

STUDENT HANDBOOK

2017

Academy of Film, Theatre and Television

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1. Welcome
1.1 A message from the Course Directors

Welcome and congratulations on taking the first step toward an exciting, challenging and immensely rewarding career in the Performing Arts. Through the commitment and rigour of our students, staff, lecturers and industry professionals we have created at AFTT, an artistic environment at the leading edge of the contemporary performing arts industry.

As a new student to AFTT, you are joining an esteemed family of current and former students who have created dynamic, exciting and moving performances over the past 25 years. For those who have gone before you right up to your unique journey as a performer, we are committed to the outcome of each and every student. We celebrate individuality and diversity – we embrace new ideas and conventions and as a team of creatives we all work together in our commitment to artistic excellence.

On behalf of the AFTT family and the industry of which you are joining, I wish you a magnificent journey of discovery.



Glen Hamilton – Course Director: Acting & Live Production

AFTT has been building on a long reputation as one of the leading film schools in the country.

You've made a wise and exciting choice to study at AFTT with some of the best film practitioners in the country guiding your journey.

Make an agreement with yourself to become the best artist and filmmaker you can be, work hard, keep pushing yourself and never give up.

The tutors, administrative staff and myself are here to support you, not only during your studies but also during your professional careers.

Welcome to the AFTT family



Woody Naismith – Course Director: Film

1.2 Important Information and Emergency Contacts

Main contact details	Academy of Film, Theatre & Television 41 Holt Street Surry Hills NSW 2010 T: +61 2 9281 2400 F: +61 2 9211 1000 E: info@afft.edu.au W: www.afft.edu.au
Police, Fire, Ambulance – EMERGENCY ONLY	000
Campus Manager	Ms Katrina Yeo T: 02 9281 2400 E: kyeo@afft.edu.au
Course Director, Acting Department Course Director, Film Department	Glen Hamilton: ghamilton@afft.edu.au Woody Naismith: wnaismith@afft.edu.au
Surry Hills Police Station	Surry Hills Police Local Area Command 151 – 241 Goulburn Street, Surry Hills 2010 W: www.police.nsw.gov.au T: 02 9265 4144
St Vincent's Hospital	390 Victoria Street, Darlinghurst 2010 W: www.stvincents.com.au T: 02 8382 1111
Royal Prince Alfred Hospital	50 Missenden Road, Camperdown, NSW 2050 W: http://www.sswahs.nsw.gov.au/rpa/ T: 02 9515 6111
Medical Centre	Surry Hills Medical Centre 573 Crown Street, Surry Hills NSW 2010 W: www.shfmc.com.au/index.php T: 02 9699 3311
Post Office	Australia Post Shop Haymarket Sydney Central Bldg 477 Pitt Street, Sydney 2000 W: http://auspost.com.au T: 13 13 18
Department of Immigration and Border Patrol (DIBP)	Sydney CBD office Ground Floor, 26 Lee Street Counter hours: 9am – 4pm Mon – Fri W: www.immi.gov.au T: 131 881
Law Access	W: www.legalaids.nsw.gov.au T: 1300 888 529
Public Transport	W: http://www.transportnsw.info/ T: 131 500
NSW Fair Trading <i>(consumer rights)</i>	W: http://www.fairtrading.nsw.gov.au/ T: 13 32 20 or (61 2) 9895 0111
Student Accommodation Some options	www.semesteraustralia.com http://homestaynetwork.com.au/ http://www.ozhomestay.com.au/ http://urbanest.com.au/locations/sydney

2 About the Academy of Film, Theatre & Television

At the Academy of Film, Theatre & Television (AFTT) our passion for quality training is unwavering and has helped our graduates immerse themselves into diverse and critically acclaimed roles in film, television and theatre for over 20 years.

AFTT is registered, and our courses are accredited through the *Australian Skills Quality Authority (ASQA)* and listed on the *National Training Register* (www.training.gov.au);. AFTT is also a member of the *Commonwealth Register of Institutions and Course for Overseas Students (CRICOS)*.

AFTT is currently offering the below listed courses:

- **CUA51015 Diploma of Screen and Media**
Specialist streams offered: ACTING, FILM and LIVE PRODUCTION
[1 year; 2 semesters of 18 weeks; average 18 hours/week]

Eligible domestic students may apply for VET Student Loan (VSL) for the CUA51015 course offering.

- **14345NAT Certificate IV in Theatre & Screen Performance**
[Full-time: 6-months; 1 semester of 18 weeks; average 18 hours/week
Part-time: 1 year; 2 semesters of 18 weeks; average 9 hours/week]

AFTT is CRICOS registered to deliver our courses to international students.

At AFTT, we aim to deliver the most comprehensive and industry focused learning environment possible. To achieve this, AFTT's courses are delivered by Australia's leading industry professionals in their specialist fields, all of whom have made their own definitive mark on the industry and continue to work professionally. Guest Directors and Consultants also complement the team and are an integral part of the AFTT experience. (See more at: www.aftt.edu.au).

Further, AFTT engages regularly with key industry experts and stakeholders to ensure our courses and techniques reflect industry best practice, evolving trends and experiential opportunities so students acquire appropriate skills and knowledge in preparation for employment in the performing arts and screen industries.

AFTT conducts learning and assessment in simulated operating theatre/ film production environments, providing plenty of opportunity and space for students to develop and practice their skills. Underpinning knowledge may be delivered through lecture style presentations, practical workshops or one-on-one consultancy.

Facilities include a 65 seat auditorium, studio spaces, screening rooms, shooting studios, AV equipped classrooms, computer labs and suites. The acting and music theatre students also present their major productions at external, commercial theatres such as the famed Belvoir St Theatre.

2.1 Mental Health and Wellbeing

The nature of acting training is such that some issues may arise in terms of past experiences, personal boundaries or other concerns that may create challenges for the student. AFTT promotes and delivers safe training practices. However it is the student's responsibility to ensure that their physical and mental wellbeing is managed in accordance with work health and safety (WHS) considerations. This requires the student to evaluate personal situations which may be adversely affected through participation in the course and to accept responsibility for safe engagement in AFTT activities. The student is strongly encouraged to make a staff member aware if they are experiencing undue difficulty so appropriate support may be provided.

For safety reasons and in accordance with industry practice, at enrolment the student must complete a *Statement of Health* declaring their prescribed medications and any past injuries or existing physical or mental health conditions which may limit activity. It is the student's responsibility to notify Reception and up-date their Statement of Health if any changes occur or new circumstances arise during the course.

2.2 Qualifications

CUA51015 Diploma of Screen and Media

AFTT delivers the *CUA51015 Diploma of Screen and Media* qualifications comprising 15 assessable units of competency from the national Creative Arts and Culture (CUA) Training Package endorsed by industry and the Australian Government.

Students undertake an intensive program of teaching and assessment activities based on industry practice, incorporating production skills as well as various screen projects working with in-house trainers and assessors, and external industry professionals.

The Diploma courses are delivered and assessed holistically to allow for the full integration of individual skills classes into a range of production tasks, projects and productions. This method of course structure mirrors the application of skills and the nature of work in the Screen and Media Industry.

The training provided by AFTT for this program involves a two-part delivery strategy known as Tiers. Each Tier represents one semester's work. Each Tier has a set of classes and screen production activities designed to build the necessary skills and knowledge:

ACTING

Tier 1: The Actor's Instrument into Theatre Performance

Tier 1 introduces the core skills of acting, voice, movement and creative play to free and develop the actor's instrument, as well as providing supporting knowledge in the areas of Workplace Health and Safety, research and analysis as it applies to the actor and industry operations and processes.

Students then apply these core skills and supporting knowledge to a Small Theatre Company Production in which they perform to a public audience in a fully equipped theatre space.

Learning and assessment takes place in a range of studio based class activities, lectures and performance projects.

Tier 2: The Actor's Craft into Stage and Screen Productions

Tier 2 extends the core instrument skills of acting and introduces performance craft, allowing the student to refine their acting skills to meet the obligations of text and the requirements of performance as it applies to both theatre and screen.

Through the application of supporting production skills such as developing storylines for film, directing performers and meeting production requirements the students then complete the Actor as Film Maker project – a comprehensive end to end project allowing for the full integration of the skills and knowledge acquired over the duration of the course.

FILM

Tier 1: The Process of Filmmaking: Vision, Craft and Collaboration

Tier 1 provides an overview of the components of the entire filmmaking process, artistic and technical; and the collaborative attitudes and skills the process requires. The focus will be on the basic tools for making a screen production, the language of film making, developing a concept, writing characters and stories, experiencing the production process, working with performers from casting through to post, translating a script from page to screen, and using equipment such as camera, lights, sound recording gear, editing software etc. This process will highlight the importance of techniques for visual storytelling and collaboration with the various team members.

Tier 2: The implementation of learnt craft application, and skills

Tier 2 offers a deeper knowledge of the specific expressive tools at a filmmaker's disposal, and how these elements can be used to an individual project.

Tier 2 looks in more detail at the use of sound and dialogue, as well as an introduction to the expressive options and choices available to filmmakers. Students will be challenged to look at their individual creative processes and outputs as artist's. Classes will also include funding, marketing, festivals, distribution and industry career paths.

LIVE PRODUCTION

The program is delivered through a combination of individual and team projects, reflective activities, with a strong skills focus on live theatre production.

Live Production (and Stage Management) is a profession that is both challenging and satisfying, requiring good knowledge of, and a passion for the industry. The course will give you the skills to pursue a career as a stage manager, show caller, a deputy stage manager, assistant stage manager or production assistant.

