

# FOOTSCRAY CITY FILMS STUDENT ORIENTATION HANDBOOK



## Introduction

## Orientation Day

### Course Information

- Qualifications
- Materials Charges
- Training Plans

### P5. Courses and Units

- Certificate IV in Screen & Media
- Diploma Of Screen and Media
- Advanced Diploma Of Screen and Media

### Timetable

- Semester 1
- Semester 2

### Delivery

#### Assessment

- Training Information
- Definitions
- Strategies
- Objectives of the Assessment Process
- Attendance
- Results
- Evidence

#### Guidelines for Assessment

- Formatting, layout and presentation
- Extensions
- Special Consideration

#### Recognition of Prior Learning and Credit Transfer

- RPL Fees & Charges
- Recommendations

#### How to apply for RPL or Credit Transfer

- Recognition of Prior Learning (RPL)
- Credit Transfer
- The Process of Applying for RPL/CT:
- Providing Evidence
- Assessment
- Possible Outcomes:
- Review

#### Expectations (Student Code of Conduct)

- Code of Conduct
- Copyright

#### OH&S

- Policy

#### Emergencies

- Emergency evacuation plans
- Emergency contacts
- Evacuation
- Disabled persons
- Bomb threat
- First aid
- Hazardous material spill/leak
- Fire/smoke

- After hours emergency

#### Student Services

- Student Support Services
- Campus Facilities

#### Footscray City College Management System

#### Complaints and Appeals Process

#### Student Surveys

#### Finishing your Course

#### Relevant legislation

#### Student Declaration

#### Appendix

- Student induction checklist
- Assessment Task Cover Sheet
- Internet Acceptable Use Agreement
- Computer Access Use Agreement

# Introduction

The purpose of this booklet is to act as a guide to courses, studies and the administration of TAFE courses Footscray City College. Information is provided about the studies offered by the college and the administration of the courses offered at the College

## Orientation Day

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

### 1. Course/module information

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

### 2. Policies and Procedures

- Attendance/Course Progress
- Refund Policy
- Dress Standards
- Provision of Medical certificates
- Complaints & Appeals (Academic and Non Academic)
- Access to Records
- IT and Internet
- Printing
- Deferral/Cancellation/Withdrawal
- Access to Policies/Procedures and Forms
- Quality Assurance

### 3. Student Facilities

- Classrooms, TV Studio & Computer Labs
- Access to Computers
- Internet Access
- Toilets
- Public transport
- Car parking, Time Limits and Restrictions
- Library (Victoria University & FCC)

### 4. Ethics and Standards of the College

- Access and Equity
- Code of Conduct
- Duty of care
- Plagiarism
- Grievance Resolution

### 5. Occupational Health and Safety Procedures

- Evacuation Procedures Explained and Demonstrated
- Emergency Exits
- Designated First Aid Person
- Location/access to First Aid Kit
- Emergency Contact Details

## Course Information

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

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

The diagram below indicates the 12 levels of the AQTF

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

Training Programs and courses are based upon competency based training principles

### Qualifications

#### CUA CREATIVE ARTS & CULTURE TRAINING PACKAGE

CUA60615 ADVANCED DIPLOMA OF SCREEN & MEDIA

CUA51015 DIPLOMA OF SCREEN & MEDIA

CUA41215 CERTIFICATE IV IN SCREEN & MEDIA

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

### Materials Charges

Breakdown of Materials Charges are as follows:

Course	Materials Charges	Admin Fee	Bond	Total
Certificate IV in Screen & Media	\$2600	\$200	\$200	\$3000
Diploma of Screen & Media	\$2600	\$200	\$200	\$3000
Advanced Diploma of Screen & Media	\$3600	\$200	\$200	\$4000

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

\$2000.00 is due on registration day to ensure your placement in the course. On registration day you will be required to complete registration for enrolment, you will also be issued with information regarding the refund policy and grievance procedures

### VTG-FUNDING Allowances and Concessions

We have VTG funding for students over the age of 21, and for those students who are enrolled in Certificate 1V only and are over the age of 21, you may be eligible for a concession if you meet the criteria.

The Victorian Training Guarantee requires evidence of student eligibility and a student declaration, which is authorized by the RTO Manager.

On Registration Day: 28 January 2018, you must supply one of the following documents as proof of citizenship/residency and age:

**One of:** an Australian Birth Certificate (not Birth Extract), a current New Zealand Passport, a current green Medicare Card, a current Australian Passport, a naturalization certificate, a signed declaration by a relevant referee, formal documentation issued

by the Australian Department of Immigration and Citizenship confirming permanent residence and if the student's age is relevant to their eligibility and the document produced from the list above does not include a date of birth: a current driver's license, or a current learner permit, or a Proof of Age card, or a 'Keypass' card.

Students who accessed government-funded training may be affected for further government-subsidized training.

## Courses and Units

### CUA41215 CERTIFICATE IV IN SCREEN & MEDIA

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

#### Practical Production

Units of Competence			
Code	Title	Scheduled Hours	Cluster
CUAPPM407	Create Storyboards	40	3
CUAPPM409	Organise Production Locations	15	3
CUAPPM407	Coordinate film and media production services and resources		

#### Film Industry Studies

Units of Competence			
Code	Title	Scheduled Hours	Cluster
BSBCRT401	Articulate, present and debate ideas *CORE	40	1
BSBSMB301	Investigate micro business opportunities *CORE	30	1

#### Screenwriting

Units of Competence			
Code	Title	Scheduled Hours	Cluster
CUAWRT302	Write Simple stories	30	1

#### Screen Practice

Units of Competence			
Code	Title	Scheduled Hours	Cluster
CUAWHS302	Apply work health and safety practices *CORE	10	2
CUACAM301	Shoot Material for Screen Productions	60	2
CUALGT402	Implement Lighting Designs	50	2
CUASOU411	Coordinate Sound Recording Operations on Location	35	5
CUACAM404	Pull Focus		

#### Production Technique

Units of Competence			
Code	Title	Scheduled Hours	Cluster
CUASOU202	Perform Basic Sound Editing	60	4
CUAPOS201	Perform Basic Vision and Sound Editing	40	5

## CUA51015 DIPLOMA OF SCREEN & MEDIA

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

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

### Practical Production

Units of Competence			
Code	Title	Scheduled Hours	Cluster
CUAPPM502	Realise Productions	250	3
CUAPPM411	Compile Production Schedules	40	3
CUAPPM412	Organise and Facilitate Rehearsals	30	3
CUADRT501	Direct Rehearsals of Performers	50	5
CUADRT502	Direct Performers for Screen productions	50	5

### Film Industry Studies

Units of Competence			
Code	Title	Scheduled Hours	Cluster
CUAIND502	Maintain and Apply creative arts Industry Knowledge *CORE	50	1
BSBCRT501	Originate and develop concepts *CORE	30	1
BSBREL401	Establish Networks	35	1

### Screenwriting

Units of Competence			
Code	Title	Scheduled Hours	Cluster
CUFWRT502	Develop Storylines and Treatments	50	1

### Screen Practice

Units of Competence			
Code	Title	Scheduled Hours	Cluster
CUAPPR505	Establish and Maintain safe creative practice *CORE	30	2
CUACAM401	Shoot a Wide Range of Screen Content	70	2
CUASOU410	Record Sound on Location	35	4

### Production Technique

Units of Competence			
Code	Title	Scheduled Hours	Cluster
CUASOU505	Implement Sound Designs	50	4
CUAPOS401	Edit Screen Content for Fast Turnaround	50	6
CUASOU408	Edit Dialogue	40	6
CUAPOS501	Edit Complex Screen Productions	50	6

## CUA60615 ADVANCED DIPLOMA OF SCREEN & MEDIA

Designed for students to create longer, more complex and ambitious films over 12 months targeted to a specific market. Includes marketing processes for students to promote their own films. This qualification is designed to reflect the role of personnel who work at a high level of creative specialization and / or the production management areas of the film and television industry. In addition to the units for Certificate 1V in Screen and Diploma of Screen, students study the following modules:

### Practical Production

Units of Competence			
Code	Title	Scheduled Hours	Cluster
CUAPPM603	Plan and Manage Film & Media Pre Production	30	3
CUAPPM508	Manage Locations for Film & Media Productions	40	3
CUADRT601	Establish the Creative vision for Screen Productions	50	5
CUADRT502	Direct Performers for Screen Productions	50	5
CUADRT603	Direct Screen Production Crews	50	5

### Film Industry Studies

Units of Competence			
Code	Title	Scheduled Hours	Cluster
CUAPPR603	Engage in the business of creative practice *CORE	70	1
CUAPPR605	Evolve ideas for professional creative work	50	1

