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# ORIENTATION DAY

During Orientation day students will be taken through the following information and procedures. After your trainer has taken you through all information please mark off each item and sign the [Student Induction Checklist](#) (*Appendix 1 of this document*) and return to your trainer.

## 1. Course/module information

- Introduction to TAFE
- Introduction to Competency Based Learning
- Training Plan
- Introduction to Training, Management, Admin and Support staff
- Course Outline and Qualification Upon Completion
- Learning and Assessment Strategies
- RPL/RCC Procedures
- Academic Schedule

## 2. Policies and Procedures

### 3. Student Facilities

- Classrooms, TV Studio & Computer Labs
- Access to Computers
- Internet Access
- Toilets
- Car parking, Time Limits and Restrictions
- Library
- Kitchen

### 4. Ethics and Standards of Footscray City Films

- Code of Conduct

### 5. Occupational Health and Safety Procedures

- Evacuation Procedures
- Emergency Exits
- Designated First Aid Person
- Location/access to First Aid Kit

## COURSE INFORMATION

VET qualifications are nationally recognised and provide people with practical skills and information to enable them to competently perform their workplace roles. VET qualifications are part of the Australian qualifications Framework that links all recognised education and training nationally.

The inverted triangular symbol (the National training logo) that will appear on the bottom of your Certificate tells employers and other stakeholders that you hold a nationally recognised qualification.

The diagram below indicates the 12 levels of the AQTF

Secondary Education Sector	Vocational Education Sector	Higher Education Sector
Year 11/12	Advanced Diploma Diploma Certificate IV Certificate III Certificate II Certificate I	Doctorate (PhD) Masters Graduate Diploma Graduate Certificate Bachelor Degree Diploma

Training Programs and courses are based upon competency based training principles

### Qualifications

#### CUA CREATIVE ARTS & CULTURE TRAINING PACKAGE

CUA60615 ADVANCED DIPLOMA OF SCREEN & MEDIA

CUA51015 DIPLOMA OF SCREEN & MEDIA

CUA41215 CERTIFICATE IV IN SCREEN & MEDIA

To complete the Advanced Diploma of Screen and Media it takes three years. This includes one year of Advanced Diploma of Screen and Media, one year of Diploma of Screen and Media and one year in Certificate IV in Screen and Media.

### Materials Charges

Breakdown of Materials Charges are as follows:

Course	Materials Charges	Admin Fee	Bond	Total
Certificate IV in Screen & Media	\$2700	\$200	\$200	\$3100
Diploma of Screen & Media	\$3700	\$200	\$200	\$4100
Advanced Diploma of Screen & Media	\$3700	\$200	\$200	\$4100

**Materials Charges** are based on the core and elective units undertaken, and should be paid on commencement. \$200.00 is for a School **administration Charge**. \$200.00 is for a refundable **Bond** if the student doesn't lose, break or steal equipment.

25% of the total course fees is due on registration day to ensure your placement in the course. On registration day you will be required to complete registration for enrolment, you will also be issued with information regarding the refund policy and grievance procedures

## CUA41215 CERTIFICATE IV IN SCREEN & MEDIA

One Year Full Time Introductory course to professional and digital formats from scripting to marketing. Students have total creative control and own copyright to their own individual short films. This qualification is designed to reflect the role of personnel who work in the film and television production, post-production and production management areas.

Screenwriting	
CUAWRT302	Write Simple stories
Film Industry Studies	
BSBCRT401	Articulate, present and debate ideas
BSBSMB301	Investigate micro business opportunities
Practical Production	
CUAPPM407	Create Storyboards
CUAPPM409	Organise Production Locations
CUAPPM407	Coordinate film and media production services and resources
Screen Practice	
CUAWHS302	Apply work health and safety practices
CUACAM301	Shoot Material for Screen Productions
CUALGT402	Implement Lighting Designs
CUASOU411	Coordinate Sound Recording Operations on Location
CUACAM404	Pull Focus
Production Technique	
CUASOU202	Perform Basic Sound Editing
CUAPOS201	Perform Basic Vision and Sound Editing

## CUA51015 DIPLOMA OF SCREEN & MEDIA

One Year Full Time Designed for experienced Independent filmmakers to create more ambitious short movies targeted to specific markets. Students are encouraged to explore different aesthetics in pursuit of their own individual style by studying contemporary developments in film. This qualification is designed to reflect the role of personnel who work at a high level of technical and / or creative specialization in the film and television production and post-production and production management areas.