10345NAT Certificate IV in Theatre and Screen Performance

For this nationally recognised accredited course, you will achieve 15 units of competency. The course is designed for a performer wishing to work in a range of theatre from co-operative and community productions to regular professional productions and also includes an introduction to screen acting. Because of the popularity of the Certificate IV in Theatre and Screen Performance, this course is offered in two modes - full-time day, and part-time evening courses.

The day course generally attracts young people who are school leavers or those still exploring their career path who are not yet ready to commit to the profession fully, but who would like to use the course as a 'taster' or pathway into further training such as AFTT's *CUA51015 Diploma of Screen and Media*.

The evening part-time course usually features older students, who typically work full-time and are exploring a depth in acting training without giving up their day jobs. These people may have already completed a short non-accredited acting course and/or gained community theatre experience and are now interested in further developing their acting skills and knowledge in a professional context.

Like our other offerings, the course is delivered through a 'holistic' methodology to reflect industry best practice. It includes training in voice, movement, singing, acting, screen acting and industry skills. The course culminates in a student play, staged by a professional director and stage manager. This course prepares people to pursue a career in independent and fringe theatre as well as work in screen performance including featured roles, extras or in commercials.

2.3 Further training pathways

Certificate IV graduates may wish to further their studies in AFTT's Diploma offerings.

While our Diploma of Screen and Media courses are comprehensive programs with dedicated student and employment outcomes, we also understand that you may wish to pursue higher level studies. We therefore would like to assure you that we are currently working on the development of new programs and pathways in order to provide you with the opportunity to undertake advanced training to further develop your skills beyond those of the one year Diploma. The details around such opportunities will be provided to you in due course.

3 The Enrolment and Selection Process

3.1 Enrolment Process

The AFTT enrolment process is carried out in a fair and ethical manner in accordance with access and equity principles.

- Applicant contacts AFTT by telephone, fax, email, online or in-person.
- Applicant submits either an online or hard-copy application (available at www.aftt.edu.au or request a copy from Reception).
- International students only will also submit these documents with their application:
 - Certified copy of passport (see *AFTT Guide to Certifying Documents* at www.aftt.edu.au);
 - English language proficiency (certified copy) - IELTS 6 with no single band below 5.5 or equivalent; OR IELTS 4.5 with packaged ELICOS course of no more than 30 weeks
- AFTT will contact the applicant to arrange an audition (Acting) or interview (Film) to confirm s/he meet the course's entry requirements, as noted in Section 3.2.
- Domestic students only: It is an Australian Government requirement that you must meet a minimum course entry standard for Language, Literacy and Numeracy (LLN) by providing either your HSC or equivalent, a minimum Certificate IV level certificate, or by achieving a Reading and Numeracy Exit Level 3 through assessment. At the audition/interview, AFTT will check which arrangement applies to you, and will organise a pre-training LLN assessment if required.
- Upon successful audition/ interview, AFTT will issue a Welcome Pack, including the Letter of Offer, Enrolment Form and Acceptance Agreement, Unique Student Identifier (USI) Fact Sheet, AFTT Student Handbook, RPL/Credit Transfer Kit and VET Student Loan information for domestic students and the ESOS Framework for international students.
- You will create a free Australian Government *Unique Student Identifier* (USI) at <http://www.usi.gov.au/Pages/default.aspx>.
- You will confirm your place by returning the Enrolment Form with USI, and the signed Enrolment Acceptance Agreement by the due date.
- International students only will also receive an invoice for a \$150 Registration Fee (non-refundable) and the Term 1 Fees (half semester 1 fees) with their Welcome Pack. Payment is made when accepting the offer. Then your international student information is entered into the government PRISMS database and an electronic Confirmation of Enrolment (eCoE) created. You can then apply for a Student Visa (572) (see www.border.gov.au for visa requirements). *Note*: international students must allow sufficient time for student visa (572) processing and travel so that they can start the course on time (*ask local immigration authorities for further information*). Also please keep the AFTT Student Recruitment Advisor (SRA) informed of any potential visa delays that may impact the commencement date of studies. To confirm your course start, you will forward a copy of your Student Visa approval and *Overseas Student Health Cover* (OSHC) (www.border.gov.au/Trav/Stud/More/Health-Insurance-for-Students) to AFTT.
- If applicable, you will submit your RPL/Credit Transfer application at least 21 days before the course start date.
- International students may pay all of your tuition fees upfront if you wish, but you will only be required to pay the balance of the Semester 1 tuition fees (Term 2) at least 14 days before the course start date.
- Full fee paying students must pay the tuition fees in full at least 14 days prior to the start date of each semester.
- VET Student Loan (VSL) students will return their application to Reception for processing.
- Students will undertake an orientation on their first day at AFTT and at the start of subsequent semesters.

Note: Once an international student has started an AFTT course, s/he cannot defer the commencement of their studies or suspend their studies, except on the grounds of illness (supported by a doctor's certificate) or other exceptional compassionate circumstances beyond the control of the student; for example, bereavement.

Refer to the *Policy #04.04 Deferment, Suspension and Cancellation Policy and Procedure*:

www.aftt.edu.au/about/policies-and-general-information

3.2 Course Entry Requirements

AFTT is looking for people who are committed and very passionate about their goals for a creative and productive career in their chosen field of film, live production or acting. The entry requirements for student selection are:

- Written AFTT application
- Minimum of 18 years of age at the start date of the Diploma and Advanced Diploma courses
OR
Written Parental/ Guardian permission required if aged under 18 years at the start date of a Certificate IV course
- Audition for Acting applicants only [*Audition Booklet is available to guide preparation*]
OR
Entry interview for Film applicants

AND International Students Only

International students must also provide these items:

- Certified copy of your passport;
- Certified evidence of an overall IELTS band score of 6.0 with no single band score below 5.5 or equivalent; OR IELTS 4.5 with packaged ELICOS course of no more than 30 weeks;
- Written statement describing relevant past experience and future goals.

Auditions and Interview

Applicants for the performance courses (acting) are required to attend one (1) of the audition dates held throughout the year. These dates are advertised on the AFTT website, www.aftt.edu.au. Confirm your AFTT audition by email or phone 02 9281 2400. An Audition Booklet is available to guide your preparation.

Auditions are conducted in either individual or group based scenarios and are designed to ensure we have the opportunity to assess your readiness. If it is not possible to attend in person, your audition may be submitted through a variety of options such as CD, DVD/USB or via appropriate online sites. Please feel free to contact us to discuss both the audition process and your options.

Film and Live Production applicants will be invited to the campus after submission of an online application, for a one on one interview with one of our Student Recruitment Advisors. The interview will be a chance for us to get to know more about you, career objectives and expectations of the course. Should an applicant be interstate or overseas, a phone/Skype interview can be arranged.

For further information about the interview process, applicants are encouraged to consult with our Student Recruitment Advisor (SRA) or the Course Director.

3.3 International Students

3.3.1 English Language

Our courses are conducted in English by tutors who have wide experience in the local and international acting, and film industries. You will be required to read complex scripts and texts, and for the acting courses you need to deliver lines from memory. Therefore competent English (IELTS 6 or equivalent) is a course entry requirement. When you apply for your Australian Student Visa, you must provide evidence that you have competent English. Refer to Student Visa English Language Requirements at: <http://www.border.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements>. As our courses are based on industry workplace methods and practice, we assess all applicants, both domestic and international, at their audition/ interview to ensure they have sufficient English verbal and written communication skills to participate in the necessary training and assessment.

3.3.2 Visa Requirements for International Students

Once students have received their Letter of Offer and Confirmation of Enrolment (eCoE) they must then apply for a Student Visa (572) for entry into the course. Information about student visas and how to apply can be found at <http://www.border.gov.au/Trav/Visa-1/572>. The Australian Government Department of Immigration and Border Protection (www.border.gov.au) handles all visa enquiries.

3.3.3 Education Services for Overseas Students (ESOS) Legislation and Regulation

The ESOS Act and Regulations set out the legal framework governing delivery of education to overseas students studying in Australia on a student visa.

The Australian Government, through the Department of Education and Training (www.education.gov.au) administers the ESOS Act and its associated instruments.

Further information on ESOS legislation can be downloaded from <http://www.asqa.gov.au/cricos-registration/cricos-registration-overview/the-esos-framework.html> and <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

3.3.4 Overseas Student Health Cover (OSHC)

Students studying in Australia on a student visa must have Overseas Student Health Cover (OSHC) for the entire duration of study as part of the conditions of their student visa. If a student wants to change their health cover arrangements, information can be found at: <http://www.border.gov.au/Trav/Stud/More/Health-Insurance-for-Students>.

3.3.5 School-Age Dependents

Any school aged dependents accompanying students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school. Refer to the Study in Australia Website <http://www.studyinaustralia.gov.au/>, and also DIBP at <http://www.border.gov.au/Trav/Stud/Brin>.

3.4 Course Credit - Credit Transfer and Recognition of Prior Learning (RPL)

At enrolment, students may apply for Course Credit if they believe they are eligible for recognition of existing knowledge, skills and experience towards the achievement of one or more units of competency in their course. The units for each course are listed on the AFTT website or you can ask Reception. Course credit allows "exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held." It includes Credit Transfer and Recognition of Prior Learning.

3.4.1 Credit transfer is the granting of credit by a Registered Training Organisation (RTO) to students for units of competency completed at another training provider or via another qualification. AFTT will undertake a mapping exercise to determine the extent of equivalence of the learning content and outcomes and assessment requirements of the matched qualifications/ units of competency. No fee applies for credit transfer applications.