### Screenwriting

Units of Competence			
Code	Title	Scheduled Hours	Cluster
CUAWRT601	Write Scripts	50	1
CUAWRT602	Edit Scripts	50	1

### Screen Practice

Units of Competence			
Code	Title	Scheduled Hours	Cluster
CUAPPR505	Establish and maintain safe creative practice *CORE	30	2
CUACAM601	Direct Cinematography for Screen Productions	50	2
CUADRT604	Devise Camera Coverage	50	5

### Production Technique

Units of Competence			
Code	Title	Scheduled Hours	Cluster
CUASOU503	Develop Sound Designs	50	4
CUADRT605	Collaborate with Editors During Post Production	50	4
CUAPOS501	Edit Complex Screen Productions	50	6

## Timetable

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

### Semester 1

DATE 2016

DETAILS

Term One:

8 February – 24 March - Duration 7 weeks

Thursday 28 January	Registration Day Certificate IV
Friday 29 January	Registration Day Advanced Diploma and Diploma
Monday 8 February	ENROLMENT WEEK
Tuesday 10 February	Student Identification Card Issued
Monday 15 February	CLASSES COMMENCE
Monday March 7	Labour Day Holiday

**Mid term break** Thursday 24 March – Sunday 10 April

**Term Two:** 11 April – 24 June Duration: 11 weeks

Monday 11 April - Thursday 14 April **FILM CAMP - ALL STUDENTS**

Wednesday 25 April Anzac Day Holiday

Monday 13 June Queens Birthday - FCF closed

**Semester break** Saturday 25 June – Sunday 10 July

## Semester 2

DATE 2016	DETAILS
-----------	---------

**Term Three:** 11 July – 16 September - Duration 10 weeks

Monday 11 July Major Productions Begin

**Mid term break** Saturday 17 September – Sunday 2 October

**Term Four:** 3 October – Friday 16 December Duration: 11 weeks

Monday 31 October Curriculum Day FCC Closed

Tuesday 1 November Melbourne Cup Day FCC Closed

Monday 5 December Graduate Screenings

Monday 12 December Graduate Screenings

Tuesday 10 December Graduate Screenings

Friday 19 December Results Posted

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

### Exemption policy for attending classes outside the scheduled 8 hours

The Four Hour Shoot is an example where there is an exemption arrangement for attending scheduled classes for more than 8 hours. Students are required to sign the medical form, which is distributed for The Four Hour Shoot Film Camp to grant permission to attend classes outside those hours. This forms part of the curriculum, where students are being taught to work Industry hours (without pay) as part of their training. There will be a one-hour break every 4 hours to accommodate this exemption

## Delivery

Courses and are delivered using several delivery strategies.

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

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

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



## Assessment

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

### Training Information

Training Programs and courses are based upon competency based training principles. Some of the common terms / definitions that you will come across are described below:

### Definitions

**Competency** is a broad concept that describes a person's ability in a range of areas. It covers:

- Task skills (performing individual tasks)
- Task management skills (managing a number of different tasks within a job)
- Job or role environment skills (dealing with the responsibilities and expectations of the workplace)

**Competency Based Training** is aimed at providing students with the skills; knowledge and understanding to demonstrate competence against nationally, industry endorsed Competency Standards.

**Competency Standards** reflect the knowledge and skill and the application of that knowledge and skill to the standard of performance required in employment and against the same standards. Students are not compared with one another. Standards are developed by industrial parties, based on the organisation of work, expressed in terms of workplace outcomes and regularly reviewed to ensure their continuing relevance to the workplace.

**Competency based assessment** is a process of collecting evidence and making judgments on whether competence has been achieved. This is based upon the student being informed about the assessment process and includes the provision of information detailing the requirements for successful performance to be assessed.

A "*competency*" comprises the specification of *knowledge* and *skill*, and the application of that *knowledge* and *skill*, within an occupation or industry level, to the standard of performance required in employment.

The focus is clearly on you being able to apply relevant *knowledge* and *skills* to perform workplace tasks to the required standard of competence. It is important that the *knowledge* and *skills* are of a standard equivalent to the level of employment being targeted by the course.

Sometimes you will gain the competencies quickly and other times the task will have to be performed many times before you are assessed as being competent. You are able to resubmit assessment tasks throughout the year in order to achieve competency.

Footscray City College is committed to ensuring reliable, flexible, fair and valid assessments that meet the requirements of relevant training packages and accredited courses.

**Reliability:** all assessments are applied consistently and there is a standard interpretation of evidence used in these assessments.

**Flexibility:** assessments will be available at Footscray City College, in the workplace, or a combination of both.

Assessments can also be made through Recognition of Prior Learning and Credit Transfer applications- see below

Footscray City College ensures all assessments allow for flexibility regarding how, where and when competencies are assessed.

**Fairness:** assessments will not, under any circumstance, disadvantage you. Trainers are encouraged to apply Reasonable Adjustments to assessments where applicable.

**Validity:** assessments will meet the specified requirements of the Unit of Competency. Sufficient relevant evidence will be collected in making assessments.

### Strategies

At Footscray City College, student assessment is conducted utilizing a number of strategies:

- Provision of user-friendly learning resources
- Availability of additional support when required
- Provision of information relating to the requirements of the training program, including the assessment details
- Developing assessment tools that are closely linked to both the training program requirements and the workplace

## Objectives of the Assessment Process

The objectives of the assessment process are:

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

### Assessment methods include, but are not limited to:

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

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

Once you have been assessed against the standards you will receive a grade of “J” for Competent or “M” for Competency Not Yet Achieved. Competency Not Yet Achieved means that you have not met the requirements and will be given the opportunity to fill any competency gaps to obtain competency. “L” means Unable to Achieve Competency at this Time. “RPL” means you have met the RTO Statement of Attainment for that Unit of work. If you do not complete all requirements of a qualification, you will receive a Statement of Attainment, rather than a full qualification.

## Attendance

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

Students, who miss three scheduled classes in a semester for any unit without a Medical Certificate, will be referred to the Head of the Film and Television School. Students who absent themselves from classes for a period of four weeks from the start of each semester may be withdrawn from the course with no refund of course fees. Students who do not attend a scheduled assessment task or test will fail that task unless a Medical Certificate is submitted.

## Results

Students who submit work by the due date that is graded as a ‘fail’ may, in certain circumstances, have the opportunity to re-submit work, provided that the work is re-submitted by the due date set by the lecturer. Results are marked to a pass level only. If you fail to attend a scheduled re-sit at the time indicated, except where prevented to do so by illness or other acceptable reasons, you will be deemed to have not successfully completed the assessment and consequently not successfully completed the unit. Absence from the original assessment without a medical certificate or formal Special Consideration does not entitle you to a re-sit.

## Evidence

Educators will gather evidence of competencies over the duration of the course. Throughout each competency there will be a variety of assessment tasks and you will be required to complete to ensure that your individual learning style is taken into consideration.

Don’t be hesitant about assessment tasks, as they are designed to ascertain how you are progressing with your learning, and what progress you have made towards achieving the required competence.

More formal assessment strategies are used to consolidate the evidence bank that you have been developing.

The RTO allows students two opportunities to be assessed as competent. Should a student not achieve competence after two attempts it will be recommended that they repeat the unit of study.

# Guidelines for Assessment

Unless otherwise specified by the lecturer, all submitted assessments must follow these guidelines:

## Formatting, layout and presentation

All submitted assessments must have a completed department coversheet attached. Work submitted without a cover sheet will not be accepted.

The Footscray City Films cover sheet for submitted assessments will be provided to all students via the web site or [Appendix 2](#) at the end of this document. Hard copy cover sheets are available from the Department.

Students must ensure that backups, photocopies etc. are made before work is submitted.

References and credits for use of any copyright work must be provided or work will not be accepted. Refer to the College's rules regarding plagiarism and copyright.

Depending on the work, the lecturer will advise preferred layout specifics for written work

– E.g. type spacing, use of staples or paperclips, folders, sleeves, etc.

## Text

- Hard copy printed on A4 only.
- Double-sided print only.
- Accepted fonts: Times, Times New Roman, Arial, and 10-12 point size. Other fonts, such as 'fancy' ones, will not be accepted.
- Email submission can be accepted for emergencies only.
- Where hand written work is required, it must be clearly legible.

## Digital data: music and sound recordings

- Final mixes must be in audio CD format.
- Data CD for final mixes will not be accepted.
- CD's must be clearly labelled with student name, number, subject, and assignment specifics.
- CD's must be submitted in a plastic jewel case, with all relevant information written/printed on an insert card.

