

Applied Employment Skills Package

Terms and Conditions

Applied Employment Skills Package

- 1 The Applied Employment Skills Package (**AESP**) is available to all continuing and commencing students enrolled in one of the following courses in 2023 (**Eligible Course**):

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| G4F | Bachelor of Business with Honours | 36K | Graduate Diploma in Finance |
| B3A | Bachelor of Business | C6F | Graduate Diploma in Marketing |
| C4E | Bachelor of Economics with Honours | C6C | Graduate Diploma of Business Administration |
| B3B | Bachelor of Economics | 36N | Graduate Diploma of Finance |
| Z1X | Diploma of Construction Management | C6D | Graduate Diploma of Financial Planning |
| C5V | Graduate Certificate in Behavioural Insights | C6B | Graduate Diploma of Professional Accounting |
| 35A2 | Graduate Certificate in Business Studies - Domestic | 37J | Master of Business Administration (International) |
| 35N | Graduate Certificate in Finance | 37M | Master of Finance (Specialisation) |
| C5F | Graduate Certificate in Marketing | 37K | Master of Finance |
| C5B | Graduate Certificate in Professional Accounting | 37L | Master of Marketing Management |
| C5Q | Graduate Certificate in Sustainable Business | C7S | Master of Professional Accounting |

2. The Applied Employment Skills Package will consist of an employability program comprising workshops, networking opportunities, voluntary workplace learning experiences, training, English language and mentoring support.
3. In order to complete the AESP, students are required to gain at least 50 points as a result of successful completion of nominated activities of the AESP and attend the workshop program.
4. To earn points, students must submit a Reflection and Evidence document to the MYLO site using the template provided.
5. Upon successful completion of the AESP students will be entitled to receive a Certificate of Completion from the College of Business and Economics.

Eligibility of Applicants

6. To be eligible, applicants must meet all of the following criteria:
 - (a) be a full-time or part-time student enrolled in an Eligible Course at University of Tasmania.
 - (b) be either a domestic or international student; and
 - (c) studying 'on-campus' (including students who are categorised as studying 'on-campus but who are currently located offshore).
7. Applicants who apply for academic credit or advanced standing are eligible for this Applied Employment Skills Package.
8. This Applied Employment Skills Package is only available for students studying by distance by special leave of the AESP coordinator. In any such cases the student concerned will need to negotiate a range of complementary employment and related activities in order to gain points toward the Certificate of Completion.

9. Students who have been admitted to the MPA Work Ready Program will be eligible to be admitted to the AESP and will be given retrospective credit for Employment and English language activities completed by them as part of the Work Ready Program in 2021 and 2022 toward the points count for the Certificate of Completion of AESP. Students will be required to submit the Reflection and Evidence requirement to earn points to count towards completion of AESP.
10. Other students and graduates of TSBE Masters courses may also be admitted to the AESP upon the recommendation of the AESP coordinator.

Application Process and Allocation of Applied Employment Skills Package

11. Students wishing to be admitted into participation in the AESP will be required to nominate and to accept the terms on which the AESP is offered. This will be a prerequisite to being eligible to receive the Certificate of Completion.
12. Students may elect to opt out of the Applied Employment Skills Package by notifying the AESP Program Coordinator in writing to the email business.skills@utas.edu.au.

Conditions

13. To be entitled to the Certificate of Completion, the Applied Employment Skills Package must be completed within 12 months of a student's acceptance into the AESP unless the student is given an extension of time.
14. Applied Employment Skills Package participants may be required to participate in public speaking and English Language support sessions or activities.
15. For any students who are classified as studying 'on-campus' but who are located offshore parts of the Applied Employability Skills Package may only be undertaken in Tasmania, as advised by the University, including but not limited to the voluntary workplace learning experiences.
16. The University will deal with all personally identifying information that a student provides to it in accordance with its Privacy Statements and Privacy Policy.
17. Participants of the Applied Employment Skills Package authorise the University of Tasmania to use, reproduce, and/or publish their image, their name and story in relation to the AESP without compensation.
18. A student may contact the University in relation to their personal information that the University holds by contacting the International Student Recruitment Team at Your.Study@utas.edu.au or calling +61 (3) 6226 6200.
19. Students must observe the University's rules of conduct and Behaviour Policy.
20. The University excludes all liability to the maximum extent permitted by law.
21. These terms and conditions are governed by the laws of Tasmania.

Variation of Terms and Conditions

22. The University reserves the right to update or amend these terms and conditions at any time without prior notice. The University will provide notice of any changes to these terms and conditions in writing if it deems it necessary and practical.
23. If any of these terms are or become invalid, at the option of the University, the relevant part is severed, and does not affect the validity of the remaining parts.
24. Neither of us, nor a student, is (nor can a student represent themselves to be) an employee, partner,

agent or other representative of the other.

25. A waiver must be in writing and signed by an officer of the University. Failure to respond to a request or a delay will not amount to a waiver.

26. Enquiries should be directed to Your.Study@utas.edu.au.

Student Ambassador Role

27. Participants of the Applied Employment Skills Package consent to becoming ambassadors for the University of Tasmania for the duration of their degree at the University of Tasmania without compensation. This includes:

- (a) assisting with marketing initiatives by positively representing the University of Tasmania;
- (b) sharing their positive University experiences with future students;
- (c) participating in recruitment activities; and
- (d) appearing in University of Tasmania promotional materials if requested.

28. Enquiries should be directed to business.skills@utas.edu.au.