Credit Transfer Evidence:

Where credit transfer is sought on the basis of a prior vocational qualification, applications should contain:

- A certified copy of your Testamur and Record of Results (Transcript) or Statement of Attainment to demonstrate completion of the relevant unit/s of competency with another provider listed on the National Training Register at www.training.gov.au.

3.4.2 Recognition of Prior Learning (RPL) assesses the evidence of your prior learning (formal, non-formal and informal) to identify the equivalence of competency for one or more units of competency in the course.

RPL Evidence:

Where RPL is sought on the basis of partially completed or similar studies, or informal experience, knowledge or skills (life, work), applications should include the candidate's detailed curriculum vitae and any relevant evidence such as:

Other courses – fully or partially completed:

- Documentation stating the objectives, learning outcomes and content of the course (for example, course brochure);
- Details of the contact hours of the course and your participation (timetable and attendance or other verification);
- A document outlining the link between those formal learning experiences and the learning outcomes of the AFTT course for which the student is seeking recognition.
- A letter of support from an appropriate person/ organisation who can verify these details;

Work/life/informal learning experiences:

- Documentation demonstrating workforce/ volunteer participation in relevant workplace activities (position descriptions, performance reports, programs etc);
- Finished products (films or theatre program with credits);
- Anything else that proves competence against the unit/s;
- A document outlining the link between those informal learning experiences and the learning outcomes of the AFTT course for which the student is seeking recognition.

RPL Rules of Evidence:

It is the student's responsibility to gather the evidence to support a claim for RPL.

The evidence provided must be of good quality and meet the Principles of Assessment and the following four 'Rules of Evidence':

- Currency: the evidence must be recent enough to show that you can perform the skills to the standard required today;
- Authenticity: AFTT must be confident that the evidence is your own work;
- Validity: the evidence must be relevant to the unit/s being assessed and current workplace practices;
- Sufficiency: the evidence must be sufficient to cover all components of competency as well as provide evidence of competence over time.

Students must submit an application for Credit Transfer/RPL at least 21 days from the start of semester. The application must include specific evidence for each unit for which RPL/Credit Transfer is sought. There is a fee of \$200 per unit of competency for the RPL assessment process which will not commence until payment is received. The RPL Information Kit (with application form) is included in the *AFTT Welcome Pack* sent with your Letter of Offer. The RPL Policy is available on the AFTT website at: www.aftt.edu.au/about/policies-and-general-information/.

The Application for RPL is forwarded to the relevant Course Director, or their delegate, for assessment. After considering the application, they may:

- Grant such credit as is appropriate;
- Refuse to grant credit;
- Request that additional evidence be provided either in written form or via an interview and as required, the completion of a practical skills assessment to allow the student to demonstrate s/he has achieved the competency outcomes stated.

Applications for RPL may take up to twelve (12) working days to process and you will be notified of the decision in writing within two (2) working days of the decision being made. Where no exemption is granted, the student will be provided with written reasons for the refusal. The results will be filed in the student's records.

Obtaining an RPL assessment will not automatically guarantee the applicant a place in a course. All normal course entry and selection procedures must be followed.

If a Credit Transfer/ RPL application is successful for a potential or current student, a reduction to the relevant course tuition fees will be applied based on the equivalent full-time student load (EFTSL) value of the unit/s of competency. This amount will stand as a credit towards the student's final semester of study with AFTT.

Note: Our AFTT courses have been designed to incorporate significant integrated, practical components reflecting professional industry practice and hence, Tier subjects may include more than one unit of competency. Considering the uniqueness of AFTT's holistic industry-focused training and assessment model, we consider it an advantage for students to attend all classes though related assessment requirements will be waived if course credit is granted.

4. AFTT Location

4.1 Introducing Sydney

Sydney is Australia's largest city and is widely recognised as one of the most beautiful and exciting cities in the world.

The climate is temperate in winter and warm in summer, allowing residents and visitors to take advantage of more than 70 harbour and ocean beaches, including the famous Bondi Beach.

Sydney is a multicultural city that is home to citizens from over 180 countries and 35% of its population was born overseas. This unique blend of cultures ensures a diverse mix of cafes, shops and restaurants. It's a fantastic place to live and work and has numerous eccentric districts and suburbs.

The diverse population also means there are many cultural activities as well as a host of diverse theatres including the Sydney Opera House and Sydney Theatre Company, cinemas, museums and galleries. Actors have access to a dynamic blend of state, independent and fringe theatre plus the largest short film festival in the world, Tropfest, as well as many other film festivals and performance events.

Although a relatively young city, established when British colonists settled in Australia in 1788, Sydney is a beautiful combination of the old and new. Landmarks to look out for include the Sydney Harbour Bridge, State Library, Bondi Beach and the sandstone alley-ways of The Rocks.

4.2 AFTT Campus Address

AFTT campus is located at 41 Holt Street, Surry Hills, Sydney. AFTT is situated in Sydney's city centre, halfway between the vibrant bustling inner city suburb of Newtown, and the back-packer beach haven, Coogee.

AFTT is just a few minutes' walk away from Central Station (train and bus interchange) which has regular public transport services. For transport timetables, visit www.transportnsw.info.

4.3 Accommodation

AFTT does not have accommodation facilities on site. You can rent your own apartment, flat or house when you arrive to study. However renting accommodation means that you may have to buy your own furniture. You will need to pay for the first month's rent as bond at the beginning of the tenancy agreement.

Some student accommodation options are:

Rental Accommodation

www.2share.com.au / www.flatmates.com.au / www.domain.com.au / www.realestate.com.au

Greenwich Village

Tel: 61 2 9436 1881 Fax: 61 2 9436 1596 www.gvasydney.com.au

Accommodation for students. Single and twin rooms available. Accommodation for 13 weeks or more. Located in Greenwich, 15 minutes from city centre. Communal dining room and study room. Computer room with internet/email access. Lounge/TV/Video areas. Solar heated swimming pool. Games Rooms.

Unilodge Sydney

Cnr Bay St & Broadway
Broadway, Sydney NSW 2007

Tel: +61 2 9338 5075 www.unilodge.com.au/sydney

Sydney Student Accommodation

www.sydneystudentsaccommodation.com

Homestay (for international students only)

For homestay information please visit:

www.homestaynetwork.org or www.staydownunder.com.au

Homestay benefits include:

- it is a great place to start your studies and then if required move into share accommodation once settled;
- students are placed in a family home environment - all registered 'home stay' homes, are police checked)
- a transitional environment for younger students and international applicants.

Please refer to AFTT's website (<http://AFTT.edu.au/international>) for information about accommodation and living in Sydney.

4.4 Current Address Details

Students on an International Student Visa no longer need to keep the Department of Immigration and Border Protection (DIBP) informed of their home address in Australia as DIBP will check these details with AFTT if required. Therefore you must maintain a current residential address on your student file at all times.

5. Studying at AFTT

5.1 What to expect on day one

Our Course Directors will organise your orientation to AFTT on your first day to welcome you, answer your questions and give you information about:

- Living in Sydney overview including accommodation, finances and study
- Requirements to obtain the qualification
- Course timetable and course content
- Qualifications issued on successful completion of the course
- How your skills and knowledge will be assessed
- The grievances (complaints and appeals) procedures for how you can appeal if you don't agree with your assessment outcome
- How you can complain if you are not satisfied with any part of the course or treatment
- Learner support services, including how you can get extra help with your learning
- Emergency evacuation procedures
- Emergency services
- First Aid facilities and medical services
- Legal Services
- WHS (Workplace Health & Safety) – AFTT duty of care and student responsibilities
- How the course meets the Australian quality training standards and that AFTT is regulated by the Australian Skills Quality Authority (ASQA), www.asqa.gov.au
- Your obligations, rights and responsibilities as a student at AFTT including the 80% attendance requirement and assessment time management

5.2 Facilities

At AFTT, we provide a comprehensive and focused learning environment. AFTT offers a range of teaching and performance spaces including a 65-seat auditorium, 5 x screening rooms with surround sound, rehearsal studios, 30-seat computer lab with projection and audio; 24-seat production computer lab with projection and audio; 10-seat student lab for general work; 6-seat Student Production Office with photocopier; 3 sound proof rehearsal spaces; open studio space with green screen infinity wall for camera exercises and set-building; library including DVDs, film references, scripts, books and magazines; large student lounge with kitchen facilities.

5.3 Learner Support

The Tutors at AFTT adopt a range of strategies to assist students with their learning. These include, but are not limited to:

- Pre-training technical terminology;
- Demonstrating skills techniques;
- Providing opportunities for 'hands-on' experience and practice;
- Ensuring individual support, advice and feedback to students;
- Arranging for students to undertake one-on-one consultations with industry professionals;
- Encouraging students to work at their own pace;
- Where necessary inviting students to record training sessions on audio-tape; and
- Providing written learning material and illustrations to reinforce the learning.

Daily attendance is recorded, monitored and addressed through Attendance Alert Notices and Professional Conduct Meetings with a staff officer because students must maintain an 80% attendance rate for every subject per semester (Tier) to complete the Tier successfully, in addition to obtaining a satisfactory result in all Tier assessments, including the production. Class absence is often an indicator that the student is suffering some learning or personal difficulty or issue. In such cases, AFTT is keen to support the individual by implementing a mutually agreed intervention strategy and monitoring its progress until the student regains the 80% attendance mark and is working confidently. AFTT tutors will also identify students at risk of not making satisfactory course progress and work with the Course Director, Course Operations Manager and/or Counsellor to implement a relevant strategy to assist these students.

