

CAREER GUIDANCE MEETING (CGM) PROCEDURE



The Career Guidance Meeting (CGM) procedure is as follows:

1. Call Reception on (02) 4926 1577 to arrange a suitable date and time for a CGM. No enrolments are taken at this meeting as we wish to ensure that students have carefully considered their level of commitment prior to enrolling.
2. If a school leaver we require your last two year's school reports and two references. Also please arrange to be accompanied by a parent or alternative support adult.
3. If you have completed further study we require transcripts and/or relevant documentation pertaining thereto and two written references.
4. Allow 90 minutes for the visit. Ensure parking metre is attended to, if required.
- 5. Procedure from arrival to departure (Allow 90 minutes):**
 - (a) Report to Reception on Level 2, 432 Hunter Street, Newcastle.
 - (b) View the courses available and related information on the college iPad. This will include College graduation completion rates and employment statistics.
 - (c) Collect a USB Card with a copy of the prospectus and other relevant information thereon.
 - (d) Complete a Language, Literature & Numeracy (LLN) exercise. This performs a dual role of indicating the student's capability in various areas and providing an opportunity for the college Academic Department to prepare a relevant individual assistance program if needed.
 - (e) Attend a meeting with the Principal, Duncan Passmore CEO who is a Chartered Accountant and Fellow of the Commercial Education Society of Australia. The meeting will cover the items listed on the Student CGM Checklist attached and, subject to an offer being made, ensure candidates are sufficiently informed to make a decision to enrol.
6. A cooling off period of one week is required from the date of the meeting before an enrolment will be accepted and after enrolment a further two days is granted.

FEE PAYMENT OPTIONS

Students will have the following payment options:

- (i) Payment in full on commencement.
- (ii) Pay as you study with three instalments over the period of study.
- (iii) Personally tailored finance plan upon request. (Conditions apply.)