

UAC GUIDELINES FOR SCHOOL VISITS/PRESENTATIONS

Parent information evening	Year 10: ATAR and subject selection Year 12: ATAR and applying to uni through UAC
Student information session	Year 10: ATAR and subject selection Year 12: ATAR and applying to uni through UAC

As we receive many invitations from schools to run information sessions and, unfortunately, can't get to everyone, we've created some guidelines for requesting a presentation:

- To deliver an effective presentation, we require access to a laptop connected to a projector and screen, and a microphone if in an auditorium.
- Our presentation takes 45 minutes. Adequate time needs to be allocated either within or outside regular school hours.
- Single schools must have a minimum of 250 students and parents in attendance.
- If your school can't meet the minimum attendance requirement, join up with one or two neighbouring schools.
- If you are in a regional area, check when UAC will be at an event near you, then join up with other schools and request a presentation around that date.
- If you are in a regional area and can't work around the date that we will be in the area, please ask us about alternative options.

Careers adviser network meetings

We can attend your network meeting as an adviser on UAC updates and the ATAR.

Staff development sessions

An all-staff development session on the calculation of the ATAR and subject selection is very beneficial for teaching staff. It gives them a solid understanding of the ATAR and time to ask questions about those persistent ATAR myths. In general we allow at least 1.5 hours for this session, including questions.

Video conferences

If our Community Engagement team is unable to attend your school or network meeting, video conferences are an effective alternative option. They allow us to keep in touch with you wherever we are.

UAC PRESENTATION REQUEST FORM

Please provide two or three date preferences in case we can't accommodate your first choice. If none of your options are possible, we will suggest alternatives.

Email your completed form to ce@uac.edu.au or your designated UAC Community Engagement contact. We will be in touch to confirm the details.

Name of person requesting presentation	
School/organisation	
Phone number	
Email	

Presentation type	✓	No. of students attending	Are parents attending? ✓ / ✗	No. of schools invited
Year 10				
Year 11/12				
Parent information				
CA network meeting				
School staff session				
Video conference				

	Location	Date	Time
Option 1			
Option 2			
Option 3			

UAC use only	Approved date	
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