## Other digital data: raw sessions, pictures, movies, etc.

- PC/MAC ISO9660 DATA CD or DVD only.
- Other data formats – USB stick, ZIP disks etc. will not be accepted.
- CDs, DVDs and Tapes must be tested and verified by the student before submission.
- Submission of unreadable disks or disks missing files will result in resubmission or failure.
- Disks must be clearly labelled with student name, number, subject, and assignment specifics.
- Disks must be submitted in a plastic jewel case, with all relevant information written/printed on an insert card.

## Film Submission

- Films must be submitted in Apple ProRes 422 format and a copy placed on the FCC Server in the folder specified by your trainer.
- In addition a Masters of your film must be submitted on either Mini DV Tape or DVD clearly labelled with student name, Title of Film, and duration of Film and year of completion.

## Assessment Submission

- Formal assessments must be placed in the assignment drop box outside the staff room by no later than 5pm on the due date.
- In exceptional circumstances (e.g. moved interstate), work may be delivered by registered post only – students MUST have permission from the teacher and/or Course Co-coordinator. The registered post must be postmarked on or before the due date.
- Late penalties do not apply:

After 5 days, work will not be accepted unless subject to an application for extension or special consideration.

## Extensions

Extensions are only granted in exceptional circumstances – illness, injury, family/personal problems, etc. A medical certificate or other valid supporting documentation must be provided. A copy of this document will be placed in student files.

Students must discuss any application for an extension via their lecturer, who may then discuss the request with the Course Co-coordinator.

Extensions cannot be granted after the due date has been passed

## Special Consideration

If you have had your coursework or assessment hampered by illness or other serious causes to a substantial degree at any time during the semester, you may apply for special consideration.

The kinds of circumstances that are considered as reasons for Special Consideration include:

- Death of an immediate family member
- Medical reasons (either yourself or someone in your immediate family)
- Personal trauma or crisis-e.g. Victim of crime, severe disruption to domestic arrangements.
- Serious illness or psychological condition – e.g. hospital admission, serious injury/illness, severe anxiety or depression.
- Loss or bereavement – e.g. death of close family member, family/relationship breakdown.

If you are in doubt as to whether your circumstances qualify as grounds for Special Consideration, please contact Student Services and arrange to speak to a counsellor.

Special Consideration application forms can be found at <http://footscrayfilms.com.au> or from the Film and Television Office.

## Recognition of Prior Learning and Credit Transfer

Footscray City College will recognise the AQF qualifications and Statements of Attainment issued by any other RTO. In NTIS Training Packages there are numerous courses that have duplicated units. Where a subject is duplicated and it is a clear duplication i.e.: the subject has the same name and course code. The student can apply for a credit transfer. This is a direct credit for that particular unit.

Candidates must complete the RPL/CT form and will be required to present original documentation to the trainer assessor. A copy will be taken and placed on file. The Credit will be entered into the student file.

Where there is no formal academic record of study and the competency cannot be identified easily, and then a process of RPL must take place. Footscray City Films at Footscray City College will offer all candidates the opportunity to apply for Recognition of Prior Learning and Recognition of Current Competency (RPL/RCC). RPL is the process by which your prior work history, life experience and previous study are measured against the course that you are undertaking. If what you have learnt is relevant to your course, you may not have to complete certain modules of that course. RCC ensures that your skills are still current (for example, that skills learnt some time ago are not out of date or superseded).

## RPL Fees & Charges

There are no charges for a credit transfer, or RPL.

## Recommendations

At Footscray City Films Footscray City College we recommend that even if the applicant is successful in obtaining RPL for a subject, that they still attend the classes free of charge to ensure consistency in the course and the delivery.

## How to apply for RPL or Credit Transfer

### Recognition of Prior Learning (RPL)

If you feel you are already competent in any of the Units or Elements of a Unit listed earlier in the handbook you are able to

apply for RPL.

**Recognition of Prior Learning (RPL)** ensures previous learning and developed skills are recognised and valued, regardless of how, when or where they were acquired.

#### **There are two main forms of RPL**

You are recognised as having attained the skills and knowledge required in a Unit of Competency or elements in a unit, through **work experiences (informal training)** and **relevant life experiences (non formal training)**.

Partial or full exemption can be granted upon the provision of sufficient evidence.

#### **Credit Transfer**

A student is recognised as having successfully completed a Unit or elements in a unit – in **non-identical training** – at another approved educational institution, or in another Vocational Education at Footscray City College. As part of our Recognition policy, Footscray City College recognises fully and automatically the assessment decisions, Qualifications and Statements of Attainment issued by other RTOs.

On application, the National Footscray City College assessor will determine the equivalence of the initial area of study to the required learning and competency outcomes in the current course. Partial or full exemption can be granted upon the provision of sufficient evidence.

Credit Transfer is available on application in all courses offered by Footscray City College.

#### **The Process of Applying for RPL/CT:**

Complete the Application Form for RPL/CT, available from your Trainer.

#### **Providing Evidence**

You must show clearly that you are currently competent in the Unit or relevant Element(s) within the Unit for which you want RPL/CT. Ask your Trainer for a copy of the assessment criteria to help you determine your eligibility.

Evidence could include:

- Formal qualifications and/or statements of attainment in non-identical training
- Job descriptions of relevant previous and current positions, emphasising skills developed and the tasks you complete
- Supporting letters from professionals and skilled tradespeople
- Samples of relevant work, such as reports, plans and products

Once completed the Application Form and all forms of evidence are to be returned to your Trainer. Don't forget to keep a copy of this form and all your evidence.

#### **Assessment**

The RPL judgement will be made by Footscray City College qualified assessors.

In the first instance this will be with your trainer at an interview where they will review your application form and all the forms of evidence you have provided.

At this interview, your trainer will be focusing on four main elements:

1. **Relevance:** all evidence presented, must be relevant to the competencies being assessed in the Unit.
2. **Authenticity:** all evidence must be your own work and experience.
3. **Sufficiency:** sufficient evidence must be presented in order for the assessor to be able to make decisions.
4. **Currency:** evidence presented must be no more than five years old.

The assessor will complete an RPL Application and Report Form and provide you with a copy, a copy will also be kept in your student file and the results recorded on the Footscray City College Management System.

#### **Possible Outcomes:**

- Application successful. Current competencies recognised and credits/exemptions granted.

- Application suspended pending the student providing further information/evidence.
- Application suspended pending student undertaking formal assessment tasks.
- Application rejected. An appeal can be made.

## Review

You have the right to appeal in writing for re-assessment if you believe the initial decision was incorrect. The Manager, Footscray City College, will make this review. The RPL Appeal Form will be issued to you, and a copy of the outcome of this review will be kept in the Footscray City College Management System.

## Expectations (Student Code of Conduct)

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

It includes disciplinary procedures for breaches and it is the obligation of each student to be aware of what is contained in the Code of Conduct.

Some particular areas will be outlined:

- You are expected to behave responsibly and with consideration to others at all times.
- **Teacher / Trainer Instructions.** Students are expected to cooperate with teachers and trainers at all times and to follow instructions concerning behaviour. This includes being punctual and well prepared for all classes
- **Relationships with others** We have high expectations of tolerance, safety and friendliness.
- **Bullying, Harassment and Violence** of any kind is not acceptable and will be dealt with following the Student Code of Conduct Discipline Procedures. Acts of violence will result in students being asked to leave the college.
- **Local Community.** The college is located in a residential area of Footscray. Senior students are only allowed to leave the college during lunchtime, and must not be late for any after lunch classes. Students need to respect the local residents and their property at all times. The Senior School Management Team will deal with any behaviour that reflects poorly on the college that occurs in our local area in a very serious manner.
- **Dress Code.** Students are expected to wear neat, clean clothes and proper footwear is to be worn at all times. Special clothing may be required in some classes of a practical nature (e.g. Cinematography workshops). Students will be issued with 'Dress Code Warnings' for non-compliance. Repeated non-compliance will see students sent home for appropriate clothing.
- **Smoking** is prohibited on school grounds
- **Mobile Phones.** MUST be turned off during class time.
- **Personal Items** are the student's responsibility. The college will NOT take any responsibility for personal items, nor will the college investigate their loss or damage.
- **Food.** Apart from the designated areas, no food is to be consumed at any other location inside a school building.
- **Visitors** must report to the General Office initially upon arrival. All other individuals that report for access to students will not be given permission and will be asked to leave the college grounds immediately.
- You are expected to show respect for the property of the Training Centre and that of all trainers and students.
- You are expected to follow the OH&S guidelines provided to you.
- You and your fellow classmates have a right to a safe learning environment therefore bullying or harassment will not be tolerated – if you feel bullied or harassed tell the person doing it that what they are doing is unwelcome, if it continues speak with your trainer or the Manager, Footscray City College.
- You and your fellow classmates will be treated equally and will not be discriminated against.
- All work submitted for assessments must be your own and source material cited.
- If you move house or change phone numbers please notify your trainer of your new details immediately.

