



# *Student Handbook* **2011**

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Please note that this Handbook is designed to be read and understood in conjunction with the Sydney Film School Policies and Procedures available in full on the Sydney Film School website ([www.sydneyfilmschool.com/school/policies.aspx](http://www.sydneyfilmschool.com/school/policies.aspx)).

If you do not have access to the internet from home, you may access the website on the student computers at the School.

## **Student Charter**

The SFS is committed to the pursuit of excellence in all aspects of education and learning, and particularly to the provision of high quality teaching.

A full copy of the Student Charter is available from the Policy page of the School's website.

## **Fairness Procedures**

The Sydney Film School will treat fairly all of its students and all prospective students seeking to enrol with the School. For more information about our Fairness Procedures please consult our Fairness Procedure available on the website.

## **Fee Payment**

Payments are acceptable by cash, cheque, bank transfer, direct deposit, or credit cards.

Each student accepts the responsibility for the payment of their own fees to the School, on the date and of the amount described in their student agreement.

The granting of qualifications may be withheld in the event of fees remaining outstanding to Sydney Film School. If it is deemed necessary, in the event of unpaid fees, the details relating to a Student's contact and financial information may be given to a debt collector or a similar Officer; the Student will be responsible for the associated costs incurred.

The Student Agreement is subject to all claims and releases, and is considered binding.

## **Refund Policy**

The policy of the Sydney Film School is to be fair and equitable when dealing with refunds.

The refund information on the Student Agreement forms a binding agreement between the student and the Sydney Film School, should the Letter of Offer be accepted, and a student accepted into the Sydney Film School.

Please refer to our Refund Policy available in full on the website.

## **VET FEE-Help**

VET FEE-HELP is a student income contingent loan scheme for the Vocational Education and Training (VET) sector that is part of the Higher Education Loan Program (HELP). VET FEE-HELP assists eligible students to pay for all or part of their VET tuition fees when studying at the Sydney Film School, an accredited VET provider\*.

### **Eligibility for VET FEE-HELP**

You are eligible for VET FEE-HELP if you are an Australian citizen or holder of a permanent humanitarian visa who will be a resident in Australia for the duration of the unit of study in which you are seeking VET FEE-HELP assistance; and are enrolled in the following course: \* Diploma of Screen and Media

New Zealand citizens and other permanent visa holders are not eligible for VET FEE-HELP and must pay their tuition fees upfront.

### **VET FEE-HELP borrowing limit**

Students can borrow up to the amount of the tuition fees charged for their course. However, over their lifetime, students will only be able to borrow up to a maximum limit as indexed each year. The latest FEE-HELP limit is available from [www.deewr.gov.au/vetfeehelp](http://www.deewr.gov.au/vetfeehelp)

## **LOAN REPAYMENT**

There is a loan fee of 20% that applies to full fee-paying students undertaking VET FEE-HELP loans. Students repay their loan through the Australian taxation system once their repayment income is above the minimum repayment threshold. The latest threshold level is available from [www.deewr.gov.au/vetfeehelp](http://www.deewr.gov.au/vetfeehelp)

### **How will VET FEE-HELP assist you to pay tuition fees?**

If you are eligible for VET FEE-HELP, you may choose to pay your tuition fee in one of three ways:

- \* Pay the full tuition fee upfront to the School.
- \* Pay some of the tuition fee upfront to the School and request a VET FEE-HELP loan for the remainder of the tuition fee.
- \* Request a VET FEE-HELP loan for the full tuition fee.

VET FEE-HELP assistance provides a loan for tuition fees only. It does not cover accommodation, living expenses or other fees or expenses that a student may incur.

### **Applying for VET FEE-HELP**

Students who accept an offer for a fee-paying course will choose their payment option at enrolment. Students do not need to request VET FEE-HELP prior to enrolment. If applying for VET FEE-HELP, you will need to bring the following documents on Orientation Day:

- \* Evidence that you are an Australian citizen or holder of an Australian permanent humanitarian visa (eg, Birth Certificate or Passport); and
- \* Your Tax File Number (TFN)

Every year the VET FEE-HELP information booklet and factsheet are updated and are available from [www.deewr.gov.au/vetfeehelp](http://www.deewr.gov.au/vetfeehelp) Important Policies and Procedures relevant to VET FEE-HELP are available on our Policies Page.

