please note off campus presentations need to be booked at least four weeks in advance.

Presentations consist of an introduction to tertiary study and information on the academic programs available at RMIT University. The presentation will be followed by question time and the distribution of helpful publications. Presentations can run for up to an hour depending on the time allowed and questions.

To book an off-campus presentation please email request to student.recruitment@rmit.edu.au and ensure that you include the following details:

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<td>Position</td>
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<td>Mobile</td>
<td>Whether it is a Compulsory Event</td>
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<td>Fax</td>
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School Event

Throughout the year Student Recruitment are available to attend school events or career nights at secondary schools.

- Schools are welcome to arrange a school event for Year 11 and 12 students all year round.
- Year 10 students’ school events will only be conducted in the months of January, February, September, November and December. The months of March to August are the busiest for the Student Recruitment Team with competing demands.
- Priority will be given to “compulsory” attendance school events.
- Please note off campus presentations need to be booked at least four weeks in advance.

To book a School Event please email request to student.recruitment@rmit.edu.au and ensure that you include the following details:

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Further Information
Student Recruitment
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www.rmit.edu.au/programs/advisers