## Copyright

All copying of materials is subject to copyright enforced by an Act of Parliament. Footscray City Film and Television School has established regulations with which all staff and students are required to comply.

Footscray City Films shares the ownership of any copyrights either mechanical or written of any works produced by the students during their study. The Film and Television School will use student material for promotional purposes only and relinquishes any copyright belonging to the students, at the end of the Course.

## OH&S

Footscray City College has a responsibility to provide a safe and healthy environment and complies with all standards and codes of practice in relation to OH&S.

Footscray City College is committed to providing employees, students, and visitors with a healthy and safe environment.

Footscray City College will aim to take action to improve and promote the health, safety and wellbeing of all its employees, students and visitors.

#### **Footscray City College is committed to:**

- Preventing injury and illness occurring in the workplace
- Consulting and Co-operating with employees on health, safety and wellbeing issues directly, through their Health and Safety representative and at the Committee level.
- Continuously monitoring and reviewing measurable targets for the improvement of health and safety management systems and initiatives
- Complying with all relevant health and safety legislation
- Allocating adequate resources to maintain health, safe and supportive workplaces.

#### **Footscray City College will commit to providing:**

- Appropriate training and information to employees regarding Health and Safety issues, roles and responsibilities
- Monitoring, review and improving of health, safety and wellbeing management systems
- Consistent application of procedures, practices and policies that act in accordance with statutory requirements of accepted health and safety standards
- Use of systems of reporting, recording and investigating of health and safety issues and accidents, and appropriate responses to prevent re-occurrence
- Reduction in health, safety and wellbeing risk factors

#### **Footscray City College employees, students and visitors are required to:**

- Report hazards and incidents
- Participate in appropriate training
- Consult and cooperate with college administration on health, safety and wellbeing matters
- Follow all published safety instructions and procedures

**In the event of an emergency follow the directions issued by your trainer.**

**If you hurt yourself in any way, please report the incident to your trainer who can if necessary can perform first aid, call for additional assistance and complete the appropriate paperwork.**

## **Emergencies**

### **Emergency evacuation plans**

All areas of the building have emergency evacuation plans fixed to walls at strategic locations near entrances and exits. Students should familiarize themselves with the procedures in case of an emergency. Emergency Procedures

In case of Fire operate a Break Glass Alarm or call the Fire Brigade.

### **Emergency contacts**

Fire, Police and Ambulance: 000 (dial '0' for an external line, then dial 000)

### **Evacuation**

Upon hearing the emergency alarm Staff should immediately prepare their area for evacuation. When to evacuate if threat to life exists if directed by a Warden

Alert others in your immediate area & evacuate via the closest EXIT and proceed to the nearest safe evacuation Assembly Area. Assist Warden to check offices, toilets, classrooms, etc. if required. Remain at the Evacuation Assembly Area until the Chief Warden gives the all clear.

### **Disabled persons**

Report any disabled person to a Warden immediately. Where disabled persons cannot evacuate down stairs, safeguard them in a fire-isolated stairwell and immediately notify a Warden (red helmet) or Chief Warden (white helmet) at the Emergency Control Point. Do not use lifts

### **Bomb threat**

If received by phone do not hang up. Try to obtain as much information as possible. Raise the Alarm discreetly – phone 9815 2228. Fill in a Bomb Threat Checklist, (available from Security) Follow Chief Warden directions.

## First aid

Seek assistance from a Medical Officer & notify “000” if the situation is life threatening. Check for dangers before approaching the casualty. Do not attempt to move the person unless they are in immediate danger.

## Hazardous material spill/leak

Assist persons in immediate danger, if safe to do so & immediately evacuate the danger area. Raise the Alarm – phone 8387 1500 and Fire brigade – “000” DO NOT attempt to clean up the spill or confine the leak, unless trained to do so. If you have information about the spill contact the Chief warden

## Fire/smoke

Assist persons in danger, if safe to do so. Evacuate the area and close doors to prevent fire/smoke spread. Raise the Alarm, operate a Break Glass Alarm or call the Fire Brigade – “000” Move to a safe Evacuation Assembly Area. Fight fire only if safe & trained to do so.

## After hours emergency

Contact the relevant Emergency Services – Police/fire/Ambulance :000” & evacuate if a threat to safety exists. To help alert others, activate a break glass fire alarm

## IN EMERGENCIES – DO NOT USE THE LIFT

# Student Services

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

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

## Student Support Services

- **Language, literacy and numeracy** assistance is available, please liaise with your trainer who can arrange alternate resources or assessment tasks or external assistance if required.
- **Tutorial support** is available over the phone or via email from your trainer.
- **Language Aides.** The college employs full time language aides for assistance both inside and out of the classroom for students in the languages of Cantonese, Mandarin and Vietnamese.
- **Interpreters.** Interpreters are hired to assist student communication with teachers from a variety of community languages. The languages typically available include: Vietnamese, Mandarin, Cantonese, Arabic, Amharic, Tigrinya, Tagalog and Spanish.
- **Organisation** Please liaise with your trainer if you need assistance with organising a study area, planning for revision, time management or completion of assessments etc.
- **Mentors** If you are struggling in any way speak with your trainer who can assist you by pairing you with a mentor or tutor and provide extra time for learning.

## Campus Facilities

**Car parking** There is no student parking available at Footscray City College. The loading bay is for load in/out only and not for parking. There is parking available in Kinnear Street and Farnsworth Avenue.

Parking infringement notices will be issued to all drivers with vehicles illegally parked on Campus property. Always park in the designated places and avoid congestion. Speed limits must be observed at all times. All roads surrounding the campus are public roads and subject to the usual road rules and regulations.

**Public telephones** A public telephone is located at the front office of Footscray City College

**Security** The building is under continuous video surveillance. If a security issue arises please inform staff immediately.

**First aid** if first aid is required, contact the Medical Officer Michael Malady. – If the officer is not available please contact the Principal of Footscray City College.

Please note that the Principal of Footscray City College or Course Coordinator must be notified in the event of an accident or incident occurring on campus.

**Equipment bookings** Before any equipment can be booked out a \$200.00 BOND must be paid. All access to equipment for



borrowing must be booked through the Facilities Managers: Andrew Ghiocas and Ali Dullard. Different year levels have different types of equipment available. Please check with the Facilities Managers that the Booking Forms are the appropriate ones for the Year Level. Students accept liability for the equipment whilst it is in his or her care and indemnifies the Film and Television School against all claims arising out of its use. The Borrowing Booking Form is a contract and should be read carefully before signing. Equipment is signed out for an agreed period of use and signed upon its return. All equipment must be returned promptly and in good order and condition.

**Sporting Facilities.** Presentation of the Footscray City College ID card will gain access to both the Swimming Pool and world-class gymnasium facilities at Victoria University Footscray Park campus. Student discount prices apply.

**TV Studio, Classroom bookings and other spaces** When students need to book the TV Studio or other resources within the School they need to check firstly with the Film and TV School timetable, check with the lecturers for availability, check with the Facilities Managers and check with the overall Timetable Coordinator for Footscray City College.

**Computer lab** All students have access to the Internet and it is available to students to complete written assignments. Downloads of unauthorized data such as movies, images, MP3's are strictly forbidden. Inappropriate use of computers may result in students having their access restricted. Printing facilities are located in the School Library or in IT1.

**Library** Students have available to them an extremely well equipped library that may be used as directed by their teachers or for private study. Computing, word processing and Internet access is available upon presentation of college ID cards. Up to five books can be borrowed at one time, and within the library short term period loans can be made for use of computer access, newspaper files, journals, magazines, CD ROMs and periodicals. The library staff members are available for assistance at all times.

**Victoria University Library** Footscray City College senior students are also allowed to utilize the main library of our neighbouring university at the Footscray Park campus. Presentation of the college ID will allow access and borrowing rights.

**Common Room** Students have available to them a Common Room adjacent to the TV Studio. Students can utilize it during spare lessons and all students can access it during recess and lunchtimes. The Common Room is used for study purposes and the completion of set work. Students should respect staff and other students and noise must be kept to a minimum.

**Kitchenette** A kitchenette is available for student use. The area must be kept tidy and all dishes must be washed and put away after use. There are basic student tea and coffee facilities available. No student may use any staff facilities including items in the fridge. The fridge will be cleaned out weekly so please do not store food for extended periods.

## Footscray City College Management System

You will be able to log onto the web interface of the Footscray City College Management System and view your enrolment and results (you will have read only access). You will be given a student number and password to access this Management System.

## Complaints and Appeals Process

Student Complaints Procedures for Academic and Non Academic Matters

This procedure has been developed in the context of Footscray City College's commitment to delivering quality programs, and to ensure the welfare of all students. Footscray City College perceives this student complaint procedure as an opportunity to pursue Continuous Improvement in the provision of its services and products.

