



# GRADUATION HANDBOOK

| IPSWICH AND TOOWOOMBA

MAKE  
GREAT  
HAPPEN





## ABOUT GRADUATION

Successfully completing a level of study is a great reason to celebrate. At TAFE Queensland, we celebrate the doers – our graduates who are starting, changing, moving up or re-starting their careers.

We think it is fantastic that you have upskilled and reached another stepping stone in your lifelong learning journey, and we want to celebrate your success!

Students who have successfully completed a Certificate III and/or higher qualification during 2022 are invited to attend a graduation ceremony. Due to venue sizes, each graduating student is able to bring a maximum limit of guests to share your successes at these celebrations. Dress code is semi-formal.



## IPSWICH CEREMONY DETAILS

The **Ipswich** graduation ceremonies will be held across two days. The ceremonies will be held at TAFE Queensland Ipswich campus, Corner Mary and Byrne Streets, Bundamba Q 4305, on **Tuesday 7 March and Wednesday 8 March 2023**.

Our ceremonies in Ipswich will follow these timeframes:

4:00pm - 5:00pm	Arrive according to faculty arrival schedule to allow sufficient time for gowning and photography (see below)
From 5:40pm	Graduates assemble for ceremony
6:00pm - 8:00pm approx.	Graduation Ceremony including award presentations

### Tuesday arrival schedule:

4:00pm	Business, Finance, Information Technology, Justice
4:20pm	Beauty, Hairdressing, Massage, Hospitality

### Wednesday arrival schedule:

4:00pm	Community Services, Counselling and Mental health, Early Childhood Education and Care, Individual Support
4:20pm	Nursing and Health, Training and Assessment, Trades (Automotive, Carpentry, Electrical, Engineering, and others)
4.30pm	Adult Tertiary Preparation, Agriculture, Civil Construction, Horticulture, Meat Processing, Transport and any other programs



## TOOWOOMBA CEREMONY DETAILS

The **Toowoomba** graduation ceremony will be held on one day, for all faculties. The ceremony will be held at HumeRidge Church of Christ, 461 Hume Street, Toowoomba Q 4350, on **Saturday 25 February 2023**.

Our ceremony in Toowoomba will follow these timeframes:

12:00pm - 1:30pm	Arrive according to faculty arrival schedule to allow sufficient time for gowning and photography (see below)
From 1:45pm	Graduates assemble for ceremony
2:00pm - 4:00pm approx.	Graduation Ceremony including award presentations

### Toowoomba faculty arrival schedule:

12:00pm (noon)	Business, Justice, Adult Tertiary Preparation, Training and Assessment, Information Technology
12:15pm	Hairdressing, Beauty, Hospitality, Events
12:30pm	Early Childhood Education and Care, Community Services and Youth Work, Individual Support, Massage
12:45pm	Nursing and Health
1:00pm	Trades including Construction, Plumbing, Electrical, Automotive, Engineering and others
1:10pm	Horticulture, Rural Operations, Agriculture, Animal studies AND all other students

ACADEMIC ATTIRE

Academic gowns, mortar boards and sashes are provided for use on the day only. All attire is to be returned promptly after the ceremony to the gowning room.



Students receiving a **Certificate**  
wear: Black gown, mortar board  
and plain red sash



Students receiving a **Diploma**  
wear: Black gown, mortar board  
and red sash with white border



Students also have the option to  
wear: Black gown, **Aboriginal  
Stole** and mortar board





## PHOTOGRAPHY

Formal photographs will be taken prior to the commencement of each graduation ceremony.

**Ipswich and Toowoomba photography** - Sheila Sissons Photography.

Our own photographers will also be at the event to capture special moments. So we can celebrate your success in coverage of these events, please consider signing the Release Authorisation on the Graduation Response Form.