***\*Students should be aware that Sydney Film School's approval as a VET provider may still be disallowed by the Federal Parliament. In the event that Sydney Film School's approval is disallowed, students will not be able to access VET FEE-HELP for the remainder of their course.***

## **Re-Crediting a VET FEE-Help Balance**

If a student withdraws from a VET unit of study after census date, or has been unable to successfully complete a VET unit of study, and believes this was due to special circumstances then the student may apply to have their FEE-HELP balance recredited for the affected units. The procedure is available from the Policy page on the School's website.

Please note that the unsuccessful completion of a Unit of Study does not constitute grounds for re-crediting a VET FEE-Help balance.

## **Student identification card**

The use of this card identifies you as a Student. The card is essential as identification as a Sydney Film School Student, when off the premises in situations when shooting on location etc. International students are not eligible for travel discounts.

## **Change of address and phone number**

Students are required to notify the School, in writing, of any change of address or contact phone number, including mobile phone numbers and email addresses.

Any information given by the student to the school is considered private and confidential.

## **Regulations for International Students**

The Department of Immigration and Citizenship(DIAC) requires International Students to inform the Sydney Film School in writing of the following:

- a change of living address
- non-attendance due to illness
- periods of extended illness (this should be supported by a Doctor's Medical Certificate)
- holidays planned outside of Australia
- extended leave from the Course
- an intention to defer study
- an intention to discontinue studies

DIAC requires that all International Students:

- have current medical health insurance
- have a minimum of 80% attendance throughout their course of study
- notify the School Office, in writing, of new address and contact details, while they are studying at the School

### **Overseas Student Health Cover (OSHC) membership and procedure**

International Students must maintain current Overseas Student Health Cover (OSHC).

Sydney Film School recommends Australian Health Management (AHM) and has an account with this body. This is a separate Government-maintained company.

#### *1. Students who are commencing study in Australia for the first time*

Students who have arrived from an overseas destination must have OSHC to obtain a Student Visa.

The Student OSHC Membership cards will be given directly to students by Sydney Film School.

#### *2. Students who are continuing studies in Australia*

Students are required by DIAC to maintain their current OSHC membership.

### **Induction/Orientation**

Orientation occurs semesterly at the beginning of the course term.

At orientation, all students will receive a student kit including this student handbook. They will also be given a full introduction to the school premises and facilities.

The purpose of orientation is to ensure that all students:

- understand the information contained in the Student Handbook, including their rights as a student,
- understand the Sydney Film School Student Charter,
- are familiar with the facilities and resources,
- have identified the key training, support, and administration personnel,
- understand their course timetable,
- understand the course assessment requirements
- have necessary course materials, including Part 1 screenplays
- know where to access more information, as required

## **Language, Literacy & Numeracy**

The School will meet the needs of individuals, and provide assistance in the area of language, literacy and numeracy in accordance with our Language, Literacy and Numeracy Policy available on the Policy page of the School's website.

## **Delivery of The Training Package: Diploma of Screen & Media CUF 50107**

The Diploma of Screen and Media is a course that has been devised by the Sydney Film School on the basis of a Training Package, which has been endorsed by the Australian Film Industry and the Australian Government. To find out more details about the Training Package details are available on our website

[\(<http://www.sydneyfilmschool.com.au/school/course/training-assessment-strategy.aspx>\)](http://www.sydneyfilmschool.com.au/school/course/training-assessment-strategy.aspx)

## **Training & Assessment**

Sydney Film School has designed a unique course experience, refined over a fifteen year period. This course uses holistic delivery and assessment as the basis for its proven success.

Holistic assessment means that students are assessed across a range of skills (or competencies) in all levels of the course, to ensure that students have multiple opportunities for meeting competency, and thereby refine their skills in a process of continuous improvement.

A copy of the most recent Training & Assessment Strategy is available on the website.

[\(<http://www.sydneyfilmschool.com.au/school/course/training-assessment-strategy.aspx>\)](http://www.sydneyfilmschool.com.au/school/course/training-assessment-strategy.aspx)

## **Assessment**

SFS is committed to providing assessment that makes a significant contribution to learning outcomes. The School's assessment policies, guidelines and procedures apply equally to all School assessments.