All of AFTT's staff are available to discuss and support you with any concerns you may have during your studies with us.

5.4 Support Mechanisms

5.4.1 Communication

AFTT recognises the physical, emotional and financial demands that training in the creative arts entails. Full time students not only experience the challenge of living on a strict budget, and perhaps away from familiar support networks, but also manage the demands of a journey of self-discovery and personal exploration. For these reasons, ongoing communication with staff and fellow students is vital.

Students are encouraged to communicate freely with tutors regarding progress and any difficulties that may be experienced in relation to the work. Tutors' time, however, is limited, so please pre-arrange these meetings where possible.

Each course falls under the Course Director who is available to discuss general issues or concerns relating to the course as a whole. The Course Director is usually available at specified times each week if a student wishes to discuss concerns about course progress or issues to do with group inter-relationships.

If you wish to speak to someone other than the Course Director, see the Student Support services team at the Front Desk.

Problems should be discussed as soon as they arise and not left to develop into major difficulties. Where any concern exists, it is expected that students will initiate discussions with the appropriate staff. It is important however that wherever possible these discussions take place outside class time.

5.4.2 Literacy and Numeracy (LLN)

Students have access to LLN support services provided by AFTT and our parent company, JMC Academy. If you require language learning or numeracy support, your tutor will organise for you to receive one-on-one assistance with your reading, writing and/numeracy skills. Please speak to your tutor or Course Director if you require support with your studies.

Students with learning difficulties beyond our areas of expertise may be referred to an external specialist agency, for instance for English language or numeracy support. This external service may incur an additional charge to the student.

5.4.3 Counselling

A counselling service is also provided if you are having personal difficulties. Our Counsellor is on campus one day per week. For privacy and confidentiality, book your counseling appointment directly with the JMC librarian, Tara Thomas, by emailing tthomas@jmc.edu.au or phoning 8241 8820.

Further information about AFTT's support services can be found in *Policy #02.02 Learner Support*.

5.5 Academy Communication

All students must regularly check their emails for any timetable changes or information. Regular updates of Academy and industry news and information are posted on Facebook and emailed to all students. The noticeboard in the student kitchen and main hallway are also used for announcements. You should also keep in regular contact with your Tier SRC representative who offers a two-way channel of communication with staff.

5.6 Student Representative Council

Students in each AFTT course Tier nominate one or more students to sit on the Student Representative Council (SRC) as their spokesperson/s. The SRC meets twice a term with staff delegates for a frank, open discussion on feedback and ideas and suggestions for improvements. We encourage you to become involved in the SRC as it is a valuable two-way communication channel, providing an official voice for student opinion.

5.7 Student Access

All students are required to sign in and out on the attendance registers located at reception on arrival and departure of the school for workplace health and safety reasons.

School access can be gained Monday to Friday 8.30am until 5pm via Holt Street.

Elizabeth Street access is available Monday to Friday 5pm until 9pm, and Saturdays 9am until 5pm.

5.8 Code of Conduct

AFTT has a Code of Conduct valuing:

- Difference and diversity;
- Respect and cooperation;
- Tolerance;
- Academic debate; and
- Freedom of expression balanced with social responsibility.

While on site or engaged in any AFTT-related activity, all students, staff, contractors and visitors are expected to behave in a considerate and courteous manner when dealing with other staff, students and members of the public.

AFTT is committed to providing students with a healthy, nurturing and intellectually challenging study environment.

Students must not act in a way that interferes directly or indirectly with the learning of others or that hinders staff from carrying out their duties. Students enrolled at AFTT are given access to classes and facilities which will be shared with other students. It is therefore expected that students will behave in a manner that is acceptable to the wider community.

You, other students and the staff at AFTT, have a right to work and study in an environment free from harassment, discrimination or threatening behaviours.

Drug or alcohol use, theft, vandalism, cheating and plagiarism are unacceptable. Class attendance and punctuality are important for both your learning and to the smooth running of the program.

Harassment

AFTT will not tolerate any behaviour towards a student or staff member that is discriminatory or aggressive. This includes harassment (sexual, verbal, physical etc.), racial vilification and/or bullying.

AFTT investigates all claims of unsafe, discriminatory or aggressive behaviour and where the allegations are upheld takes disciplinary action as required.

Alcohol and drug use

You must not take or sell drugs, or attend class under the influence of drugs and/or alcohol. Any student found selling or offering to procure drugs or attending AFTT under the influence of drugs and/or alcohol will be expelled. Any student found with drug paraphernalia will be expelled. In any of the above instances, AFTT will request police to investigate.

Theft and vandalism

Any allegation made against a student of theft, vandalism or destruction of AFTT property will be investigated. AFTT will notify police. Theft, vandalism and/or destruction will result in expulsion.

Mobile phones

Mobile phones must be switched off or on silent, and out of sight during class unless used for a class activity as directed by your tutor.

Plagiarism and cheating

Plagiarism is where a student copies all, or a substantial part of the work of another person whether written, printed, electronic or other media without due acknowledgment, thereby making it appear to be their own thoughts and ideas. Any claims made against a student regarding plagiarism will be investigated. Where the allegations are upheld, the student will not be deemed competent in the unit and may be at risk of expulsion. Any claims made against a student regarding cheating will also be investigated.

Attendance

A student's attendance for all classes and activities, both on and off-site, is recorded, monitored and managed according to *Policy #02.06 Course Completion* and associated *AFTT Attendance Procedure*. Student attendance records are maintained by Reception using class rolls which are taken at the start of every class/ activity.

Please note: Students are also required to sign in and out at Reception when they arrive and leave each day, for workplace health and safety purposes in case of an emergency.

Attendance Records Procedure

- Tutors will collect, mark and return their class rolls daily.
- All Tutors will close the door promptly at class start time and mark the roll as they verbally note the students who are present (P). After 10 minutes, Tutors will again open the door and allow in any late comers (without negotiation) but record them on the roll as being late (L). Two 'lates' will be counted as one absence (2L = 1A)
- If students arrive more than 10 minutes after the allocated class start time, they will be marked as 'absent' (A), but will be allowed to join the class at the Tutor's discretion (without negotiation) if it is not too disruptive to the work. However they will need to complete their own warm-up before joining the group on the floor. *Class tutors have the discretion to refuse late entry to classes.*
- The same conditions apply to the end of class. If students leave in the last 10 minutes, their roll entry is revised to 'late', or 'absent' if departure is more than 10 minutes early.
- Tutors will keep a copy of their own rolls and notify the administration team or Course Director if a student misses two consecutive classes or demonstrates a pattern of absences, to ensure any learning issues that may be arising can be addressed early.

- Students seeking to, or attending auditions or medical appointments during a class will not receive approval (no negotiation) and will be marked absent. It is noted that students have one day off per week for personal matters, or they can request to submit a video/self-test for an external audition.

Explained absence

Students unable to attend class because of illness should contact Reception before classes begin or as soon as practical. *Immediately* upon return to the Academy, the student must provide a Doctor's Certificate to Reception detailing the nature of their illness. In such circumstances, it will be noted on the students' attendance record that a medical certificate has been provided.

Note:

- All attempts should be made to attend class. Actors, filmmakers and technical crew very rarely miss performances or shoots through illness as they know they have an obligation to their audience as well as their colleagues.
- Unless notification is made, and the appropriate medical certificates submitted, an unexplained absence will be recorded for each class the student is absent.
- Illness which involves extended absence may also mean that a student's place in the course is reviewed. However, such circumstances are treated on a case by case basis.

Leave of absence

Full-time students may apply for leave of absence only in exceptional circumstances. The application must be made on the appropriate form, available from the Course Director or Reception, and must be made as far ahead of the time requested as possible. Approval is not automatic, but is determined on a case by case basis. Generally, extended leave of absence will not be granted because of the negative impact on the student's studies.

Attendance at academy productions

Performing arts is all about performing! Seeing the potential end product of your studies and giving support to your fellow students is an essential ingredient for your own development. It is therefore expected that all performance students attend all Academy productions. Unless an open dress rehearsal is scheduled during class time, students must attend either a preview performance or one of the public performances that follow. We also encourage our Film students to attend ~ think of this as a casting opportunity for you next film.

Students can attend a production preview free of charge and no charge will be made for attending the public performances provided all tickets are not sold. Failure to attend productions will be regarded in the same way as absences from class. Any student assisting on Front of House (FOH) duties is also entitled to see the show at no charge. This may, however, be on a different night. The Administration Staff keep an attendance list of FOH helpers.

Extra-curricular activities

No enrolled performance or production student is to participate in theatre, film or television work outside the Academy, whether paid or unpaid, unless permission is applied for, and approved in writing by the Course Director. A conflict of interest is undesirable, however each case is considered on its merits.

Your Rights and Responsibilities

While at AFTT you have the general and fundamental right to:

- Be recognised as an individual member of the campus community, with access to campus services and facilities;
- Be treated fairly and ethically, with respect and dignity;
- Study in a supportive and encouraging environment;
- See resolution if you have complaints or grievances;
- Attend the Academy in a peaceful manner;
- Be free of academic censorship of material you publish;
- Access your records and have your records kept secure;
- Have access to the relevant legislation, regulations, policies, procedures and rules that apply to you.