Footscray City College is committed to resolving all complaints in an efficient and timely manner, and to ensuring fair and consistent outcomes without prejudice or discrimination.

Complaints may be academic that matters that relate to student progress, assessment curriculum awards in a course.

OR

Non-Academic, which includes matters which relate to personal information that the provider holds in relation to the student such as:

- Vilification
- The behaviour of and/or matters relating to other students (harassment, discrimination)
- Financial matters

- Fines and payments
- Application procedures
- Exclusions from events and facilities
- Misuse of personal information

## The Procedure

In the first instance, you are encouraged to raise your complaint with the person(s) concerned, should you feel comfortable in doing so. Stakeholders are encouraged to seek a satisfactory resolution in a spirit of goodwill. However, should they be unable or unwilling to make this contact, or if the complaint cannot be solved satisfactorily, then you should lodge a written complaint, by completing the Notice of Complaints Form and submitting it to your venue's Trainer or the Manager, Footscray City College. A copy of the form is available from your trainer or the Footscray City College office.

Footscray City College will respond to complaints within seven working days, wherever possible. If the complaint is unusually complex and/or involves allegations of misconduct, a resolution should be reached within ten working days, wherever possible. If a resolution is not possible within this time frame, the student will be notified in writing of the situation.

All parties to the complaint will be informed of the specific allegations made and be given the opportunity to respond, including the opportunity to formally present their case. A strict code of confidentiality (Footscray City College complies with the Privacy Act 1988) will be applied during all stages of the process, with information being provided to people only on a "need to know" basis. All stakeholders will be provided with timely notification of scheduled meeting times so that no one will be disadvantaged. The complainant is entitled to third party representation.

If the complaint is resolved to the student's satisfaction, a written record will be made, using the Complaints Procedure Report Form and all parties will be required to sign it. This information will then be noted on the Footscray City College Management System and a copy placed in the student's file.

If the complaint is not resolved, the student can then appeal directly to the CEO, Footscray City College, using the Complaint Procedure Appeal Form available from the Footscray City College office. This is the final stage in the process. The student will be informed in writing of the decision. This information will then be noted on the Footscray City College Management System and a copy placed in the student's file. All records of the grievance will be kept for a minimum of five years.

If it is deemed necessary by the Manager, CEO or the Student, an external or independent person can be appointed to assist in the resolution of the grievance. The external contact is:

### **ACPET**

PO Box 551

EAST MELBOURNE 8002

Ph (03) 9416 1355

There is a \$200 fee to lodge an External Appeal via ACPET, however if the student's appeal is successful ACPET will refund \$100.

If the ACPET External Review Process decides the student's appeal is successful, Footscray City College will follow ACPET's recommendations and include them in the Footscray City College Continuous Improvement Register and will make any subsequent changes to current policies and practices in order to avoid similar complaints in the future.

## Student Surveys

You will be asked to complete a survey, as your feedback is important. The survey is conducted during class and is used to collect feedback from learners on their views about their learning experiences. Footscray City College uses the feedback it receives from learners as part of its continuous improvement processes to ensure it provides quality training and assessment. Footscray City College must also provide a summary report of feedback from learners to its Registering Body to provide an indication of its performance; this is a condition of registration. The Trainer is responsible for ensuring that students are given an opportunity in class to complete this survey. The Administrator, Footscray City College will send the appropriate link to the Trainer for distribution to students. The survey should take about ten minutes to complete.

All responses are private and confidential. Individual respondents will not be identified in any data or reports. Survey responses will not be linked with enrolment records. Participation in this survey is highly valued, but voluntary.

## Finishing your Course

At the completion of the course your Trainer will ensure that all your results and comments are up to date on the Footscray City College Management System.

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

## Relevant legislation

A range of legislation is applicable to students. Information on relevant legislation can be found as follows.

Occupational Health and Safety Act 1985

Privacy Act 2000

Racial & Religious Tolerance Act 2001

Disability Discrimination Act 1992

Vocational Education & Training Act 2000

Victorian Qualifications Authority Act Education and Training Reform Act 2006

**General site for access to legislation** [http://www.austlii.edu.au/au/legis/nsw/consol\\_act/veataa1990415/](http://www.austlii.edu.au/au/legis/nsw/consol_act/veataa1990415/)

### State based legislation

[www.state/territory.gov.au/](http://www.state/territory.gov.au/)

### OH&S

<http://www.business.channel.vic.gov.au>

<http://www.nohsc.gov.au>

### Equal Opportunity

<http://www.eoc.vic.gov.au/>

### Privacy

<http://www.privacy.gov.au/>

### VQA

[www.vqa.vic.gov.au/vqa/pdfs/VQA%20nov2004.pdf](http://www.vqa.vic.gov.au/vqa/pdfs/VQA%20nov2004.pdf)

### DEST

[www.dest.gov.au](http://www.dest.gov.au)

### Training

[www.training.com.au](http://www.training.com.au)

It is the responsibility of all staff to ensure we meet the requirements of relevant legislation at all times. Use the web sites indicated or contacts our Head of Film and Television if you require further information.

## Student Declaration

Please complete this section and return this declaration to your Trainer

ALL STUDENTS MUST SIGN BELOW

Name of Student:.....

I, the undersigned, have read and understood the Footscray City College Subject Handbook and know where to access the relevant policies and procedures.

.....

Date:...../...../...

Signature of student

# STUDENT INDUCTION CHECKLIST

## 1. Course/module information

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

## 2. Policies and Procedures

- Attendance/Course Progress
- Refund Policy
- Dress Standards
- Provision of Medical certificates
- Complaints & Appeals (Academic and Non Academic)
- Access to Records
- IT and Internet
- Printing
- Deferral/Cancellation/Withdrawal
- Access to Policies/Procedures and Forms
- Quality Assurance

## 3. Student Facilities

- Classrooms, TV Studio & Computer Labs
- Access to Computers
- Internet Access
- Toilets
- Public transport
- Car parking, Time Limits and Restrictions
- Library (Victoria University & FCC)

## 4. Ethics and Standards of the College

- Access and Equity
- Code of Conduct
- Duty of care
- Plagiarism
- Grievance Resolution

## 5. Occupational Health and Safety Procedures

- Evacuation Procedures Explained and Demonstrated
- Emergency Exits
- Designated First Aid Person
- Location/access to First Aid Kit
- Emergency Contact Details

The Head of Film & Television must contact any student missing from orientation.

*"I have read and understand the contents of the documentation and the verbal presentation received today".*

**Signature Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature Head of Film & Television** \_\_\_\_\_ **Date** \_\_\_\_\_

**ASSESSMENT TASK COVER SHEET**

---

**PLEASE COMPLETE AND SUBMIT WITH EACH ASSESSMET TASK**

<b>NAME</b>	
<b>CONTACT NUMBER</b>	
<b>EMAIL</b>	
<b>COURSE ENROLLED</b>	
<b>UNIT TITLE</b>	
<b>UNIT CODE</b>	
<b>NAME OF ASSESSMENT TASK</b>	
<b>DUE DATE</b>	
<b>DATE FORWARDED</b>	

**STUDENT DECLARATION**

I declare that the completed assessment tasks I have submitted represents, to the best of my knowledge, my original work. Information from any other source has been correctly referenced. The material contained in the assessment tasks has not been submitted for any other form of credit, in any other learning environment.

STUDENT SIGNATURE: .....

---

**Footscray City Films Use Only**

<b>ASSESSED BY</b>	
<b>ASSESSORS SIGNATURE</b>	
<b>ASSESSMENT DATE</b>	
<b>RESULT (S J N)</b>	

*The attachment of this statement on any electronically submitted assessment tasks will be deemed to have the same authority as a signed statement.*

# Footscray City College – Internet Acceptable Use Agreement

## When using the Internet, I agree to:

- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- Use the Internet in line with my school's student code of conduct and use appropriate language when talking to and working with others online and never participate in hate mail
- Use the Internet at school for educational purposes and use the equipment properly
- Use social networking sites only for educational purposes and only as directed by teachers
- Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images)
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- Think about how I use content posted on the Internet and not simply copy and paste information from websites
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or another user's password
- Not reveal my password to anyone except the system administrator or classroom teachers
- Not bring or download unauthorised programs, including games, to the school or run them on school computers

This Agreement is to be read in conjunction with the Footscray City College Computer Access Agreement that is signed on enrolment.

I have read the Internet - Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in the Internet access privileges being suspended or revoked, as well as further possible consequences outlined in the Student Code of Conduct.

Student Name: ..... Course Enrolled: .....

Student Signature: ..... Student No: .....