### *Policy*

Assessment means work (e.g., oral presentations, written reports, demonstration) that a student is required to complete.

### *Procedure*

The primary goal of assessment is to encourage, direct and reinforce high quality learning. It is also capable of indicating achievement, maintaining standards and providing certification.

The assessment content and elements for a course are carefully designed to cover and give expression to all the learning objectives of, and competencies covered by, the course.

A variety of learning objectives requires a variety of forms of assessment (e.g. oral presentations, written reports, demonstration) and may involve a combination of formative (i.e. not contributing to the final grade) and summative (contributing to the final grade) components as appropriate.

The content, amount, form and spread of assessments have been chosen to reflect stated objectives, graduate competencies and course goals. The final result should measure the extent to which the goals and competencies have been achieved.

Assessment requirements are transparent and are provided, in writing, to students in the first week of class each semester as part of the course profile.

### *Assessing Competency*

Competency in all pieces of assessment and the overall course are decided by reference to predetermined performance criteria and competency standards, rather than by reference to the performance of other students in the course, in accordance with the School's adoption of competency-based assessment.

Clear written assessment standards and criteria must be provided for each piece of assessment.

Where multiple teachers mark assessment in a course, the School uses a moderation process to ensure consistency between assessors.

### *Provision of feedback*

Progressive assessment, with timely feedback, is crucial for students' learning.

Feedback is offered on every item of assessment to identify what the student has achieved satisfactorily, and ways in which the student can improve their learning.

## **Assessment Standards**

Written Assignments must be typed and presented in a professional format:

- well structured
- correct grammar
- correct spelling (Australian English)
- accurate referencing and bibliography
- student name & number on each page

Video Assignments must be handed in on the format specified by the assignment. The student must keep a copy as backup.

Audio Assignments must be handed in on a quality CD. The CD must be a copy of the master.

Film Assignments must be handed in on a spool ready for projection. They must not be on cores.

Slide Assignments must be mounted and handed in ready for projection.

All assignments must be labeled to show:

- name & student number
- assignment title
- teacher's name

## **Cheating & Plagiarism**

In individual assessments, students are expected to complete their own work. Plagiarism is the act of taking and using someone else's work as one's own, and is regarded as cheating.

The following acts constitute plagiarism unless the work is appropriately acknowledged:

- directly copying any part of another's work
- summarising the work of another
- using or developing an idea derived from another person's work

Students caught cheating or plagiarising will be penalised to the extent of the degree of cheating, or may be excluded from the school.

## Extensions

Assessment extensions will only be approved under three conditions:

- **Illness.** The student must have a doctor's certificate certifying that they were unfit to perform the necessary task at the relevant time.
- **Work.** This is only relevant in the case of a part-time student that works full-time. The student must have a letter from their employer certifying that their job prevented them from performing the necessary task at the relevant time. Alternatively, the student can sign a statutory declaration.
- **Extraordinary Circumstances.** In special cases of hardship, an extension may be granted at the School's discretion.

Any application for an extension must be made prior to the due date. If an extension application is received after this date, it will not be accepted or approved.

## Course Subject Notes and Outlines

At the commencement of each course subject a subject outline is issued by the tutor, outlining the structure of the subject and the assessment tasks involved. Course notes for each subject will be handed out by the tutors at appropriate times throughout the course.

## Course Progress

The Sydney Film School monitors the enrolment load of students to ensure they complete the course within the duration specified in their Confirmation of Enrolment. The School only enables students to extend the expected duration of study for the course through the issuing of a new Confirmation of Enrolment in limited circumstances.

The Sydney Film School systematically monitors student's course progress and is proactive in notifying and counseling students who are at risk of failing to meet course progress requirements.

Sydney Film School monitors, records and assesses the course progress of each student for each subject of the course for which the student is enrolled.

In order to satisfy course progress requirements for each subject, students need to:

- Attend a majority of classes, in accordance with our Attendance procedures
- Complete all assessment tasks, and

- Achieve Competency across a broad range of skills

Attendance is monitored according to our Attendance procedures, and Assessment Tasks are assessed by individual subject trainers and assessors, and holistically by the Head of Studies.

Holistic assessment takes into account a student's progress across a broad range of subject areas to demonstrate competency in any given skill area, or unit of competency. This provides students with multiple opportunities to demonstrate competency in any given skill area.

