

## INTRODUCTION

The following guide identifies records collections held by the RMIT Archives from the former Phillip Institute of Technology by including their:

- Title;
- Date Range;
- Unique Identifier (used by RMIT Archives to identify the records collection);  
and
- Description (summary of either purpose and/or content).

In some instances, these records collections may also contain records from the Preston Institute of Technology that merged with the State College of Victoria at Coburg to form the Phillip Institute of Technology in January 1982. The Phillip Institute of Technology continued operating until the merger with RMIT University in 1992.

The descriptions used for these records collection have been arranged according to a general organisational structure at the Institute during its final years prior to merging with RMIT University.

## COUNCIL

### **Annual Reports & Internal Reports**

*1982 – 1992 (Years in which reports were produced)*

#### **Accession 99/78**

Annual reports typically provide an overview as to the major activities of the Institute throughout a particular year, as well as financial position. Internal reports are more detailed in content as each School and Division provided the Institution's management with an annual report on their activities for a particular year.

### **Meeting Papers – Institute Council**

*1982 – 1991 (Years in which meetings were held)*

#### **Series 202**

Agendas, agenda items, and minutes of meetings held by the Council. The Council was the main authority of the Institute as it managed and controlled the affairs, concerns and property of the Institute.

## DIRECTOR

### **Institute's Official Manuals**

*1982 – 1990*

#### **Accession 99/75 (Contents)**

Includes two volumes which outline the requirements and administrative procedures of the Institute such as structure and organisation, student administration, financial administration, academic administration, etc.,.

### **Director's Office – General Correspondence & Subject Files**

*1982 – 1992 (Contents)*

#### **Series 50**

Due to the responsibilities undertaken by the Director, these files cover an enormous range of topics and issues relevant to the management of the Institute, both educational and supportive, and staff related. The Director held the most senior position within the Institute and in broad terms was responsible for:

- The promotion and maintenance of the interests and development of the Institute; and
- The academic, administrative, financial, and other business of the Institute.

### **Working Party on the review of the Constitution – Phillip Institute Of Technology – Meeting & Working Papers**

*1982 – 1986 (Contents)*

#### **Series 77**

Meeting minutes of the working party, correspondence, draft copies of amendments, approved amendments, and copies of the Institute's constitution dating from 5/1/1982. This Working Party was formed to review the original constitution (1982) in light of the Ministerial Report on College Councils and Council Sub-Committees.

## COMMITTEES

### **Various Committee (Management) Minutes**

*1976 – 1987 (Years in which meetings were held)*

#### **Accession 2000/13**

This collection has brought together several minute books from different Committees of the Institute, and its predecessor, the Preston Institute of Technology. The Committees include:

- Heads of School Committee;
- Executive Committee; and
- Assistant Director (Academic Affairs) Committee.

### **Academic Planning Committee Meeting Papers**

*1982 – 1992 (Years in which meetings were held)*

#### **Series 138**

Agendas, agenda items, and minutes of meetings held by the Committee. This Committee submitted recommendations to the Institute's Council on long term educational planning, including the introduction of new courses, and/or the phasing out of existing courses.

### **Meeting Papers – Institute Council Membership Committee**

*1985 – 1988 (Years in which meetings were held)*

#### **Series 139**

Agendas, agenda items, minutes of meetings, and in some cases, correspondence regarding issues relevant to the meetings held by this Committee. The terms of reference for this Committee were:

- Filling of new and casual vacancies for external members of Council; and
- Re-appointment of existing members for future terms.

### **Courses Committee – Meeting Papers**

*1984 – 1991 (Years in which meetings were held)*

#### **Series 140**

Agendas, agenda items, and minutes of meetings held by the Course Committee commencing in 1984. This collection, however, does not represent all meetings held by this Committee.

### **Meeting Papers – Finance & Building Committee**

*1982 – 1992 (Years in which meetings were held)*

#### **Series 141**

Agendas, agenda items, and minutes of meetings held by the Equal Opportunity Committee. This Committee was constituted and responsible for reporting to Council on both financial and property matters of the Institute.

