

## MELBOURNE INSTITUTE OF TEXTILES GUIDE TO COLLECTION OF RECORDS

### SCOPE

The following guide includes records collections from the Melbourne Institute Of Textiles. This guide describes the collection of records according to the organisational structure of the Melbourne Institute Of Textiles upon incorporation into RMIT University.

The descriptions of each record group according to the organisational structure include title, control number (for reference purposes), and general comments regarding the collection which facilitate the search (eg. what types of details are documented by the records).

### COUNCIL & COMMITTEES

<b>Title</b>	Council Notes
<b>Control No.</b>	99/29
<b>Date Range</b>	1949 - 1994
<b>Description</b>	Includes agenda and minute books, and correspondence of the Council. Unfortunately, a considerable proportion of these records are in miscellaneous order and limit their use.

### CORPORATE SERVICES - PROPERTY

<b>Title</b>	Asset Registers
<b>Control No.</b>	99/53
<b>Date Range</b>	1992 - 1997
<b>Description</b>	These registers document the ownership of assets by the institute. They contain a description of the item, asset number, date purchased, cost, and its location within the institute.

### CORPORATE SERVICES - STUDENT INFORMATION & SERVICES

<b>Title</b>	Enrolment Forms
<b>Control No.</b>	99/25
<b>Date Range</b>	1993 - 1994
<b>Description</b>	These forms document the enrolment of individual students into particular course subjects. These forms do not represent applications for admission into a course because students had already been enrolled into a course; instead, these forms enrol a student for a subject(s) within a year.

<b>Title</b>	Student Results
<b>Control No.</b>	99/26
<b>Date Range</b>	1991 - 1995
<b>Description</b>	Includes student result maintenance forms which are used to update student results on the SHAPE Student Administration System. They contain enrolment number, student surname and initials, course name, course code, subject code, subject name, former result, new result, reasons for alteration, teacher's name, signature, date, etc.,. Also included in this collection are some progressive mark sheets.

<b>Title</b>	Student Result Cards (1978 - 1983)
<b>Control No.</b>	99/27
<b>Date Range</b>	1978 - 1983
<b>Description</b>	Includes individual cards used by the institute for the maintenance of student details and results prior to the introduction of a computerised student administration system. They contain contact details of the student, course, subjects taken, results, and years of study. Please refer to accession 99/72 for earlier student result cards (1964 - 1977).

<b>Title</b>	Apprentice Results
<b>Control No.</b>	99/28
<b>Date Range</b>	1979 - 1986
<b>Description</b>	Includes the institute's copy of apprentice results between the years 1979 and 1986. The institute was required to report apprentice results to the Industrial Training Commission of Victoria, Department of Labour and Industry. These records contain the name of the course, name of trade school, name and address of apprentice, registration number, module year, date of birth, date of completing, module number, result, notice to attend classes, name of apprentice's employer, and whether behaviour and progress have been satisfactory or unsatisfactory.

<b>Title</b>	Student Counselling Records
<b>Control No.</b>	99/38
<b>Date Range</b>	1996 - 1997
<b>Description</b>	Includes case notes on students seeking counselling on either personal or study related matters.

<b>Title</b>	Student Result Cards (1964 - 1977)
<b>Control No.</b>	99/72
<b>Date Range</b>	1964 - 1977
<b>Description</b>	Includes a comprehensive collection of cards detailing results and course participation of former students of the Melbourne College Of Textiles between the years 1964 to 1977.

<b>Title</b>	Student Results (1946 - 1989) - Wool
<b>Control No.</b>	2000/19
<b>Date Range</b>	1946 - 1989
<b>Description</b>	Includes two volumes and one bundle of folios which document the final results (examinations) received by students undertaking classes relevant to the wool industry. The predominant class, however, is wool classing which is divided into varying levels.

### **CORPORATE SERVICES - STRATEGIC PLANNING & MARKETING**

<b>Title</b>	Photographs
<b>Control No.</b>	99/47
<b>Date Range</b>	1970 - 1994
<b>Description</b>	Includes a collection of photographs of the buildings, staff, students, machinery, products, and other subjects associated with the institute. Unfortunately, most photographs are not described.

<b>Title</b>	Historical Records
<b>Control No.</b>	99/48
<b>Date Range</b>	1946 - 1998
<b>Description</b>	This collection of records includes miscellaneous items brought together which collectively provide a historical overview of the institute (eg. successful attempt by the college to break the world record time for creating a suit from the process of shearing a sheep to the finished product). There are also records outlining the administrative structure of the institute and annual reports.

## **CORPORATE SERVICES - ORGANISATION DEVELOPMENT**

<b>Title</b>	Personnel Files
<b>Control No.</b>	99/54
<b>Date Range</b>	circa. 1970 - 1994
<b>Description</b>	Includes personnel files of staff employed at the institute prior to 1994. Typically, personnel files will include details of appointments to positions, leave taken, resignations, terminations of employment, promotions, superannuation correspondence and any records on matters affecting the employment of individuals.