Date: ..... / ..... / .....

This Agreement must be signed and returned to your Home Group Teacher by Friday 11th February. Where Agreements are not returned by this date, Internet access rights will be suspended.

Rationale: Footscray City College uses the Internet as a teaching and learning tool. We see the Internet as a valuable resource, but acknowledge it must be used responsibly.

Aim: To maximise the use of the Internet as an educational tool, while at the same time ensuring that it used safely and responsibly

Implementation: At Footscray City College we will:

- Provide an internet service that is filtered by the Department of Education Internet service provider
- Provide access to online Department of Education resources including the Victorian Education Channel and FUSE, <https://fuse.education.vic.gov.au/secondary/pages/Default.aspx>
- Provide support and direction in all Internet activities
- Provide an Information Literacy program that includes instructions on responsible Internet use.
- Support students to understand the importance of safe and respectful use of the Internet in all curriculum areas.

# Footscray City College – Computer Access Use Agreement

Please complete your details, read and sign

Name:

Course Enrolled:

Username:

Password:

*By signing and returning this form I as a student of Footscray City College agree to abide to the following rules. I understand that any breach of these conditions will result in the loss of computer privileges and/or any punishment in accordance with the Code of Conduct*

## Rules for computer access

- No user may use the logon of another user for any reason.
- Computers may only be used for educational purposes; games and net surfing are not allowed under any circumstances.
- The content of individual user folders (file server, My Documents) and storage devices (phones, iPods, USBs) is the sole responsibility of the owner and may not contain games, inappropriate material or non-educational material.
- Computer equipment and settings may not be tampered with in any way
- Do not turn monitors or computers around
- Do not change settings or install programs
- Do not touch cables, power or network points
- Bypassing the school proxy server by ANY means is not permitted

Any issues are to be reported to your trainer immediately

Anything you do on this computer may be viewed by teachers or technicians at any time, inclusive of your fileserver files

## File Management

We also recommend that you manage your files properly. We suggest making a 2013 folder and in that make a folder for each of your subjects so you can find your work easily.

## Password

You can change your password to something easier for you to remember by logging in on a windows computer, then pressing holding down the control and alt keys and pressing delete, then click the change password button on the window that appears.

## Charge rates

When you are running low on internet/printing credit you can purchase credit from the front office (before/after school and during recess and lunch only). The office will then give you a recharge voucher which you will then enter the voucher number by going to <http://topup:9191> entering your username and password. Note: All recharge vouchers are unique and are records are kept of who uses each voucher.

Return the signed form to your trainer. Any student who does not return this form will have their account disabled until the form has been returned.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_



### Application

Students complete the Student Application Form for RPL / CT available from their Trainer.

### Providing Evidence

Students must show clearly they are currently competent in the relevant Element(s) within the Unit. They can use assessment criteria to help determine their eligibility. A copy of the unit is available from your trainer or the National Training Information service website [www.ntis.gov.au](http://www.ntis.gov.au)

### Assessment

The RPL / CT Judgment is made by FOOTSCRAY CITY COLLEGE qualified assessors. In the first instance this will be your trainer after an interview with the applicant and review of the Application Form

At this interview, the RPL / CT Assessor will be focusing on four main elements:

1. **Relevance:** All evidence presented by the applicant, must be relevant to the competencies being assessed in the Unit
2. **Authenticity:** All evidence presented by the applicant must be honest and truthful
3. **Sufficiency:** Sufficient evidence must be presented in order for the assessor to be able to make decisions
4. **Currency:** Evidence presented must be no more than five years old.

### Steps in the RPL/CT Process

The following information was adapted from the State of Queensland RPL Assessor Kit – see also the RPL Assessment process flowchart for assessors.

#### Step 1 – Provide information of your skills and experience

Complete the Recognition of Prior Learning and Credit Transfer Application and report forms and provide as much information of your previous experience in the industry as you can. This is your first opportunity) and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history, which could include:

- Brief CV or work history
- Certificates/results of assessment – registered training organisations, vendor training courses, in house courses, workshops, seminars, symposiums
- Results/statements of attendance/certificates – club courses eg: first aid, officials, surf life saving etc.
- Photographs of work undertaken
- Diaries/task sheets/job sheets/log books
- Membership of relevant professional associations
- Hobbies/interests/special skills outside work that are relevant to the industry
- References/letters from previous employers /supervisors
- Industry awards
- Any other documentation that may demonstrate industry experience

### Tips To Help You Prepare For Your Recognition Meeting

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you will be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you

Here are some tips:

1. Be prepared to talk about your job roles and your work history. Bring a current resume, jot down a few points about

where you have worked, either paid or unpaid, and what you did there under the heading on the Recognition of Prior learning (RPL) and Credit Transfer application and report form.

2. Bring your position description and any performance appraisals you have from any industry or facilities you have worked in.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace of previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor may need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level. Jot their names and contact details down on the RPL/CT form
5. Collect any certificates from in-house training or formal training you have done in the past. Jot down the name of these on the RPL/CT form
6. You can speak with your training organisation about other ways you can show your skills in the industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents. Jot down the details on the RPL/CT form.

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL, as the Assessor will work with you during the RPL process.

### **Step 2 –Return your completed RPL/CT application form to your assessor**

### **Step 3 –Conversation with Assessor**

### **Step 4 – Practical demonstration of your skills and oral questioning**

The assessor may conduct a practical skills test at your workplace if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focused on skills that he/she will want you to demonstrate and ask you relevant questions throughout the process.

### **Step 5 – Third party statements.**

The Assessor may provide you with third party statements; provide these to your current or recent supervisor who has seen you perform the listed tasks/duties in a workplace in the past 18 months. Once complete return the third party statements to your assessor.

### **Further steps**

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

1. Trainers explain the RPL process during orientation
2. Student wishes to apply for RPL and Trainer provides a Recognition of Prior Learning and CT application report and form
3. Student returns the completed form to the Assessor and makes a time to meet.

### **Review**

All applicants have the right to appeal in writing for re-assessment if they believe the initial decision was incorrect. The FOOTSCRAY CITY COLLEGE Manager will make this review. The RPL Appeal Form will be issued to the applicant, and a copy of the outcome of this review will be kept in the FOOTSCRAY CITY COLLEGE RPL/CT Register

# FOOTSCRAY CITY FILMS AT FOOTSCRAY CITY COLLEGE STUDENT CODE OF CONDUCT

---

## OUR MISSION

At Footscray City Films we are committed to providing a high quality 21st Century education which

- Inspires students to achieve and extend the horizons of their intellectual and creative potential
- Develops confident, optimistic, well-rounded young people who act with respect, responsibility and compassion towards others in the community – locally and globally

## OUR KEY VALUES

**At Footscray City College our key values are:**

### Achievement

- A culture of achievement and the pursuit of personal excellence in learning
- Development of the full potential of the individual student, including their intellectual, creative, social, emotional and physical aspect
- Development of skills, attributes and confidence to meet the challenges of the future

### Respect

- Respect for others, the environment and self
- Respect for learning
- Respect for each other's differences and talents

### Responsibility

- Responsibility for one's learning
- Responsibility to work cooperatively and productively with others
- Responsibility to actively to engage in the community caring for others and the environment

**From these three key values come a set of basic rights that are fair and applicable to everyone**

### Our Key Rights are

- Students and teachers have the right to do as much work as possible
- Students and teachers have the right to feel comfortable and safe
- Students and teachers have the right to expect we all make a positive contribution

## GUIDING PRINCIPLES

- To provide a safe, harmonious and productive learning environment for all students
- To promote respect and positive relationships between students and teachers and between students themselves
- To encourage students to accept responsibility for their own learning and behaviour at school
- To promote high expectations and to encourage students to excel in their learning
- To develop a strong partnership between parents, teachers and students to maximize the learning opportunities of every student

## SCHOOL RULES

These rules are to be followed at school, in the school grounds, on the way to school and on the way home from school. They also apply on all school-organised excursions, camps and sporting events.

Students of Footscray City Films at Footscray City College are expected to:

1. Attend regularly, be on time for classes and be properly prepared for work.
2. Allow learning to take place and must follow instructions.
3. Show respect for each other and ensure that our words and actions cause no harm or offence.
4. Move and act in a way that isn't disruptive or unsafe for others and ourselves.
5. Always act in ways that look after our own, other people's and school property.
6. Act in a way that reflects well on ourselves, our families and our school.
7. Behave in ways that takes into account the rights of others to learn.

## STUDENT CODE OF CONDUCT

The student code of conduct states the rights and responsibilities of students, which aim to promote a harmonious environment where students, teachers and parents work together, to ensure that the College's educational goals for students are met successfully.

