Your partner to **grow** and **retain students** in regional WA

Corporate Services Prospectus
Grow your student numbers and retain these students semester after semester through a partnership with the Geraldton Universities Centre (GUC). The GUC has the community and industry connections, in the rapidly expanding Mid West region of WA, to deliver cohorts of students for targeted course delivery.

Since our inception in 2002, the GUC has facilitated and supported courses on behalf of WA and Eastern States universities, with the higher education awards offered and conferred by our partner universities.

The GUC provides an extensive range of operational and student services to support universities delivering at the Centre. Our corporate services deliver outstanding benefits for our university partners including:

- Delivering new students into your programs
- Retaining students from one semester to the next
- Ensuring your delivery runs smoothly
- Recruiting local professionals for block teaching or sessional tutoring
- Providing a central point to deal with, saving you time, frustration and ultimately money
- Providing a celebrated presence for your university in the growing Mid West market place

The GUC is neither a university nor a campus of a university. It is a unique centre, providing supported distance education characterised by face-to-face academic, pastoral and administrative support, for students in regional Western Australia.

As a not-for-profit, incorporated body, the GUC is an independent organisation with its own regionally based Board of Management. We are committed to delivering the best educational outcomes for people in the Mid West and beyond, in so doing, advancing our community.

The community is very much imbedded in the GUC. Board members are elected from a membership of educational, government, business and community representatives. Industry working groups commit time and resources to assist the GUC to scope and secure new programs for the region. And the Hollomby Foundation provides a philanthropic arm, taking donations from throughout the business and wider community to advance the cause of tertiary education in this region.

Geraldton, the capital of the Mid West region is a growing city with a population approaching 40,000 people. Traditionally a farming, fishing and service centre, the Mid West now has a strong iron ore mining presence, is one of the first regions in Australia to be linked into the National Broadband Network and has the multi-billion dollar international Square Kilometre Array (SKA) project within the region. The CSIRO’s Murchison Support Facility for the SKA is co-located with the GUC.

Such growth provides unparalleled opportunity for university partners throughout Australia to meet the ever growing demands for tertiary education in the Mid West region.
Corporate Services

The GUC will work with you to negotiate a corporate arrangement that covers our extensive range of services to keep both your staff and students working and engaged.

**Shopfront**

The GUC becomes your university’s public face in the region:
- Opportunity for your signage on our entrance statement
- Display and provision of course information
- Hyperlink to your university website on the GUC website
- First point of contact for all visitors and general enquiries
- First point of contact for phone calls

**Goodwill**

Your university can benefit and grow with the goodwill that being associated with the GUC provides in the local community.
- GUC has excellent relationships with schools, TAFE, industry, local government, State and Federal politicians, government agencies, students and the community.
- GUC’s good name and reputation have been created through strong local partnerships and networks. Such valuable links allow collaboration with your university to introduce new programs and streams to Mid West students.

**Marketing**

The GUC actively promotes the programs run through the Centre throughout the community, raising the profile of (and enrolments for) delivering universities:
- Liaison for joint communication and marketing strategies
- Providing local media stories and photos
- Distribution of university course information
- Providing direction for prospective and enrolled students on careers, courses and academic pathways
- Liaison with schools, TAFE and partner universities to provide accurate information to prospective and enrolled students
- Links from GUC website to delivering universities
- Liaison with industry and community to meet needs

**Enrolment processing**

Students seek assistance of the GUC to complete enrolments including:
- Advice on enrolment processes
- Advice on student academic status
- Assisting students to enrol and liaising with delivering universities to assist student enquiries
- Ensuring enrolments, withdrawals, leave of absence, cross institutional are correct

**Administration**

The GUC provides a comprehensive range of administrative services to support programs delivered by universities at the Centre. These include:
- Administrative and practical assistance for academic staff
- Scheduling GUC facilities and equipment
- Publishing weekly timetables
- Student assignment receipt and return
- Inter-University mail service
- Inter-University bookshop delivery service for students and staff