This qualification allows for specialization within each of the production areas. In the following modules:

Screenwriting	
CUAWRT302	Develop Storylines and Treatments
Film Industry Studies	
CUAIND502	Maintain and Apply creative arts Industry Knowledge *CORE
BSBCRT501	Originate and develop concepts *CORE
Practical Production	
CUAPPM502	Realise Productions
CUAPPM411	Compile Production Schedules
CUAPPM412	Organise and Facilitate Rehearsals
CUADRT501	Direct Rehearsals of Performers
CUADRT502	Direct Performers for Screen productions
Screen Practice	
CUAPPR505	Establish and Maintain safe creative practice *CORE
CUACAM401	Shoot a Wide Range of Screen Content
CUASOU410	Record Sound on Location
Production Technique	
CUASOU505	Implement Sound Designs
CUAPOS401	Edit Screen Content for Fast Turnaround
CUASOU408	Edit Dialogue
CUAPOS501	Edit Complex Screen Productions

## CUA60615 ADVANCED DIPLOMA OF SCREEN & MEDIA

Designed for students to create longer, more complex and ambitious films over 12 months targeted to a specific market. Includes marketing processes for students to promote their own films. This qualification is designed to reflect the role of personnel who work at a high level of creative specialization and / or the production management areas of the film and television industry. In addition to the units for Certificate IV in Screen and Diploma of Screen, students study the following modules:

Screenwriting	
CUAWRT601	Write Scripts
CUAWRT602	Edit Scripts
Film Industry Studies	
CUAPPR603	Engage in the business of creative practice *CORE
CUAPRP605	Evolve ideas for professional creative work
Practical Production	
CUAPPM603	Plan and Manage Film & Media Pre Production
CUAPPM508	Manage Locations for Film & Media Productions
CUADRT601	Establish the Creative vision for Screen Productions
CUADRT502	Direct Performers for Screen Productions
CUADRT603	Direct Screen Production Crews
CUADRT602	Audition & Select Performers
Screen Practice	
CUAPPR505	Establish and maintain safe creative practice *CORE
CUACAM601	Direct Cinematography for Screen Productions
CUADRT604	Devise Camera Coverage
Production Technique	
CUASOU503	Develop Sound Designs
CUADRT605	Collaborate with Editors During Post Production
CUAPOS501	Edit Complex Screen Productions

## TIMETABLE

You are expected to attend all scheduled classes. Your trainer records attendance at every class and this is relevant in determining whether or not you have met the learning outcomes or competencies of this subject. If you are unable to attend you should notify your trainer via phone or email.

### Semester 1

DATE 2018	DETAILS
<b>Term One:</b>	<b>5 February – 6th April - Duration 9 weeks</b>
Thursday 1st February	Registration & Enrolment Day
Monday 5th February	Orientation Day
Tuesday 6th February	Classes Commence
Thursday 23rd February	Student Identification Card Issued
Monday 12th March	Labour Day Holiday
Friday 30th March - Monday 2nd April	Easter Public Holidays
Tuesday 3rd April - Friday 6th April	The 4 Hour Shoot
<b>1st term break</b>	<b>Saturday 7th April - Sunday April 22nd</b>
<b>Term Two:</b>	<b>11 April – 24 June Duration: 11 weeks</b>
Wednesday 25th April	Anzac Day Public Holiday
Monday 11th June	Queens Birthday Public Holiday
<b>2nd Term Break</b>	<b>Saturday 30th June – Sunday 16th July</b>