STUDENT RIGHTS	STUDENT RESPONSIBILITIES
<p>The students at Footscray City College have the right to:</p> <ul style="list-style-type: none"> <li>● Well planned, challenging and engaging learning activities in all subjects. ☐</li> <li>● High but realistic expectations for progress and performance in learning. ☐</li> <li>● Individual needs and learning styles to be recognized in teaching and reporting. ☐</li> <li>● A learning environment that encourages achievement, success and the development of individual talents and capabilities. ☐</li> <li>● Be engaged in positive, respectful and cooperative relationships with teachers and other students. ☐</li> <li>● Be treated fairly, and be valued and respected as a member of the school community. ☐</li> <li>● Be encouraged to be responsible for their own learning and wellbeing. ☐</li> <li>● A safe, secure and happy environment, which encourages learning and personal growth. ☐</li> <li>● Be free of any verbal or physical form of harassment or bullying, including harassment related to gender, race or ethnicity. ☐</li> <li>● The confidentiality of personal information ☐unless safety is at risk. ☐</li> <li>● Be involved in school decision-making processes. Clean and attractive buildings and grounds and well maintained resources. ☐</li> <li>● Have their property respected. ☐</li> <li>● A clear understanding of the Student Code of Conduct and consequences for behaviours that do not fit with the Student Rights and Responsibilities. ☐</li> </ul>	<p>The students at Footscray City College have the responsibility to:</p> <ul style="list-style-type: none"> <li>● Strive to challenge and extend themselves in their learning and accept responsibility for their own learning. ☐</li> <li>● Participate fully in their learning programs, by attending classes, being punctual, bringing equipment, and completing classwork and homework to the best of their ability. ☐</li> <li>● Respect teachers and other students and work with them in positive and cooperative ways. ☐</li> <li>● Openly and accurately communicate with parents/guardians/primary caregivers about homework tasks and general progress at school. ☐</li> <li>● Treat others fairly. ☐</li> <li>● Respect and value the individual differences of members of the school community, including cultural, religious, racial and gender differences. ☐</li> <li>● Resolve conflicts in positive ways and seek help with this when necessary. ☐</li> <li>● Try to understand one another, and look out for others when they need help and support. ☐</li> <li>● Respect the property of others. ☐</li> <li>● Respect and take care of the college buildings, facilities and grounds. ☐</li> </ul>

Consequences for behaviours, which breach the Rights and Responsibilities for students, will be in accordance with the Department of Education & Training's Guidelines for Developing the Student Code of Conduct

## CONSEQUENCES FOR BREACHES OF STUDENT RESPONSIBILITIES GUIDELINES

## LEVEL ONE: RESPONSIBILITY OF LECTURER / TRAINER 'ON THE SPOT'

The following guidelines are recommended at this Level, if the initial responses detailed in the Level One preamble are not effective.

### Recommended initial responses to general breaches of classroom rules

- Address student on inappropriateness of behaviour (remind student of school rule) and give opportunity to modify this behaviour and do their work.
- Student spoken to away from others, or away from peers.
- Student spoken to after class for 1-2 minutes. Suggest student reflect on their behaviour and what changes might be  necessary to rectify the situation.
- Remove student from class for 5 minutes for reflection before a negotiated re-entry.
- Institute a seating plan either for individuals or for whole class.

RULE	BREACH OF CODE OF CONDUCT	CONSEQUENCES
2&4	Minor refusal to follow a reasonable instruction OR Minor disruption in workshops/lectures/screenings/class/library	<ul style="list-style-type: none"> <li>• Written reflection and discussion with Lecturer/Trainer (see Thinking about My Behaviour pro-forma) <input type="checkbox"/></li> <li>• If persistent refer to Course Coordinator (Level 2) with <input type="checkbox"/> Incident Report.</li> </ul>
1	Failure to complete sufficient class work	<ul style="list-style-type: none"> <li>• Written reflection and discussion with teacher/trainer (see Thinking about My Behaviour pro-forma) <input type="checkbox"/></li> <li>• Catch-up class held by classroom lecturer/trainer at either recess, lunchtime or after school (need to formalize an after school catch-up class with a Catch-up Class notice) <input type="checkbox"/></li> <li>• If persistent refer to Year Level Manager (Level 2) with <input type="checkbox"/> Breach of Code of Conduct Report <input type="checkbox"/></li> </ul>
2	Failure to complete homework	<ul style="list-style-type: none"> <li>• Extension granted if considered appropriate by classroom teacher. <input type="checkbox"/></li> <li>• Further strategies may include:</li> <li>• Brief written reflection on 'What prevents me from <input type="checkbox"/> doing my homework and what can I do about it?' <input type="checkbox"/></li> <li>• Catch-up class either recess, lunchtime or after school <input type="checkbox"/></li> <li>• If persistent refer to Year Level Manager (Level 2) with <input type="checkbox"/> Incident Report <input type="checkbox"/></li> </ul>
1	Late for School	<ul style="list-style-type: none"> <li>• Verbal warning from Lecturer/Trainer</li> <li>• Lateness to school dealt with by Course-Coordinator (Level 2).</li> </ul>
1	Late to class	<ul style="list-style-type: none"> <li>• Number of minutes late noted on teacher roll, and marked LATE on electronic school roll. <input type="checkbox"/></li> <li>• Lateness to class will contribute to absence in that unit (e.g. 4 fifteen minute late equals absence of 1 nominal hour)</li> <li>• Students required to make up missed time in a Detention with the Lecturer/Trainer either at recess, lunchtime or after school. <input type="checkbox"/></li> <li>• Persistent lateness to be reported to Course Coordinator (Level 2) with an Incident Report. <input type="checkbox"/></li> </ul>
4	Food or drink in computer lab/TV	<ul style="list-style-type: none"> <li>• Students are permitted to drink water (in clear</li> </ul>

	studio/class/library	<ul style="list-style-type: none"> <li>container) in class. ☐</li> <li>● Student required to put food/drink away if a one-off occurrence and no mess made. ☐</li> <li>● If not a one-off occurrence or mess made, student required to clean up room and/or complete community care cleaning film &amp; TV department common areas at recess or lunchtime. To be organized by Lecturer/Trainer</li> </ul>
5	Minor inappropriate use or mishandling of computer in classroom/library (e.g. rough treatment of keyboard/monitor, etc.)	<ul style="list-style-type: none"> <li>● Removal of student from computer for duration of class. ☐</li> <li>● If persistent refer to Course coordinator (Level 2) with an Incident Report. ☐</li> </ul>
5	Littering in classroom, other areas of building or grounds	<ul style="list-style-type: none"> <li>● If minor, student requested to pick up litter ☐</li> <li>● Student required to clean up room and/or complete community care cleaning film &amp; TV department common areas at recess or lunchtime. To be organized by Lecturer/Trainer☐</li> <li>●</li> </ul>
1&4	Inappropriate clothing or footwear  (E.g. tops with offensive messages, open toed footwear in practical classes)	<ul style="list-style-type: none"> <li>● Student required to put on another item of clothing to cover up (e.g. jacket or shirt if wearing inappropriate footwear - no participation practical classes. ☐</li> <li>● If persistent or excessive refer to Course Coordinator (Level 2) with an Incident Report ☐</li> <li>●</li> </ul>
4	Running or excessively loud behaviour in building	<ul style="list-style-type: none"> <li>● Asked to stop</li> </ul>
3	General swearing and offensive language	<ul style="list-style-type: none"> <li>● Remind student of school rule. ☐</li> <li>● Apology made. ☐☐</li> <li>● If persistent or excessive refer to Course Coordinator (Level ☐2) with an Incident Report ☐</li> <li>☐</li> </ul>