Sheila Sissons Photography | Prices (optional third party service available)

### Digital

- Digital file \$22.50 or
- \$75.00 pre-purchased on or before Graduation for your complete set of all your digital images including on your backdrop and Ceremony images (usually \$150.00)

### Print

- 5x7" (13x18cm) Print \$11.00 each
- 8x12" (20x28cm) Print \$33.00 each
- 11x14" (25x35cm) Enlargements \$66.00 each
- Standard Postage and Handling \$7.00

### Packages

- Six 5x7" (13x18cm) Prints \$55.00
- Three 5x7"(13x18cm) and One 8x12" (20x28cm) Prints \$55.00
- Standard Postage and Handling \$10.00

### Canvas

- 12x16" Canvas Wrap \$180.00 each
- 16x20" Canvas Wrap \$225.00 each
- Postage and Handling \$25.00 (for canvas)





## FAQS FREQUENTLY ASKED QUESTIONS

### WHO IS ELIGIBLE TO GRADUATE?

All students who have successfully completed an Advanced Diploma, Diploma, Certificate IV or Certificate III in 2022 at TAFE Queensland (in Ipswich, Inala, Springfield, Toowoomba, Warwick, Kingaroy, Nurunderi, Dalby, Chinchilla and Roma) are eligible to graduate at the Ipswich or Toowoomba ceremony.

All eligible students will receive an invitation (email) after they complete their qualification. If you have not received your invitation and believe you are eligible to graduate, please contact us.

### WHICH GRADUATION CEREMONY DO I ATTEND?

You can attend the Ipswich ceremony or the Toowoomba ceremony. It is not restricted to where you studied. Please indicate your choice on the Online booking form.

### WHAT DO I WEAR?

As this is a graduation ceremony and formal photographs will be taken at the event, it is expected that graduating students and their guests wear semi-formal attire.

Please note that all graduating students will wear some form of academic attire including an academic gown, please consider your clothing carefully as it can get quite hot.

### HOW MANY GUESTS CAN I BRING WITH ME?

Due to restrictions on venue sizes, each graduating student is able to bring a maximum number of guests to their graduation ceremony. Please note your number of guests on the online booking form.

### WHEN AND WHERE ARE THE GRADUATIONS?

The **Ipswich** ceremonies will be held across two days. The ceremonies will be held at TAFE Queensland Ipswich campus, Corner Mary and Byrne Streets Bundamba, Q 4305, on Tuesday 7 March and Wednesday 8 March 2023.

The **Toowoomba** graduation ceremony will be held on one day, for all faculties. The ceremony will be held at HumeRidge Church of Christ, 461 Hume Street, Toowoomba Q 4350, on Saturday 25 February 2023.

### HOW DO THE GRADUATIONS RUN ON THE DAY?

The **Ipswich** graduation is an evening event that runs from approximately 4:00pm (commencing with gowning and photography, with the official ceremony taking place 6:00pm - 8:00pm approximately (including the ceremony and award presentations).

The **Toowoomba** graduation is a day-time event that runs from approximately 12:00pm (starting with gowning and photography), with the official ceremony taking place 2:00pm - 4:00pm approximately.

### TICKET REFUND RULES

Refunds requests will be considered if a registration is cancelled on or before the registration close date, Friday 3 February 2023, midnight. After this date no refunds will be issued.

Only extenuating circumstances will be considered, each claim will be assessed on a case by case basis and will require supporting documentation such as a medical certificate.

Approval is at the discretion of TAFE Queensland.



## ENQUIRIES AND FURTHER INFORMATION

For more information please visit <https://tafeqld.edu.au/graduation>  
or email [Graduation.SouthWest@tafeqld.edu.au](mailto:Graduation.SouthWest@tafeqld.edu.au)

## REGISTRATION

To register for graduation, you are required to complete the online booking form before the RSVP date of February 3, 2023. Please complete all required details.

The graduation registration fee is: **\$55**

The registration fee includes the hire of the graduation attire, and your printed program.

Late registrations will not be accepted after the RSVP date  
(February 3, 2023) due to hiring and  
catering requirements.

## RSVP DATE

To register for graduation, you are required to complete the online booking form and return before the  
**RSVP - February 3, 2023**

## IPSWICH GRADUATION EVENTBRITE



<https://www.eventbrite.com.au/e/ipswich-graduation-class-of-2022-tickets-441445303787>

## TOOWOOMBA GRADUATION EVENTBRITE



<https://www.eventbrite.com.au/e/toowoomba-graduation-class-of-2022-tickets-470761348867>

**1300 308 233**  
**tafeqlld.edu.au**

All information is current as of January 2022 and is subject to change.  
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