**IT support**

In addition to administrative support, IT support is provided on site.
- Provision, maintenance and upkeep of all IT and telephony installations at the GUC
- Maintenance and security of administrative and student networks
- Liaison with delivering universities regarding software licensing and hardware requirements
- Provision of laptops and peripherals for student use
- Wireless internet access throughout building
Aboriginal Student Support
- Dedicated Aboriginal Student Support Officer
- Outreach programs to encourage Aboriginal student recruitment
- ITAS tutor pool
- Integrated support services with partner universities

Academic Staff Recruitment and Block Teaching
The GUC provides all the facilities, in a regional setting, for teaching block sessions as well as the expertise and contacts to recruit staff for block or sessional lecturing and tutoring. Our services include:
- Sourcing and interviewing suitable candidates
- Arranging of contracts
- Payroll provisions
- Conducting staff induction sessions

Geraldton has many highly qualified professionals residing permanently with an interest and willingness to take on teaching roles.

Equipment
The GUC provides and maintains office equipment to support delivery:
- Computers
- Printer/Photocopier/Scanner
- Colour printer
- Laptop computers
- Overhead projectors
- Video and digital camera

The GUC can also source industry facilities and equipment for practical components of course delivery.

Facilities
The facilities at the GUC are fully equipped to facilitate preparation, teaching and learning, as well as corporate hire. Facilities include:
- Offices for administrative and academic staff
- Hot desk for university visitors
- Classrooms: 5 x 30 seater (2 interconnected to seat up to 100 theatre style)
- Seminar rooms: 4 x 15 seater
- Library (closed reserve only)
- Wireless internet access throughout
- Laptops and charging points
- Each class/seminar room contains:
  - Lectern
  - Whiteboard
  - Screen
  - Display boards
  - Projector (including speakers)
  - VGA connection
  - Internet access
  - Stage and PA equipment
  - Fully equipped kitchen and bar facilities

Student Amenities
GUC provides amenities for students including:
- Study Spaces
- Café style student amenities room:
  - Vending machine
  - Fridge
  - Dishwasher
  - Crockery & cutlery
  - Tables & chairs
  - Student notice board
  - Student Courtyard:
    - Outdoor furniture and BBQ facilities
Examination Centre

The GUC is the examination centre for the region.

- Examination invigilation and processing for students enrolled in degree courses delivered by the GUC
- These services are also available on a fee-for-service basis if students are not covered under a Corporate Services agreement

Coordination of Student Orientation

The GUC conducts orientation days in line with universities’ orientation week(s) which includes:

GUC orientation:
- Tour of GUC and relevant Durack Institute facilities
- Introduction to Centre, policies and procedures, roles and responsibilities
- Providing digital photos of students and academic staff where required
- Local scholarship information
- Conduct study skills workshops
- Library and bookshop – ordering, delivery, returns
- Process for assignment submission and return
- Provide morning/afternoon tea and lunch
- Networking opportunities for students

Specific orientation to relevant parent university:
- Coordinate lead lecturer presentations if required
- Timetables and academic calendar
- Orientation to parent university website, including student’s electronic management
- Any specified requirements

Graduation

The Graduation is a highlight on the GUC calendar and provides a forum for delivering universities to celebrate the achievements of their students locally. The GUC:

- Coordinates and stage manages the whole event
- Extends invitations to VIPS and coordinates rsvps and appropriate seating
- Publishes and provides Graduation Programs and background materials
- Conducts rehearsals with graduands and MC
- Provides catering for supper and drinks
- Provides regalia for graduands and staff
- Secures Testamurs for presentation
- Arranges pre and post Graduation publicity, including Graduate photographs

Scholarships & Awards

Financial support for students is crucial. The GUC already administers more than $30,000 in local scholarships annually through the Hollomby Foundation.

- Negotiates financial support for regional scholarships with local agencies, government and industry and administers scholarship awards
- Arranges publicity promoting the sponsor and the university the recipient is enrolled with
The GUC looks forward to the opportunity to discuss your specific needs and how we can support your university, your staff and your students to achieve the very best educational outcomes.

Tailored service agreements can be negotiated between our two institutions to manage this relationship.

Together, we can grow your student numbers, retain them to completion of their course and encourage further study, maximising benefit for your university, the students and our local community.
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