While at AFTT, you have the general and fundamental responsibility to:

- Recognise the rights of other students, staff and visitors;
- Obey Australian laws;
- Respect and uphold principles of scholarly integrity
- Make yourself aware of and comply with statutes, regulations, policies, procedures and rules that apply to you;
- Ensure that your student record, including contact details, is accurate at all times;
- Show respect for your program, tutors and colleagues through full, regular and punctual attendance in class, rehearsals and performances;
- Uphold the reputation of AFTT while engaged in Academy activities; and
- **Not** purport to speak or act on behalf of AFTT unless explicitly authorised to do so.

Behaviour deemed unacceptable for an educational setting

AFTT may temporarily suspend or cancel the enrolment of a student on the grounds of misbehaviour by the student. For more information refer to the Deferment, Suspension and Cancellation Policy and Procedure on the AFTT website at www.aftt.edu.au/about/policies-and-general-information.

AFTT is home to staff and students of different genders, differing values and cultural backgrounds, differing sensitivities, ages and levels of maturity. Students and staff are required to respect each other's differences and each other's values.

Computers are not to be used for viewing or making materials containing pornography, overt violence, profanity or any other potentially offensive material that is illegal or likely to cause offence to others.

Whilst it is acknowledged that student work may at times contain varying degrees of profanity, violence, mortality and/or sexual content, students are required to show such work (or allow it to be seen and heard) within clear boundaries of common decency, and with sensitivity shown to the differing values and sensibilities of others.

In other words, those around you need to be given the choice of whether or not they wish to aurally or visually experience such materials and/or subject matter.

We do not wish to quell free expression or exploration of any themes, ideas, audio/ visual material or subject matter. However, we kindly ask you to consider the effect of such on those around you. Please show the utmost level of consideration.

AFTT encourages you to explore the limits of your expression and thematic concerns. Please however do not allow such to spill over into common areas at the expense of the sensitivities of those around you. We would encourage the comfort of all and the discomfort of none.

Misbehaviour that has been deemed unacceptable for an educational setting includes, but is not limited to, any behaviour that:

- is likely to impede significantly the learning of other students of AFTT; or
- is likely to be detrimental to the health, safety or welfare of the staff or other students of AFTT; or
- causes or is likely to cause damage; or
- is likely to bring AFTT into disrepute.

5.9 Success in your Studies

Attitude

Students in AFTT's courses constitute a "company" both in spirit and practice for the duration of their study at AFTT. Accordingly, commitment needs to be wholehearted to achieve the desired goal of excellence. If students let the ensemble down, they let themselves down. It is essential that students learn the expectations, behaviour and attitudes appropriate to working in the profession just as much as they master the fundamental skills necessary to sustain future employment. Refer to the *Policy #06.06 AFTT Student Production Protocol*.

Campus behaviour

It is essential that the atmosphere in the campus is positive, supportive and focused. Students need to be ready to work at the beginning of the session and to maintain their energy and concentration throughout. Eating, drinking and gum chewing are therefore inappropriate. Interruptions from mobile phones will not be tolerated; they should be switched off at the beginning of each class. At the end of each class, please return the room to a "neutral" state. This means closing windows, stacking chairs, props and costumes and taking all your personal belongings with you – clothes, water bottles, books etc.

Auditions & Rehearsals out of class

For many courses a great deal of work occurs in groups within the classroom. This requires periods of intense co-operation between people who may or may not have chosen to work together (just like real life). Developing good working processes and organising time to work in groups is a vital part of performance training. When a rehearsal and/or audition are scheduled amongst students, treat it as you would if a tutor were present.

Daily exercise regimes and maintaining good health

Performance is a physical activity. Each student needs to develop a daily routine that will exercise voice and body, incorporating current class work as well as individual needs. These will become clearer during the course as you learn more about yourself and acquire more skills. It is important that it is daily, or at least regularly, around five (5) times a week. Exercise routines should be reviewed every few weeks.

Ill-health can make or break in the Industry, and recurrent illness is a matter of concern to the student, the tutor and the Academy. The rigours of the training can take a toll on the student who suffers ill health and those who do not look after themselves properly. It is every individual's responsibility to ensure that their good health is a priority by eating properly, resting sufficiently and exercising regularly. Remember, ill health can put a student's place in jeopardy.

Existing Injuries

If you have an existing injury you have a responsibility to inform the tutor in a class where aggravation might occur, especially, but not only, in movement and dance. You must never engage in activities where you might injure yourself and/or jeopardise the safety of others. All injuries must be reported on the student's Statement of Health at enrolment and on an ongoing basis as they heal and/or occur. Please ask at Reception if you wish to up-date your Statement of Health.

Appropriate dress

Students must dress appropriately for each class and rehearsal. Rehearsal gear is suitable for most performance classes; i.e. loose, comfortable pants and t-shirts, and soft soled shoes. Make-up and jewellery should not be worn to regular classes as this inhibits the individual and creates a barrier to the process of the work. Jeans, restrictive clothes and hard soled or high heeled shoes are NOT APPROPRIATE for any performance class.

Students wearing open toed shoes (such as thongs, sandals, etc.) will not be permitted to be involved in any production activities, nor can they handle production equipment or be permitted to enter the equipment store.

Constructive criticism and skills growth

The nature of the study at AFTT is such that you are constantly being observed by your tutors and fellow students. The quality and improvement in your work is of utmost importance and personal feedback about your work is integral to it. Hopefully you will see the criticism you receive as being positive. Unfounded praise is far more damaging in the long term than an objective comment which points to areas upon which you may improve. Subjects undertaken during the course will help you gain a vocabulary to comment upon performances observed as well as a framework for accepting criticism of your own work.

Be organised

Students must plan ahead and ensure that they do not become overtired or ill due to involvement in productions. Involvement in productions is not an excuse for lateness to class, absence or failure to prepare written or practical assignment work for individual tutors.

Unscheduled activities

Within any course there are 'unscheduled activities'. The nature of acting, production and filmmaking training requires that students must expect to do a great deal of work by themselves in study and practice. In the case of full time students evening rehearsals, weekend activities and out-of-hours shoots do arise from time to time in production work

and performance. Students must be prepared to meet varied commitments including any presentation. Notice will usually be given to allow students to rearrange other commitments.

Organising your personal time

Your time should be organised so that your free time can be enjoyed without the pressure of knowing that you have a pile of work you should be doing. You need time for relaxation and other activities. This requires forward planning to ensure that enough time is given to homework and to practice. A positive attitude is essential to making the most of your time.

Personal hygiene

Attention needs to be paid to your personal hygiene for the sake of your own and other's health. The nature of the course requires that much group work be undertaken which requires close contact, and good personal hygiene is an important consideration for the comfort and health of others in class. Personal hygiene is also basic to the profession.

5.10 Privacy

AFTT adheres to the Australian law, *Privacy Act 1988*, and the related *Australian Privacy Principles* which regulate the handling of personal information about individuals. This includes the collection, use, storage and disclosure of personal information, and access to, and correction of that information.

AFTT only collects personal information for a purpose directly related to the school's functions and activities or if required by, or authorised under law. Nominated staff members are responsible for collecting and administering a student's personal information which is maintained with accuracy and stored securely. AFTT will ensure that the student's record is protected by such security safeguards as it is reasonable in the circumstances to take against misuse, interference, loss, unauthorised access, modification or disclosure, destruction or de-identification.

Student records are confidential. You may make a written request through Reception to receive a copy of your personal information held on file and have it corrected if it is incorrect.

Your information will not be disclosed to anyone outside AFTT without consent, except for: Government registration and audit purposes; to Commonwealth/State Departments; or if required by law; and may only be used for the specified purpose. A note of disclosure will be added to your record.

Should you need to receive contact from an AFTT staff member regarding your course assessments/ projects/ productions, some of which occur off-site, your mobile and email will be issued accordingly.

During production periods, students may require each other's contact details to coordinate meetings and general collaboration. In such circumstances, the school may distribute the mobile and email contacts amongst the group members for this purpose.

For the purpose of marketing, AFTT may use your personal information (*other than sensitive information*) as reasonably expected to promote the Academy. If you do not wish to participate in, or receive marketing communications, please state your objection in the declaration of this document or notify Reception.

The AFTT *Personal Information and Privacy Policy* and the *Australian Privacy Principles Fact Sheet* are located on the AFTT's website at www.aftt.edu.au/about/policies-and-general-information/.

You have the opportunity to state any objection to these disclosures when completing the Student Handbook declaration.

6. Course Information

6.1 Course Calendar

View the semester dates on AFTT's website, www.aftt.edu.au.

Please refer to the timetable wall on Campus for details of classes/ rooms/ tutors.

6.2 Attendance and Progression Requirements

For successful Tier progression and course completion, you must maintain an 80% attendance rate and achieve a satisfactory result for every assessment task listed in the *Tier Assessment Plan*. For more information, refer to *Section 5.8 Code of Conduct* (pages 13-16 of this Handbook) and *Policy #02.06 Course Completion*.

6.3 Course Evaluation

As part of AFTT's quality assurance procedures, each student will periodically be asked to complete a Learner Survey. This is the student's opportunity to provide AFTT with honest feedback on the course, your tutors and consultants, the course administration, the training facilities, the learning activities, resources, materials and assessments.

Student comments enable AFTT to make sure that students' expectations are being met, and allow us to continually improve and optimise AFTT's education and training services. Students may also be asked to complete surveys related to the student services provided by AFTT.

6.4 Fees

The fee schedules for domestic and international students are available on the AFTT website, www.aftt.edu.au. All fees are quoted in Australian dollars and are subject to change without notice. Payment may be made by cash, credit card or cheque made payable to the Academy of Film, Theatre and Television. Cash payments exceeding \$400.00 cannot be accepted. Please refer to the Fee and Refunds Policies located on the website.

