Workshop Registration Guidelines for Students

The workshop schedule for each semester will be listed on the UWS CareerHub [select Events and then Workshops] by week one or earlier of the semester.

Individual workshops will be opened for student registrations approximately two weeks before the date of the workshop. This will ensure student registrations are current. Students are advised to note the dates of workshops of interest and register at the appropriate time.

There will be a limit of 15 places at each workshop unless otherwise stated in the workshop listing on CareerHub. Some workshops may be open to a larger or smaller group depending on the topic, number of presenters and the venue.

Specific venues (building and room number) for the workshops will be provided on the CareerHub listing at least two weeks before the date of the workshop.

A confirmation email will be sent to registered students one week prior to the workshop scheduled date. This confirmation email will also advise venue details where venue details are not initially advertised on CareerHub.

Students may register for any advertised workshop at any campus ie students are not limited to their home campus.

It is the responsibility of students to amend their registration details if their circumstances change. If a student has registered for a workshop and subsequently discovers they are not able to attend on that date, they are requested to deregister on CareerHub. This will allow another student to take their place.

Each workshop description on CareerHub will indicate if there is a prerequisite for attendance. In this case, it is the responsibility of students to meet those prerequisites eg to bring their current resume to the workshop.

Students are requested to arrive on time for each workshop. Late arrivals can disrupt the group and may only enter the workshop at the discretion of the presenter. Maps for each campus are available on the UWS website.

Workshops may be cancelled if registration numbers are low (under 5 students) at the discretion of the presenter.

If five or less students turn up for the workshop, the presenter may conduct the workshop at their discretion, in some cases a modified (and shortened) version of the workshop will be conducted. Registered students should be advised of any changes to advertised workshops by the presenter (via CareerHub email).

UWS graduates (up to one year after course completion) are welcome to register for the workshops.