## LEVEL TWO: RESPONSIBILITY OF COURSE COORDINATOR

RULE	BREACH OF CODE OF CONDUCT	CONSEQUENCES
1&4	Persistent wearing of, or excessively inappropriate clothing (E.g. tops with offensive messages, very low cut jeans, open-toed footwear in practical classes)	<ul style="list-style-type: none"> <li>● Required to put on another item of clothing to cover up (e.g. jacket or shirt)</li> </ul>
1	Persistently Late to School	<ul style="list-style-type: none"> <li>● Interview with course coordinator for persistent lateness</li> <li>● Catch-up classes at recess, lunchtime or after school</li> <li>● Lateness to class will contribute to absence in that unit (e.g. 4 fifteen minute late equals absence of 1 nominal hour)</li> </ul>
1	Persistently Late to Class (after first period)	<ul style="list-style-type: none"> <li>● Interview with course coordinator for persistent lateness</li> <li>● Catch-up classes at recess, lunchtime or after school</li> <li>● Lateness to class will contribute to absence in</li> </ul>

		that unit (e.g. 4 fifteen minute late equals absence of 1 nominal hour)
4	Minor verbal or written harassment of another student or staff member.	<ul style="list-style-type: none"> <li>● Complete an activity on harassment/bullying. <input type="checkbox"/></li> <li>● Reconciliation with aggrieved student(s) and/or staff member. <input type="checkbox"/></li> <li>● If involves college's computers, possible withdrawal of rights to use computers for a limited period. <input type="checkbox"/></li> <li>● Possible referral to SWC. <input type="checkbox"/></li> </ul>
2	Persistent failure to complete sufficient classwork.	<ul style="list-style-type: none"> <li>● Contractual agreement with Lecturers or trainers re work behaviours in the classroom <input type="checkbox"/></li> <li>● Catch-up classes in own time</li> <li>● Monitoring with Progress Checks in all or some subjects. <input type="checkbox"/></li> <li>● Possible referral to SWC and/or Guidance Officer. <input type="checkbox"/></li> </ul>
2	Persistent failure to complete homework.	<ul style="list-style-type: none"> <li>● Extension granted if considered appropriate by classroom teacher/s or trainer/s. <input type="checkbox"/></li> </ul> <p><b>Further strategies may include:</b></p> <ul style="list-style-type: none"> <li>● Brief written reflection on 'What prevents me from doing my homework and what can I do about it?' <input type="checkbox"/></li> <li>● Catch-up classes in own time <input type="checkbox"/></li> <li>● Monitoring with Progress Checks in all or some subjects. <input type="checkbox"/></li> <li>● Possible referral to SWC and/or Guidance Officer. <input type="checkbox"/></li> </ul>
1	Persistent failure to bring appropriate equipment to class.	<ul style="list-style-type: none"> <li>● Possible monitoring through progress checks in all or some subjects</li> </ul>
3	The possession and/or misuse of inappropriate or offensive material (printed and/or electronic).	<ul style="list-style-type: none"> <li>● Written reflection on behaviour and ways to modify behaviour <input type="checkbox"/></li> <li>● Possible suspension <input type="checkbox"/></li> <li>● Withdrawal of computer access rights if school computers involved <input type="checkbox"/></li> <li>● Possible referral to Assistant Principal <input type="checkbox"/></li> </ul>
3	Smoking on Campus	<ul style="list-style-type: none"> <li>● First time: warning recorded</li> <li>● Second time: 1 day suspension</li> </ul>
4	Theft of Property	<ul style="list-style-type: none"> <li>● <b>Minor incident</b> – return the property or pay</li> <li>● Replacement cost if no longer has the property. <input type="checkbox"/></li> <li>● Written apology to student/staff member</li> <li>● <b>Major incident</b> – return the property or pay for replacement cost if no longer has the property. <input type="checkbox"/></li> <li>● 5-10 day suspension. <input type="checkbox"/></li> <li>● Conference with Course Coordinator</li> <li>● Written apology to the student/Staff member</li> <li>● Possible referral to SWC. <input type="checkbox"/></li> <li>● Possible referral to Assistant Principal. <input type="checkbox"/></li> </ul>
2&5	Unauthorised access of computer software/web pages	<ul style="list-style-type: none"> <li>● Course Coordinator to inform IT Technical Staff and possible withdrawal of computer access rights</li> </ul>
3	Abuse of staff or visitors.	<ul style="list-style-type: none"> <li>● Suspension (2-10 days depending on severity)</li> </ul>

		<ul style="list-style-type: none"> <li>● Written reflection on behaviour and ways to modify behaviour <input type="checkbox"/></li> <li>● Contractual agreement with teacher re conditions for re- entering class or with teacher or non-teaching staff re general interactions around the school <input type="checkbox"/></li> <li>● Written apology to visitor <input type="checkbox"/></li> <li>● Possible referral to SWC <input type="checkbox"/></li> <li>● Possible referral to Assistant Principal <input type="checkbox"/></li> </ul>
2	Serious or persistent refusal to follow a reasonable instruction.	<ul style="list-style-type: none"> <li>● Suspension (up to 10 days, depending on severity), <input type="checkbox"/></li> <li>● Written reflection on behaviour and ways to modify behaviour <input type="checkbox"/></li> <li>● Contractual agreement with teacher re conditions for re- entering class or general interactions around the school <input type="checkbox"/></li> <li>● Possible referral to SWC <input type="checkbox"/></li> <li>● Possible referral to Assistant Principal <input type="checkbox"/></li> </ul>
4	Major or persistent disruption in lectures/class/workshops /library	<ul style="list-style-type: none"> <li>● Suspension (up to 10 days depending on the severity) <input type="checkbox"/></li> <li>● Written reflection on behaviour and ways to modify behaviour <input type="checkbox"/></li> <li>● Possible short term removal from class</li> <li>● Contractual agreement on classroom behaviour before re- entering classes <input type="checkbox"/></li> <li>● Monitoring</li> <li>● Possible referral to Assistant Principal <input type="checkbox"/></li> <li>● Possible case management and/or referral to SWC <input type="checkbox"/></li> </ul>
5	Minor graffiti or damage to school property.	<ul style="list-style-type: none"> <li>● Community care duties</li> <li>● Pay for replacement or repair costs</li> </ul>
5	Damage to school or other students' property.	<ul style="list-style-type: none"> <li>● Community care duties</li> <li>● Pay for replacement or repair costs</li> </ul>
5	Persistent minor or major damage to school computer equipment.	<ul style="list-style-type: none"> <li>● Community care duties</li> <li>● Pay for replacement or repair costs</li> <li>● Interview with ICT Coordinator</li> <li>● Withdrawal of computer access rights</li> </ul>
3&4	Unsafe and/or dangerous behaviour	<ul style="list-style-type: none"> <li>● Written reflection on behaviour and ways to modify behaviour <input type="checkbox"/></li> <li>● Contractual agreement on behaviour before re-entering classes <input type="checkbox"/></li> <li>● Suspension (up to 10 days depending on the severity) <input type="checkbox"/></li> </ul>
3	Minor Fighting	<ul style="list-style-type: none"> <li>● 1-3 Days suspension</li> <li>● Written reflection on behaviour and ways to modify behaviour</li> <li>● Reconciliation of those involved</li> </ul>
3	Major Fighting	<ul style="list-style-type: none"> <li>● 5-10 Days suspension</li> <li>● Written reflection on behaviour and ways to modify behaviour</li> <li>● Reconciliation of those involved <input type="checkbox"/></li> <li>● Possible referral to SWC for anger management or counselling</li> <li>● Possible referral to Assistant Principal</li> </ul>
3	Major verbal or written harassment of another	<ul style="list-style-type: none"> <li>● Written reflection on behaviour and ways to</li> </ul>



student or staff member	modify behaviour <ul style="list-style-type: none"> <li>● Reconciliation of those aggrieved student/s and/or staff member/s</li> <li>● Possible referral to SWC</li> <li>● Possible referral to Assistant Principal</li> <li>● 5-10 Days suspension</li> </ul>
-------------------------	--

### LEVEL THREE: RESPONSIBILITY OF ASSISTANT PRINCIPAL

RULE	BREACH OF CODE OF CONDUCT	CONSEQUENCES
3	Serious violence or repeated major fighting	<ul style="list-style-type: none"> <li>● Referral to appropriate support personnel, e.g. SWC, Guidance Officer</li> <li>● Suspension pending permanent exclusion from the college</li> </ul>
3	Use or possession of alcohol, illegal drugs or other dangerous substances	<ul style="list-style-type: none"> <li>● Confiscation of item</li> <li>● Medical care organised if necessary</li> <li>● Referral to appropriate support personnel, e.g. SWC, Guidance Officer</li> <li>● Up to 10 day suspension and possible permanent exclusion from the college</li> </ul>
3	Distribution/selling of illegal drugs or other dangerous substances	<ul style="list-style-type: none"> <li>● Confiscation of item</li> <li>● Medical care organised if necessary</li> <li>● Referral to appropriate support personnel, e.g. SWC, Guidance Officer</li> <li>● Up to 10 day suspension and possible permanent exclusion from the college</li> </ul>
5	Serious vandalism or theft.	<ul style="list-style-type: none"> <li>● Arrangements for compensation and possible Community Care Duties</li> <li>● Up to 10 day suspension and possible permanent exclusion from the college</li> </ul>
3	Possession of a dangerous or illegal weapon.	<ul style="list-style-type: none"> <li>● Confiscation of item</li> <li>● Medical care organised if necessary</li> <li>● Referral to appropriate support personnel, e.g. SWC, Guidance Officer</li> <li>● Up to 10 day suspension and possible permanent exclusion from the college</li> </ul>

**NB: ALL ALLEGED CRIMINAL OFFENCES WILL BE REFERRED TO THE POLICE**