Students pay the tuition fees by course study period (semester/ term) instalments. Students must pay their tuition fees 14 days prior to the start date of each semester/Tier (half academic year) or apply for a VET Student Loan*. Refer to *Policy #03.01 Fees taken in advance*.

International Students only return their Enrolment Form and AFTT Enrolment Acceptance Agreement, together with payment of a non-refundable \$150 Registration Fee and the Term 1 Tuition Fees (half semester 1 fees). AFTT will then produce an electronic Confirmation of Enrolment (eCoE) entry in the Government PRISMS database. International students may pay all of their tuition fees upfront if they wish, but will only be required to pay the balance of the Semester 1 Tuition Fees (for Term 2) at least 14 days before the course start date. Students must pay their tuition fees 14 days prior to the start date of each semester (half academic year). Refer to *Policy #03.01 Fees taken in advance*.

6.5 VET Student Loan (VSL) – CUA51015 course only

AFTT offers VET Student Loan (VSL) assistance to eligible students from 2017 onwards. VET Student Loan is a loan scheme to assist domestic students with the payment of tuition fees only. It does not cover accommodation, living expenses or other fees or expenses that a student may incur during the course. The VET Student Loan scheme will assist in covering a portion of your semester fees.

Find more information about VSL at: www.studyassist.gov.au or www.education.gov.au/vet-student-loans

You are eligible for a VET Student Loan if you are an Australian citizen or holder of a permanent humanitarian visa residing in Australia and enrolled in an AFTT advanced diploma course. New Zealand citizens and other permanent visa holders are not eligible for VSL and must pay the tuition fees.

If you are eligible for VSL, you may choose to pay your semester's tuition fees in one of three ways:

1. Pay the tuition fees two (2) weeks prior to the semester start date;
2. Pay some of the semester's tuition fees upfront to AFTT and request a VET Student loan for the balance; or
3. Request a VET Student loan to the full entitlement

Your VET Student Loan debt is repaid via the Australian Tax Office once your income reaches the threshold for compulsory repayment. Note: A government 20% loan fee applies for VET Student loans accessed by students. The loan fee does not count towards your VSL limit. You will not incur the loan fee if you are a student who is subsidised by a state or territory government.

Please note each semester's Census Date for your course, available on the AFTT website or you can ask at Reception. The Census Date is the last day for that semester you can submit your *Request for Commonwealth Assistance* form to be eligible to access a VET Student loan, or withdraw your enrolment without incurring a VET Student Loan debt.

Please ensure you understand the VET Student Loan conditions.

More information is available from the Australian Government Study Assist website at:

www.studyassist.gov.au/sites/StudyAssist/

Students wishing to apply for a VET Student Loan must complete an application form with AFTT. Once this is complete, AFTT will contact the Government on your behalf and an eCaf will be sent to you via your supplied email address to complete the VET Student Loan application process.

Accepted forms of proof of eligibility for a VET Student Loan include:

- Australian Passport
- Australian Citizenship
- Australian Birth Certificate
- Current Humanitarian Visa

The VET Student Loan Application with documented proof of eligibility must be returned no later than 14 days prior to the course start date. **Read more about VET Student Loans:** <https://docs.education.gov.au/documents/vet-student-loans-information-booklet-2017>

Note: The VET Student Loan Application must be submitted at least 2 business days after enrolment to allow a 'Cooling-Off' period.

6.6 Refund Policies

6.6.1 Domestic Students - VET Student Loan Census Dates

AFTT conducts the domestic student refunds procedure according to the VET Student Loan and VET Fee-Help Census Dates set in compliance with the *Higher Education Support Act 2003* and *Higher Education Support Amendment Acts 2011* and *VET Guidelines 2015*, as follows:

- AFTT nominates a Census Date for each 'VET unit of study' (study program - semester) that is no earlier than 20% of the way through the program. Find the Census Dates for each semester on the AFTT website.
- AFTT ensures all students are informed of the Census Date for each VET unit of study program
- AFTT ensures that all students are informed of the review procedures for the re-crediting of a VET Student Loan or VET Fee-Help balance. Refer to *Policy #03.09 Tuition Fee Refunds and Removal of VET Debts* and *Policy #3.10 Tuition D=Fee Refunds and Re-accrediting VET Debts* at www.aftt.edu.au.

6.6.2 Domestic Students – Tuition Fees Refunds

The AFTT domestic student refund policy applies to both commencing and re-enrolling students and has been determined in accordance with the *VET FEE-HELP Guidelines 2015*. All students must provide prior written notice of their withdrawal or deferment on the relevant form available at Reception.

Domestic students will receive tuition fees refunds as follows:

- If a student withdraws before the course start date, tuition fees will be fully refunded.
- If a student withdraws/ defers after the course start date and prior to, or on the AFTT Census Date for a semester, AFTT will repay to a student who is, or would be, entitled to VET Student Loan assistance, any tuition fees that he/she may have paid for the semester. No VET Student Loan debt will be incurred.
- If a student withdraws/ defers after the AFTT Census Date for a semester, there will be no refund of that semester's tuition fees. A VET Student Loan debt will be incurred. Any tuition fees prepaid for a semester not yet commenced will be fully refunded.
- Deferment is not permitted after the Census Date. However, if special circumstances apply as outlined in the Commonwealth of Australia *Higher Education Support Act 2003*, a student who has withdrawn from the course after the Census Date may apply to the Campus Manager to have their tuition fees refunded or their VET Student Loan balance re-credited.

6.6.3 International Students – Tuition Fees Refunds

The refund of fees for international students applies to both commencing and existing students. Tuition fee refunds will only be granted in accordance with the Refund Policy set out below. It has been determined in accordance with the *Education Services for Overseas Students Act 2000 (ESOS Act)* and the *Education Services for Overseas Student Act 2000 - Regulations (ESOS Regulations)*. Refer to the Australian Government's ESOS Framework at <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>.

Refund Policy Conditions and Processes

- AFTT reserves the right to cancel or postpone any courses prior to their scheduled commencement dates, should it be necessary. In such circumstances, if the course is postponed by more than four weeks, and if a student is unable to enrol in a similar course at AFTT, all fees will be refunded.
- Where a visa has not been received in time to start the course, the student must contact AFTT in writing and they will be offered another starting date without charge.

Full Fee Refund

AFTT will make a full refund of course fees paid in the following circumstances:

- Application for a student visa is unsuccessful. In this case AFTT reserves the right to retain the \$150 Registration Fee. A refund request in writing and proof of visa refusal from the Australian Government must be sent to AFTT upon visa refusal. In this case, a full refund of course tuition fees will be made within 28 days.

- If for any reason AFTT is unable to start delivery of the course on the agreed starting date or ceases to deliver the course before it is completed, a full refund of course tuition fees paid will be made in accordance with the refund requirements of the ESOS Act 2000.

Partial Fee Refund

AFTT will make a partial refund of tuition fees in the following circumstances:

- If written notice of withdrawal is received more than 10 weeks before commencement of the course, all fees are refundable, less the \$150 Registration Fee.
- If written notice of withdrawal is received between four and ten weeks before commencement of the course, 70% of fees will be refunded, less the \$150 Registration Fee.
- If written notice of withdrawal is received less than four weeks before commencement of the course, 40% of fees will be refunded, less the \$150 Registration Fee.

No Fee Refund

- If written notice of withdrawal is received from a student after commencement of the course, no refund will be applicable.
- Refunds for any monies received by AFTT on behalf of the student for services other than tuition fees must be requested from the company delivering the service and will be subject to the respective company's refund policies.
- In the event that an extension to your student visa is not granted and the course has commenced, a refund will not be issued if written notice is received after commencement date.
- In the event that the student seeks and is granted approval by AFTT to transfer to another provider prior to completion of six months study of the principal course, no refund of any course money paid in advance will be granted.
- In the event that your enrolment is cancelled because of infringement with the AFTT Code of Conduct or policies or a breach of student visa conditions, no refund of any course fees paid in advance will be granted.

6.7 Incidental Costs

If you lose your AFTT Student ID, you will be charged a \$10 fee for a replacement card.

Course resources are provided to students and further reference materials are available free through the AFTT Library or tutor. A student may choose to purchase one or more of the key textbooks to assist their class learning from a commercial supplier at their own expense.

After graduation, the cost of re-issuing your qualification Testamur/Record of Results or Statement of Attainment for partial completion of the course, will be \$25 and can take up to 21 days to process.

7. Training Delivery and Assessment Services

7.1 Tutor Qualifications

AFTT Tutors are respected industry professionals and hold relevant qualifications.

7.2 Conduct of Assessment

Assessment is competency-based and conducted in accordance with the *Australian Standards for RTOs 2015*. Assessments are scheduled each semester in accordance with the *Tier Assessment Plan* and comply with the relevant, mapped industry competency standards, the national Principles of Assessment and the rules for collection of student evidence (sufficient, valid, current, own work) to ensure quality student outcomes. The purpose of assessment is to:

- recognise prior learning and/or current skills competency;
- determine your training needs;
- judge how you are progressing;
- formally assess your performance for the semester.

Assessment methods may include:

- demonstrating skills through practical/ technical exercises;
- observation of application of skills and knowledge during rehearsals and performances and film production;
- producing a piece of work;
- theory quizzes;
- written assignments – research paper; text analysis; production documentation;
- answering questions;
- making presentations to an audience or engaging in roundtables;
- participating in consultations, including with industry professionals
- developing a portfolio of work (e.g., Showreel and CV/headshot suitable for auditions)

Before each assessment event, students are provided with instructions and information about what to expect. Questions or concerns about assessment tasks should be directed to your tutor or Course Director so any necessary information and/or support may be provided.

