UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Outreach & Pathways

Frequently Asked Questions
Learning Labs July 2017

Outreach and Pathways Unit | University of Wollongong

DO I NEED TO SUBMIT SUPPORTING DOCUMENTS AGAIN IF I HAVE APPLIED BEFORE?

No. Once we have it on file it rolls over for each program that the child applies for. This includes if the child goes from primary to high school or swaps schools. You are able to supply more recent documentation if you wish with every application.

WHAT DO I DO IF MY SUPPORTING DOCUMENTS WON'T UPLOAD?

The upload capacity for supporting documents is 5MB. Please make sure your document is under this amount. Failing this you can send it to learning-labs@uow.edu.au, ensuring the email subject line contains your child's name.

WHAT DO I DO IF THE APPLICATION SUBMISSION FORM ISN'T WORKING?

Please alert our office by email: learning-labs@uow.edu.au. We will assist you as fast as we can.

HOW AND WHEN WILL I KNOW IF I AM SUCCESSFUL?

Applications are assessed after the deadline. Expect a fortnight turnaround from the deadline date.

WHEN DO I HAVE TO PAY/ DO I HAVE TO PAY NOW?

Once the successful applicants have been selected a confirmation email will go out with details of payment. This will be a secure online payment using Visa or Mastercard. If you cannot pay online please call the office to make payment via credit card over the phone.

WHY ARE THERE 3 PREFERENCES ON THE APPLICATION FORM?

There are more student applications than workshop places. We try to fit the first preference where possible, but a student is able to pick up to three preferences in case they miss out on the first preference. A student will only attend one of these preferences for the two days. Choose wisely.

WHAT HAPPENS IF MY CHILD MISSES OUT ON BEING PLACED?

We have a priority system in place. If a student misses out, they are prioritised first for the next Learning Labs so that every child will have a place at some point during the year.

ARE FOOD AND DRINKS PROVIDED ON THE DAYS?

No, all students must bring their own food and drink bottle. There will be a morning tea and lunch break. No NUTS or NUT products, please. We have several anaphylactic students.

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WHAT DO I DO IF MY SCHOOL IS SPONSORING ME?

Please note which student and school they attend and forward in an email to learning-labs@uow.edu.au. We will later invoice the school and not require payment from the student.

WE ARE A SCHOOL AND WANT TO SPONSOR A STUDENT/S- WHAT IS THE PROCESS?

Please email learning-labs@uow.edu.au with a list of who you would like to sponsor and which school. We are able to invoice. You must provide a contact name at the school, phone number and postal address. All cheques are to be made out to 'University of Wollongong'

DO STUDENTS STAY OVERNIGHT DURING THE PROGRAM?

No. Students must be dropped off and picked up each day.

IS THERE ACCOMMODATION FOR FAMILIES WHO NEED TO STAY IN THE AREA?

Accommodation must be arranged by you. There is no accommodation on campus. There are several that we recommend which will be included in the confirmation email received when your child is placed in a workshop.

WHERE ARE THE WORKSHOPS HELD?

All workshops are held at the Wollongong Campus. Sometimes there are high school workshops that spend time at Innovation Campus. In this case, a bus will be provided to bring them to and from the venue. Directions will be supplied in the confirmation email received when your child is placed in a workshop. More details on how to get to the Wollongong campus.

CAN PARENTS STAY DURING THE WORKSHOPS?

Parents are welcome to stay on campus while the workshops are on, however, we do not recommend parents attend the workshops with their child. This can be distracting for the students and the teachers.

CAN PARENTS DROP OFF THEIR CHILD OFF SO THEY DON'T HAVE TO PARK?

Primary School Students: Due to the high numbers of students attending the program, we require that you escort them to the registration theatre and sign them in. After this you are free to go. The same is required at pick up. You must pick up your child from the theatre they were signed in at. The University is a public place and we have a duty of care to make sure your child is supervised at all times. There are lots of parking options at the University.

Secondary School Students: There is an option for high school students to make their own way to and from the venue. If you would prefer this option you will need to indicate this on the application form. There is a section at the end of the application that asks you to give permission for your child to make their own way to and from the venue.

WHO WILL BE SUPERVISING THE STUDENTS DURING THE PROGRAM?

Students will be supervised by a combination of Workshop Presenters who are teachers, academics or education specialists. There will also be at least one Education Student volunteer in each workshop. They will be supervised during break times. The younger students will be escorted to bathrooms and escorted back to their room. Headcounts are required throughout the day. All Learning Labs staff are required to have a current Working With Children Check.

DO STUDENTS ONLY GET TO DO ONE WORKSHOP?

Yes.

CAN STUDENTS CHANGE THEIR WORKSHOP CHOICE AFTER SUBMITTING THEIR APPLICATION?

Yes, this must be done by the close of application deadline. Email learning-labs@uow.edu.au with the necessary change, and list your child's name in the subject line. We will manually change it on our end- there is no need to resubmit an application form.

WHY ISN'T A WORKSHOP THAT RAN IN THE LAST PROGRAM RUNNING AGAIN?

Workshops run on the availability of the presenters. It may run in the future if it was a popular workshop.

Q. CAN I HAVE AN ELECTRONIC COPY OF LEARNING LABS BROCHURE OR TEACHER NOMINATION LETTER (TEACHERS ONLY)?

A. Please email learning-labs@uow.edu.au to request what you need.