### Semester 2

DATE 2018	DETAILS
<b>Term Three:</b>	<b>Monday 16th July – Friday 21st September - Duration 10 weeks</b>
Monday 17th July	Major Productions Begin
Sunday 19th August	Footscray City Films Open Day
<b>3rd term break</b>	<b>Saturday 22nd September – Sunday 7th October</b>
<b>Term Four:</b>	<b>Monday 8th October – Friday 14th December Duration: 10 weeks</b>
Monday 6th	Curriculum Day FCC Closed
Tuesday 7th November	Melbourne Cup Day FCC Closed
Friday 30th November	Last day to hand in films and outstanding assessments
Tuesday 11th December	Graduate Screenings TBC
Friday 14th December	Results Posted

All students will receive a detailed timetable of all classes and workshops on enrolment day. Students are advised to check noticeboards on campus regularly for any changes to scheduled classes.

## ASSESSMENT

It is important to understand that you must be deemed competent in every element of every unit before you can be issued a statement of attainment or qualification.

### Objectives of the Assessment Process

The objectives of the assessment process are:

- To confirm that students have acquired the competencies identified in the competencies
- To demonstrate that students are competent to the agreed industry standard

Assessment methods include, but are not limited to:

- Observation
- Projects/assignments
- Oral/written questioning
- Role-plays
- Practical demonstration
- Case studies
- Simulations

In keeping with the principles and practices of competency-based assessment, the determination of competence will be made on an aggregate of evidence, not on isolated assessment activities or events.

### Attendance

Students are expected to attend a minimum of 80% of all scheduled classes. Students must complete all assessment tasks as set by class teachers for each unit. The attendance register is marked at the start of each class and students who are more than 15 minutes late for class will be marked as absent.

### Evidence

Your teachers will gather evidence of competencies over the duration of the course. Throughout each competency there will be a variety of assessment tasks and you will be required to complete.

## DELIVERY

Courses are delivered using several delivery strategies.

Delivery strategies are designed to offer you the best possible means of achieving successful learning outcomes, given your preferred learning style.

Some of the delivery strategies that will be used throughout your course are:

- Demonstrations
- Group participation
- Individual projects
- Audio-visual presentation
- Use of guest speakers
- Role playing
- Simulations
- Practical activities
- Written activities



## EXPECTATIONS OF STUDENTS

The Footscray City Films publishes a Code of Conduct it outlines clearly the expectations we have of students so that the film school can be run in a way that promotes learning for all and that this is conducted in an environment that is harmonious, safe and harassment free.

### Code of Conduct

- You are expected to behave responsibly and with consideration to others at all times.
- Students are expected to cooperate with teachers and trainers at all times and to follow instructions concerning behaviour. This includes being punctual and well prepared for all classes
- We have high expectations of tolerance, safety and friendliness.
- Bullying, Harassment and Violence of any kind is not acceptable
- Smoking is prohibited on school grounds
- Visitors including Actors & Crew must report to the General Office initially upon arrival and students must meet visitors then accompany them up to the film school
- You are expected to show respect for the property of the film school & Footscray City College and that of all trainers and students.
- You are expected to follow the OH&S guidelines provided to you.
- You and your fellow classmates will be treated equally and will not be discriminated against.
- All work submitted for assessments must be your own and source material cited.
- If you move house or change phone numbers please notify your trainer of your new details immediately.

## POLICIES & PROCEDURES

Students should familiarise themselves with the following Footscray City Films policies & procedures via the Footscray City Films website before course commencement.

- Access & Equity Policy
- Bullying & Violence Policy
- Enrolment Terms & Conditions
- Grievance & Complaints Policy
- Records Access Procedure
- Refund Policy
- RPL & Credit Transfer Policy
- Special Consideration Policy
- WHS Policy

All policies on the website should be considered current and can be accessed via the following link:

[www.footscrayfilms.com.au/downloads](http://www.footscrayfilms.com.au/downloads)

Students will be taken through these policies & procedures on registration day.

Application forms for RPL & Credit Transfer, Special Consideration and Grievance & Complaints forms are available via the above link.