Each part of the course is assessed and you will be deemed Satisfactory or Not Satisfactory. You must demonstrate that you are satisfactory/ competent in ALL Tier assessment tasks to successfully complete the relevant units of competency for each semester to enable progression to the next Tier.

If you are assessed as Not Satisfactory in any assessment, the assessor will identify the performance criteria, skills and/or knowledge not yet achieved and guide your preparation for re-assessment. Only one re-sit is allowed for each assessment event. In special circumstances and on a case-by-case basis, a learning intervention with a further re-assessment opportunity may be negotiated with the Course Director.

Note:

- some assessments, for example in performance-based subjects, cannot be duplicated, and;
- all competencies of a whole course must be achieved before being awarded the qualification. A Statement of Attainment will be provided for partial completion.

7.3 Course Completion

All AFTT students must maintain a minimum 80% attendance rate for assessment purposes, Tier (semester) progression and course completion.

All assessments listed in the *Tier Assessment Plan* must be completed satisfactorily every Tier for course progression and completion. Further information on course progress is outlined in *Policy #02.06 Course Completion Policy* listed on the AFTT website.

In extenuating circumstances, a student may negotiate a formal written extension with the Course Director in order to achieve the necessary competencies. This will be decided on a case-by-case basis.

7.4 Complaints and Appeals

All student complaints and assessment appeals will be recorded, acknowledged and dealt with fairly, efficiently and effectively. Students may make a general complaint or they may appeal an assessment result if they dispute the outcome. AFTT will maintain the student's enrolment while the complaints and appeals process is ongoing. Initially, parties should attempt to resolve the grievance informally by speaking directly with the person concerned.

The purpose of the complaints and appeals policy - *AFTT Policy #06.01 Complaints and Appeals* (see website) - is to resolve any difficulties or disagreements as soon as possible and at little or no cost to the student. Despite all efforts of AFTT to provide satisfactory services to its students, complaints may occasionally arise that require formal resolution. The following procedures provide students the opportunity to have grievances resolved and resolutions reached in a timely manner at little or no cost.

This Complaints and Appeals policy and its procedures are constructed in accordance with the principles of procedural fairness.

In all cases the following points are to be followed:

- a process is in place for lodging a formal complaint or appeal if the matter cannot be resolved informally, which requires a written record of the complaint or appeal to be kept;
 - each complainant or appellant has an opportunity to formally present his or her case at minimal or no cost to him or herself;
 - each party may be accompanied and assisted by a support person at any relevant meetings;
 - the complainant or appellant is given a written statement of the outcome, including details of the reasons for the outcome; and
 - the process commences within ten (10) working days of the formal lodgement of the complaint or appeal and supporting information and all reasonable measures are taken to finalise the process as soon as practicable.
 - If a complainant is unhappy with the outcome of the AFTT process they will be advised of their right to appeal or access an independent complaints and appeals body such as The Overseas Students Ombudsman or ASQA.
- **Informal Agreement:** Email staff – Course Director (complaint) or (assessment appeal) outlining the concerns. An informal, unrecorded approach will be taken to gaining mutual agreement.
 - **Internal Formal Action:** Submit formal, written complaints and appeals lodgement form to the Campus Manager by email or through Reception. This process is free, will be handled promptly within 10 working days and is documented. Supporting information will be collected and all reasonable measures will be taken to resolve the matter to mutual satisfaction. Both the complainant and appellant will have an opportunity to formally present his/her case and may be accompanied and assisted by a support person at any relevant meetings. Each will be given a written statement of the outcome, including reasons for the outcome.

- External Referral: If still unresolved, the student may request referral to the following avenues of external mediation at no cost to them. If this results in a decision supporting the student, AFTT must implement that decision and/or any necessary corrective and preventative action and advise the student of the outcome.
 - Domestic students: Community Justice Centres / www.cjc.nsw.gov.au / 1800 990 777
 - International students: Overseas Students Ombudsman / www.oso.gov.au / 1300 362 072

8. AFTT Policies and Procedures

Please ensure you read, understand and comply with all the AFTT Policies and Procedures listed on the website, www.aftt.edu.au.

9. Legislative and Regulatory Requirements

AFTT is bound by and operates within the following legislative and regulatory requirements:

National Vocational Education and Training Regulator Act 2011:

<http://www.asqa.gov.au/about-asqa/national-vet-regulation/national-vet-regulation.html>

VET Quality Framework – legislative instruments:

<http://www.asqa.gov.au/about-asqa/national-vet-regulation/vet-quality-framework.html>

Standards for VET Accredited Courses:

<http://www.asqa.gov.au/about-asqa/national-vet-regulation/vet-quality-framework.html>

Education Services for Overseas Students (Registration of Providers and Financial Regulations) Act 2000:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

The National Code 2007:

(ESOS Standards) <https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

NSW Work Health and Safety Act 2011:

<http://www.workcover.nsw.gov.au/lawpolicy/acts-and-regulations/work-health-and-safety-legislation/Pages/default.aspx>

Workers Compensation Act 1987: http://www.austlii.edu.au/au/legis/nsw/consol_act/wca1987255/

Anti-Discrimination Act 1977: http://www.austlii.edu.au/au/legis/nsw/consol_act/aa1977204/

Child Protection (Prohibited Employment) Act 1998:

http://www.austlii.edu.au/au/legis/nsw/consol_act/caypapa1998442/

Privacy Act 1988:

<http://www.comlaw.gov.au/ComLaw/Management.nsf/current/bytitle/32AA97DFE9AA8326CA256F7100071D25?OpenDocument&mostrecent=1>

Copyright Act 1968: http://www.austlii.edu.au/au/legis/cth/consol_act/ca1968133/

9.1 NSW Workplace Health and Safety Act

AFTT guarantees to meet its duty of care to staff, students and visitors by providing a healthy and safe environment in which to work and study.

In case of fire at AFTT, everyone will make their way to the nearest exit and meet at the corner of Devonshire St and Elizabeth St for roll call.

Designated Fire Exits are the Holt St and Elizabeth St entrances - the fire exit door across from the student computer labs, and the fire exit door down the end of the Rehearsal Room corridor.

Fire Extinguishers are located:

- outside the main entrance to Admin
- inside the main Admin area
- Sound studios / Sound Studio office / Sound Studio A / Sound Studio C
- outside Screening Room 2
- outside Rehearsal Room 2
- inside the Auditorium
- outside Teaching Lab
- by the fire exit door across from the student computer lab
- outside Cine 1 room
- inside Cine studio (downstairs)

Fire Hoses are located:

- outside Screening Room 2
- outside Rehearsal Room 3
- inside the Auditorium
- Tutors/staff room in the Admin area

Smoking is not permitted in any area of AFTT. In accordance with the Smoke-free Environment Act 2000, if you wish to smoke you must leave the premises and be at least 4-metres away from any entrance/exit.

First Aid Kits are located in:

- Technical Manager's office
- Staff Kitchen
- Reception
- Student Kitchen
- Every shoot equipment kit

In case of evacuation, **Campus Evacuation** points are located:

- Holt Street entrance
- Elizabeth Street entrance
- Auditorium – exit onto Cooper Street
- Rehearsal Room corridor – exit onto Cooper Street

9.2 Anti-Discrimination Act 1977

AFTT is committed to providing a fair and equitable school for its staff, students and visitors. Any discrimination or harassment of staff, students or visitors because of their gender, pregnancy, race, colour, nationality, ethnic or ethno-religious background, marital status, physical or intellectual or psychiatric disability, sexuality or age will not be tolerated.

9.3 Equal Employment Opportunity

Staff recruitment at AFTT and student casting is conducted equitably in accordance with the principles of EEO.

10. External Services

10.1 Help and Advice

<p>Salvo Crisis Line (Suicide Prevention) Phone 1300 363622 Lifeline Ph 131114 www.lifeline.org.au</p>	<p>Eastern & Central Sexual Assault Service Ground Floor King George V Building Royal Prince Alfred Hospital Missenden Road, Camperdown Ph: 9515 9040</p>	<p>Mental Health Information Services Level 5, 80 William St, East Sydney E-mail: mha@mentalhealth.asn.au Ph: (02) 9339 6000 Fax: (02) 9339 6066</p>
<p>Drug & Alcohol Counselling http://www.substance.org.au/referrals/referral-pathways/young-people-services/new-south-wales/</p>	<p>Mental Health Information Service Line: 1300 794 991</p>	<p>Anxiety Disorders Information Line: 1300 794 992</p>
<p>Inter City Legal Centre 50-52 Darlinghurst Rd Kings Cross NSW 2011 Ph: 9332 1966</p>	<p>Wesley Credit-line Financial Counselling Service Level 7, 133 Castlereagh St, Sydney Ph: 9263 5577 Ph: 9114 5683</p>	<p>Financial Counsellors' Association of NSW Ph: 1300 914 408 Credit & Debt Hotline 1800 808 488 www.fcان.com.au</p>
<p>Counselling Online Free 24/7 confidential service for people using drugs, their family members and friends. Professional drug and alcohol counselling www.counsellingonline.org.au Ph: 1800 888 236 or Email CounsellingOnline@turningpoint.org.au</p>	<p>Beyond Blue <i>Beyond blue</i> works to reduce the impact of depression and anxiety in the community by raising awareness and understanding, empowering people to seek help, and supporting recovery, management and resilience. Ph: 1300 22 4636</p>	<p>Gambling Helpline Confidential free service to help overcome gambling problems Ph: 1800 858 858</p>

Satellite Sexual Health Youth Clinic (free clinic) Ph: 9388 9455

The Junction, Tiffany Plaza, 422 Oxford St, Bondi Junction (above the bus/rail interchange)

Sydney Sexual Health Centre operates this free, confidential clinic located in Bondi Junction for young people under 25 (no Medicare card required). The Satellite Clinic provides a range of sexual health help including: STI and pregnancy testing; contraception; Hepatitis B vaccination; relationship and sexuality advice.