### **Meeting Papers – Higher Degrees Standing Committee**

*1982 – 1992 (Years in which meetings were held)*

#### **Series 142**

Agendas, agenda items, and minutes of meetings held by the Higher Degrees Standing Committee. Some of the responsibilities of this Committee included:

- Making recommendations to the Academic Board on Masters' Degrees by Research and any other related matters delegated to it by the Academic Board; and
- Approving programs and candidates submitted by the Schools of the Institute.

**Meeting Papers – Academic Board**

*1983 – 1992 (Years in which meetings were held)*

**Series 143**

Agendas, agenda items, and minutes of meetings held by the Academic Board. The Academic Board was the senior academic Committee within the Institute and was the principal adviser to Council, and the Institute Director, on academic matters.

**Meeting Papers – Equal Opportunity Committee**

*1984 – 1992 (Years in which meetings were held)*

**Series 144**

Agendas, agenda items, and minutes of meetings held by the Equal Opportunity Committee. The rationale for the establishment of the Equal Opportunity Committee was to demonstrate that the Institute, as an employer and as an educator, accepted its responsibility to eliminate and ensure the continued absence of discrimination on the basis of race, gender, sexual preference, religion, political beliefs, and disability.

**Meeting Papers – Academic Advisory Committee**

*1982 – 1983 (Years in which meetings were held)*

**Series 146**

Agendas, agenda items, and minutes of meetings held by the Academic Advisory Committee. This Committee preceded the Academic Board established in 1983. The Academic Advisory Committee, hence, was the most senior academic committee during the initial two years of the Institute.

**Meeting Papers – Occupational Health & Safety Committee**

*1985 – 1989 (Years in which meetings were held)*

**Series 149**

Agendas, agenda items, and minutes of meetings held by the Occupational Health & Safety Committee. The Occupational Health & Safety Committee was an advisory Committee to the Director of the Institute on matters of health and safety, drawing attention to any legal obligations relating to health and safety, and making recommendations designed to protect the health and safety of employees, students, visitors and other persons lawfully entering, or upon the Institute's premises.

**Meeting Papers (Minutes and Correspondence) – Campus Planning Committee**

*1983 – 1987 (Years in which meetings were held)*

**Series 252**

Minutes, correspondence, draft papers, and responses pertaining to the Master Plan Working Party, administered by the Campus Planning Committee. Only recent meeting papers (ie. 1985 and 1986) consist of minutes relating to issues other than the Master Plan Working Party.

**Meeting Papers – Institute Community Services Committee**

*1985 – 1986 (Years in which meetings were held)*

**Series 263**

Meeting papers containing minutes and information for members of the Institute Community Services Committee. Information includes reports, and correspondence pertaining to human services, and general welfare matters.

**Meeting Papers – Staffing Committee**

*1985 (Year in which meetings were held)*

**Series 265**

Minutes and agenda items of the Staff Committee. This Committee made recommendations to the Council on the following matters:

- Appointment of senior Institute staff as may be determined from time to time;
- Personnel and staffing policies, including terms and conditions for staff; and
- Institute staffing structure and staff establishments.

## ACADEMIC REGISTRAR

### **Course Submissions (includes reviews) For Accreditation**

*1970 – 1992 (Contents)*

#### **Series 150**

Documentation held within these files (that are identified by course titles) was an essential requirement in the accreditation/reaccreditation process for courses. These files contain not only the course accreditation/reaccreditation document, but also correspondence within the Institute, and with the accreditation board regarding such processes.

### **Academic Registrar – Correspondence & Subject Files**

*1982 – 1992 (Contents)*

#### **Series 201**

These files document issues pertaining to the role of the Academic Registrar that summarily included the management of services to students (eg. conferring ceremonies, issuing of awards, student appeal processes, etc.), and management of course approvals and accreditation. The Academic Registrar also closely liaised with the Schools of the Institute via course advisory committees and accreditation subcommittees approved by the Council.

### **Accreditation Board – Correspondence concerning course accreditation**

*1981 – 1984 (Years in which accreditation processes took place)*

#### **Series 267**

Small collection of correspondence between the Institute and the State's Accreditation Board established under the Post-Secondary Education Act 1978. This correspondence facilitated the administration of course submissions for approval.