Footscray City College is committed to meeting the needs of all participants. If support cannot be provided internally, appropriate external referrals will be suggested. The first point of contact is your trainer, followed by the Head of Footscray City Films

Footscray City College offers student services available to meet your needs and is committed to ensuring your studies are productive and interesting.

### Student Support Services

- **Language, literacy and numeracy** assistance is available, please liaise with your trainer who can arrange alternate resources or assessment tasks or external assistance if required.
- **Tutorial support** is available over the phone or via email from your trainer.
- **Organisation** Please liaise with your trainer if you need assistance with organising a study area, planning for revision, time management or completion of assessments etc.
- **Mentors** If you are struggling in any way speak with your trainer who can assist you by pairing you with a mentor or tutor and provide extra time for learning.

### School Facilities

- **Car parking** There is no student parking available at Footscray City Films. The loading bay is for load in/out only and not for parking. There is parking available in Kinnear Street and Farnsworth Avenue. Parking infringement notices will be issued to all drivers with vehicles illegally parked on Campus property. Always park in the designated places and avoid congestion. Speed limits must be observed at all times. All roads surrounding the campus are public roads and subject to the usual road rules and regulations.
- **Common Room** Students have available to them a Common Room adjacent to the TV Studio. Students can utilise it during spare lessons and all students can access it during recess and lunchtimes. The Common Room is used for study purposes and the completion of set work. Students should respect staff and other students and noise must be kept to a minimum.
- **Computer lab** Downloads of unauthorized data such as movies, or MP3's are strictly forbidden. Inappropriate use of computers may result in students having their access restricted. Printing facilities are located in the School Library or in IT1. Students should not consume food at computers.
- **Equipment bookings** All access to equipment for borrowing must be booked through the Facilities Managers: Andrew Ghiocas and Ali Dullard. Different year levels have different types of equipment available. Please check with the Facilities Managers that the Booking Forms are the appropriate ones for the Year Level. Students accept liability for the equipment whilst it is in his or her care and indemnifies the Film and Television School against all claims arising out of its use. The Equipment Booking Form is a contract and should be read carefully before signing. Equipment is signed out for an agreed period of use and signed upon its return. All equipment must be returned promptly and in good order and condition.
- **First Aid** If first aid is required, contact the general office. – If the first aid officer is not available please contact the Course Coordinator. Please note that the Course Coordinator must be notified in the event of an accident or incident occurring on campus.
- **Kitchenette** A kitchenette is available for student use. The area must be kept tidy and all dishes must be washed and put away after use. There are basic student tea and coffee facilities available. No student may use any staff facilities including items in the fridge. The fridge will be cleaned out weekly so please do not store food for extended periods.
- **Library:** Students have available to them an extremely well equipped library that may be used as directed by their

teachers or for private study. Computing, word processing and Internet access is available upon presentation of college ID cards. Up to five books can be borrowed at one time, and within the library short term period loans can be made for use of computer access, newspaper files, journals, magazines, films and periodicals. The library staff members are available for assistance at all times. Students are also allowed to utilise the main library of our neighbouring university at the Footscray Park campus. Presentation of your Student ID will allow access and borrowing rights.

- **Security** The building is under continuous video surveillance. If a security issue arises please inform staff immediately.
- **TV Studio, Classroom bookings and other spaces** When students need to book the TV Studio or other spaces within the students should check with your teachers and the facilities managers for availability

## FINISHING YOUR COURSE

Your Certificate/Statement of Attainment will be posted to your home address within twelve weeks of your course completion date. If at anytime you require a replacement copy of your Certificate/Statement of Attainment please contact the administrator, Footscray City College to arrange. The replacement cost is \$50.

## STUDENT INDUCTION CHECKLIST

STUDENT DECLARATION	
I have read and understood the Footscray City Films Student Orientation Handbook and know where to access the relevant policies and procedures	
I have been through the following information with a member of staff. (Please Tick)	
<input type="radio"/> Course/module information <input type="radio"/> Policies and Procedures <input type="radio"/> Student Facilities <input type="radio"/> Ethics and Standards of Footscray City Films <input type="radio"/> Occupational Health and Safety Procedures	
Student Name:	
Student Signature	Date