Sexual Harassment

What should I do: <http://www.awdr.com.au/sexual-harassment/>

Anxiety

- [Anxiety and Stress Management Service of Australia](http://www.anxietyhelp.com.au/) - Offer professional Individual and Group Recovery Programs based on personal experience and empirical evidence, designed to assist you to live the life you choose, free from fear, anxiety and panic: <http://www.anxietyhelp.com.au/>
- [Anxiety Panic Hub](http://www.panicattacks.com.au/) - Information about Anxiety Disorders and Panic Attacks, and an explanation of the Meditation and Mindfulness technique, one therapy available to combat anxiety: <http://www.panicattacks.com.au/>
- [Anxiety Treatment Australia](http://www.anxietyaustralia.com.au/) - Provides information about anxiety disorders, the treatment options, psychologists around Australia who treat anxiety disorders, group therapy & workshops, support groups, articles, resources and links to other sites: <http://www.anxietyaustralia.com.au/>
- [EFT Downunder](http://www.eftdownunder.com/) - Provides information about Emotional Freedom Techniques (or EFT); an emotional healing technique. <http://www.eftdownunder.com/>
- [Reconnexion](http://www.reconnexion.org.au/) - Provides a specialist counselling treatment service for people with anxiety disorders and depression: <http://www.reconnexion.org.au/>
- [SANE](https://www.sane.org/) - Phone **1800 18 SANE** for crisis help during business hours. Website also provides an online helpline, fact sheets and some translated material: <https://www.sane.org/>
- [Shyness and Social Anxiety Treatment Australia](http://www.socialanxietyassist.com.au/) - Provides information about social anxiety, the treatment options, psychologists around Australia who treat social anxiety, group therapy and workshops, support groups, articles, resources and links to other sites: <http://www.socialanxietyassist.com.au/>

Anger Management

- [APS: Anger Tip Sheet](http://www.psychology.org.au/publications/tip_sheets/anger/) - Tip sheet for understanding and managing anger, provided by the Australian Psychological Society: http://www.psychology.org.au/publications/tip_sheets/anger/

Other Depression Services and Resources

- [APS: Depression Tip Sheet](#) - Tip Sheet for understanding and managing Depression, provided by the Australian Psychological Society: http://www.psychology.org.au/publications/tip_sheets/depression/
- [Beyond Blue](#) - Information about depression and how to find help: <https://www.beyondblue.org.au/>
- [depressioNet](#) - Information, help and support for people living with depression, including family and friends. Provides detailed information about depression and its treatment, as well as an interactive message board and chat facility, where you can speak with others who have experienced depression: <http://depressionet.org.au/>
- [Lifeline](#) - Phone **13 11 14**. Access to suicide prevention treatment services and training. Note: counselling is not available through the Lifeline website: <https://www.lifeline.org.au/>
- [Reconnexion](#) - Specialist Mental Health service providing psychosocial rehabilitation services to people with psychiatric disability. <http://www.reconnexion.org.au/>
- [SANE Australia](#) - Phone **1800 18 SANE** for crisis help during business hours. Website also provides an online helpline, fact sheets and some translated material: <https://www.sane.org/>

Other Self-Harm Services and Resources

Warning: These sites may contain potentially triggering material. Please keep yourself safe when browsing the websites listed below.

- [Lifeline](#) - Phone **13 11 14**. Access to suicide prevention treatment services and training. Note: counselling is not available through the Lifeline website: <https://www.lifeline.org.au/>
- [SANE Australia](#) - Phone **1800 18 SANE** for crisis help during business hours. Website also provides an online helpline, fact sheets and some translated material: <https://www.sane.org/>
- [Self-Injury And Related Issues \(SIARI\)](#) - A free international internet service of information, resources, and support: www.siari.co.uk
- [Somazone Self-harm Fact Sheet](#) - Fact sheet and tips: <http://www.somazone.com.au/mind-health-2.html>

Other Suicide Prevention Services and Resources

If you are currently experiencing suicidal thoughts please contact **Lifeline 13 11 14** or your local hospital, the website resources below are **not** intended for crisis support.

- [Lifeline](#) - Phone **13 11 14**. Access to suicide prevention treatment services and training. Note: counselling is not available through the Lifeline website: <https://www.lifeline.org.au/>
- [SANE Australia](#) - Phone **1800 18 SANE** for crisis help during business hours. Website also provides an online helpline, fact sheets and some translated material: <https://www.sane.org/>
- [Suicide Prevention Australia](#) - A non-profit, non-government organisation working as a public health advocate in suicide prevention: <http://suicidepreventionaust.org/>
- [Survivors of Suicide](#) - A dedicated web site to help those who have lost a loved one to suicide resolve their grief and pain in their own personal way: <http://www.survivorsofsuicide.com/>

Other Stress Management Services and Resources

- [Virtual Pamphlet Collection](#) - A collection of virtual pamphlets on many common student difficulties, including various mental health conditions as well as study tip sheets. Collated by the University of Chicago: <https://counseling.uchicago.edu/page/virtual-pamphlet-collection>

10.2 Banks

Major banks provide access to financial advisers.

ANZ Ph: 13 1314 www.anz.com.au	Commonwealth Bank of Australia Ph: 13 2221 www.commbank.com.au	National Australia Bank Ph: 13 2265 www.national.com.au
Suncorp Ph: 13 1155 www.suncorp.com.au	Westpac Ph: 13 2032 www.westpac.com.au	St George Ph: 13 3330 www.stgeorge.com.au

Most banks are generally open from Monday to Thursday from 9.30am to 4.00pm and Friday from 9.30am to 5.00pm (except public holidays). For more detail please check with individual bank websites.

10.3 Overseas Student Services

Immigration Department of Immigration & Border Protection Ph: 131 881 (if in Australia) See www.immi.gov.au - for country contacts	Translation & Interpreting Services Department of Immigration & Border Protection Ph: 13 14 50	Redfern Legal Centre Ph: 9698 7645 www.ric.org.au Or Legal Aid NSW Ph: 8005 4887 www.legalaidnsw.com.au
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11. Declaration

PLEASE COMPLETE THIS PAGE AND RETURN TO STUDENT RECRUITMENT ADVISORS LOCATED IN ADMINISTRATION AREA

CONSENT

(Please tick all relevant boxes to indicate your consent)

- 1. I have read, understood and agree to comply with the information outlined in this Student Handbook and the AFTT Policies and Procedures on the AFTT website, www.aftt.edu.au.
- 2. I consent to my mobile and email contact details being issued to an AFTT staff member for the purpose of contact regarding assessments/ projects/ productions/ emergency.
- 3. I consent to my email and mobile contact details being circulated to fellow student members of my group for the purpose of collaboration on productions.
- 4. I consent to my personal information (*other than sensitive information*) being used in marketing communications to promote the school.
- 5. I consent to receiving marketing communications from the school.

OBJECTION

Please state if you have any objection/s to Items 1, 2, 3, 4 or 5 above:

Student's Name:
[please print]

Student's Signature:

Date:

Staff Witness:

12. Use of Equipment Agreement

PLEASE COMPLETE THIS PAGE AND RETURN TO STUDENT RECRUITMENT ADVISORS LOCATED IN ADMINISTRATION AREA

As a student of the Academy of Film, Theatre & Television (AFTT), you will be given access to various items of equipment to use while making your productions. In order to use this equipment, you must agree to abide by the following.

This Agreement is made in consideration of each student's right to the free use of AFTT equipment.

I, *[please print name]*, _____

agree to abide by the following conditions of use for equipment belonging to the Academy of Film, Theatre & Television.

Furthermore, I acknowledge that if I fail to meet my responsibilities regarding the use of this equipment I will no longer be eligible to use the equipment freely on a regular basis.

1. I cannot borrow any equipment unless I have attended the Equipment Housekeeping session.
2. All members of a course (work, production or class exercise) group must have attended the Equipment Housekeeping session before equipment is loaned out to any member of such a group.
3. I will book out equipment in accordance with the AFTT's How to Book Out Equipment procedures, abiding by the conditions therein.
4. If I wish to book out any equipment I must do so via the online booking system. This can be done in advance of the intended booking day.
5. All equipment bookings, borrowings and returns will be done as per the hours outlined in the equipment procedure.
6. I may be held liable for any loss or damage caused by my negligence.
7. I may be held liable for any loss or damage to equipment and required to pay for repairs or replacement – either by deductions made to my budget for upcoming productions or invoiced for the expense.
8. I must return all equipment to the store on the due date
9. I will report any breakages, faults or other problems when I return the equipment.
10. I will never leave the equipment unattended or unsecured around the school, in a car or other locations off the premises.
11. I will always advise AFTT Equipment Manager immediately of any unexpected problems or emergencies, either by phone - 9281 2400 or email – freid@afft.edu.au

Student's Name: _____

[please print]

Student's Signature: _____

Date: _____

Staff Witness: _____