## BUSINESS MANAGER

### **Building & Property Services Administration Records**

*circa. 1974 – 1992*

#### **Accession 2000/10**

This collection has brought together files relating to the functions and services of Operations, Planning & Construction, and Building Maintenance. This collection can be separated between routine administrative files regarding the maintenance of building and property, and construction related files, which contain various planning and construction reports, ongoing assessments and updates of major projects, specifications, building environment related data, etc.,.

### **Business Manager – Central Correspondence & Subject Files**

*1981 – 1993 (Contents)*

#### **Accession 2000/42**

The Business Manager held broad responsibility for Institute finance and buildings but not funding matters. These files, therefore, reflect administrative matters rather than policy/procedural matters. Any matters of significant importance would be documented in record keeping systems maintained by the Director's Office.

## MEDIA PRODUCTION & SERVICES

### **Handbooks & Graduation Booklets**

*1966 – 1992 (Years in which publications were produced)*

#### **Accession 99/74**

This collection has brought together handbooks and graduation/award booklets produced by the Institute, and the former Preston Institute of Technology, Preston Technical College, Coburg Teachers' College, and State College of Victoria – Coburg. The handbooks provide general details pertaining to the Institute, or its Schools, and more importantly, course outlines, and in some cases, subject details. The graduation booklets list students who successfully completed courses provided by the Institute.

### **Staff Newsletters**

*1980 – 1992 (Years in which newsletters were produced and distributed)*

#### **Series 10**

Newsletters produced for staff of the Institute. These newsletters were generally produced each month but occasionally a special issue was printed relating to urgent matters.

### **Student Newspapers – ‘Plexus’ & ‘Flip’**

*1982 – 1992 (Years in which newspapers were issued)*

#### **Series 346**

Considerable collection of newspapers produced by the Student Union for distribution to students. These newspapers contain information on services provided by students and the Institute, and articles on issues relevant to students.

## PERSONNEL

### **WorkCover Claim Files**

*circa. 1974 – 1991 (Years in which claims were made)*

#### **Series 59**

This collection contains workcover claims from employees of the Institute. A workcover claim file will typically contain the Workers' Compensation Claim, incident/report form, medical certifications pertaining to the claim, correspondence between the workcover consultant and the claimant such as advise and outcome of claim, and payment details such as personal expense claims and invoices. Depending on the nature of injury or illness, a file may also contain referral notes regarding rehabilitation and follow-up between the insurance provider and the University.

### **Personnel Files**

*1969 – 1998 (Years in which employees terminated their services)*

#### **Accession 2002/34**

It is unclear as to whether this collection represents every employee at the Phillip Institute of Technology. These files typically contain appointment and leave details, salary details, and termination details. Most files do contain photographs of employee.

## SCHOOL OF APPLIED SCIENCE & TECHNOLOGY

### **Student Files – School of Applied Science**

*circa. 1978 – 1999 (Years in which students completed their studies)*

#### **Accession 2000/46**

Includes files from the Institute's School of Applied Science, and the former Preston Institute of Technology. These files predominantly contain transcripts of results but files documenting RMIT students contain various student administration forms.

## SCHOOL OF ART & DESIGN

### **Student Files – School of Art & Design**

*1968 – 1992 (Years in which students attended)*

#### **Accession 96/20**

Student files predominantly from the Institute's School of Art & Design, and the former Preston Institute of Technology. There are some files, however, which do document the continuation of courses provided by RMIT upon amalgamation with the Institute. Depending on the circumstances of a student, a student file will typically contain application for undertaking a particular course, enrolment details, correspondence concerning their acceptance into the course, progressive reports, transcript of results, etc.,.

## SCHOOL OF BUSINESS

### **Student Files – School of Business**

*1976 – 1995 (Years in which students completed their courses)*

#### **Accession 95/1**

While there are some files on students who studied courses within the Business stream at RMIT, this collection of records predominantly contains files on those students who undertook courses provided by the Institute's School of Business, and its predecessor, Preston Institute of Technology. Typically, a student file will contain an application by the student to commence a particular course, enrolment details, correspondence concerning their enrolment and academic progress, result transcripts, progressive reports, etc.,.

## SCHOOL OF CHIROPRACTIC & OSTEOPATHY

### **Informative Submissions – School of Chiropractic**

*1981 – 1986 (Years in which submissions were produced)*

#### **Accession 2000/66**

These submissions provide detailed information on the Institute's School of Chiropractic by defining services provided to students, and the framework in which education is provided.

## SCHOOL OF ENGINEERING

### **Student Files (School of Engineering)**

circa. 1973 – 1978 (Years in which students attended studies)

#### **Accession 2000/45**

Includes files on students undertaking programs within the School of Engineering. Documents held on these files include mainly certification of results, but unfortunately, in most cases, they do not define whether a student successfully completed their program.

## SCHOOL OF COMMUNITY SERVICES & POLICY STUDIES

### **Student Files (Bachelor Of Arts – Recreation, Bachelor Of Arts – Social Planning)**

1989 – 1998 (*Contents*)

#### **Accession 99/13**

The majority of these files relate to the courses of Bachelor of Arts (Recreation) and the Bachelor of Arts (Social Policy) provided by the Institute and subsequently incorporated into the relevant stream at RMIT. A large number of these files contain only field placement reports on students that provide details as to their progress during placement in a working environment relevant to their study.

### **Student Files (Withdrawn from School of Community Studies, School of Social Work)**

1977 – 2000 (Years in which students withdrew)

#### **Accession 2001/60**

Collection of files on those students who withdrew from programs provided by the School of Community Studies and Policy Studies, Phillip Institute of Technology; and School of Social Work, Preston Institute of Technology.

## SCHOOL OF EDUCATION

### **Student Files – Programs predominantly relating to Diploma of Teaching (Primary), Diploma of Teaching (Early Childhood Education), and Bachelor of Education**

circa. 1978 – 1996 (Years in which students attended)

#### **Accession 2002/15**

Individual files on those students undertaking programs within the field of Education. The programs predominantly include: Diploma of Teaching (Primary); Diploma of Teaching (Early Childhood Education); and Bachelor of Education.

### **Transcripts of results – Programs in Education**

1977 – 1993 (Years in which students graduated)

#### **Accession 2002/14**

Incomplete collection of transcripts of results on students who successfully completed their programs, and subsequently obtained awards, in programs pertaining to Education between the years 1977 and 1993.

### **Graduation Lists**

1960 – 1987 (Years in which students graduated)

#### **Accession 2002/13**

Listings of students who successfully graduated from programs provided by the former State College of Victoria Coburg and School of Education, Phillip Institute of Technology. This collection complements accession 2002/14 as it indicates successful completion.

## SCHOOL OF NURSING

### **Student Files – School of Nursing**

*1977 – 1991 (Years in which students attended)*

#### **Accession 96/19**

Student files predominantly from the Institute's School of Nursing, and the former Preston Institute of Technology. Each student participating in courses provided by the School of Nursing had a file created which documented their enrolment process, academic progress, and any other issues affecting completion of their course. More recent files, however, contain information mainly on academic progress via result transcripts and progress reports (ie. clinical and theory).

## MISCELLANEOUS

### **Student Statistical Reports**

*1975 – 1985 (Years in which reports were produced)*

#### **Series 341**

While a number of printouts held in this collection include statistical information regarding students, there are several 'Student History File' reports providing student result details between the years 1979 to 1982, and 1985. Details include name of student, number of subjects, list of subject codes, and results for each subject. These reports can become a valuable source of information in instances when there are discrepancies with transcripts of results produced from the RMIT student database.

### **Student Result Transcripts – Schools – CD**

*circa. 1979 – 1993 (Years in which students received results)*

#### **Accession 99/98**

Includes a CD (recordable) containing eight output report files produced from the RMIT electronic student database system in 1996. These files contain results of students who attended the Institute. These reports, however, clearly do not represent all students whom attended the Institute.