Attendance and assessment results are recorded and monitored weekly by the Registrar, who identifies any risks of unsatisfactory course progress.

Students who leave prior to completion may still be awarded a Statement of Attainment in particular Units of Competency that have been successfully completed. Each UOC requires a minimum number of tasks successfully performed by the student in order to demonstrate competence.

To find out more about how Course Progress is handled please read our Course Progress Policy available on the website.

## **Deferral, Suspension & Cancellation of Enrolment**

Once a student has enrolled in a course, the Sydney Film School will not allow them to defer, suspend or cancel their studies, except on the grounds of illness, evidenced by a doctor's certificate, or other exceptional compassionate circumstances beyond the control of the student, for example, bereavement, unless the proceedings are initiated by the school due to student misconduct.

For further information please refer to our Deferral, Suspension and Cancellation Policy available on the website.

## **Student Services, Welfare & External Support**

*Student Services:*

The Sydney Film School student services include such things as:

- access to information and assistance through the website, handbook, course notes, and administration staff,
- timely issuance of training assessments, results and qualifications, in accordance with National guidelines,
- provision of hire equipment and assistance for practical assignments,
- clearly established records and documentation procedures to ensure accuracy and privacy,
- language, literacy and numeracy assistance provided both by school staff and external providers,

- student welfare and guidance services relevant to the training products of the School,
- external links to personnel with experience in providing assistance for client needs,
- policy and systems to ensure all necessary information to make a fully informed decision is provided prior to enrolment.

#### *Student Welfare:*

The School is at all times concerned with the welfare of our students.

Student Services are provided in a range of areas to support different aspects of student life and learning at Sydney Film School:

- Help finding a place to live (Accommodation Assistance). Accommodation listings can be emailed to you, to give you the assurance of knowing you have your own living and working space before you arrive in Australia. If you need assistance with finding accommodation once you have arrived in Australia, please approach the International Relations Manager for guidance and information.
- Personal and learning problems or issue counselling. The International Relations Manager (Dr John Buckmaster) is available for a variety of concerns. Students are encouraged to seek advice if they feel that they can be assisted with personal issues, stress, illness or any situation that may affect their work. All information is considered confidential. The International Relations Manager may refer students to welfare specialists who may charge for these services. The School will not charge for a referral.
- Peer support system (friendship / mentors / gaining greater self-awareness and mastering the problem, improved ability to cope with academic pressures and an increased ability to cope more effectively with life in general).
- Health issues. Doctor information and specific medical needs.
- Financial issues (provide information about claims / discuss and assist student in managing their personal financial situation which remain confidential).
- Legal issues. Issues regarding Visa or Governmental regulations.

School staff are required to be aware of and respond to any signs of distress or discomfort by students. In this capacity, staff are trained to provide active listening.

Should a staff member be unable to give the student assistance, then a system is in place whereby another staff member with the relevant background can be requested to assist, or an external service can be commissioned to assist. In the latter instance, while Sydney Film School does not charge students for a referral, the external support services may charge an additional fee.

#### **Student Support Contact Staff**

Uracha Oliver – Course Coordinator  
Tel: (+61-2) 9698 2244  
Mob: 0414 017 594

Email: uoliver@sydneyfilmschool.com

John Buckmaster – International Relations Manager.

Tel: (+61-2) 9698 2244

Mob: 0416 079 334

Email: jrbuckmaster@sydneyfilmschool.com

For any kind of assistance please book a time to see the Course Coordinator. In addition to this, all International Students may also request a time to see the International Relations Manager. You may book a time to see either at the Front Desk, or by calling 9698 2244 9am – 5pm Monday – Friday.

### **Printing and Copying services:**

Students receive **free coursework notes**, which will be presented to you at the beginning of each subject.

### **Internet Access:**

Internet access is also available for students using laptops. The log in password is **sfs2010sfs2010**.

### **Downloading:**

Please note that internet access is free of charge to all students.

All students should be courteous in regards to downloading materials. Students must not download large files. The internet speed becomes slow for student use when large files are downloaded.

**Students must not illegally download copyright material. Pupils who do so will be suspended from the school.**

### **Opening Hours:**

#### **Weeks 1-10**

School facilities are available from 10am til 6pm Monday til Friday.  
Saturdays 10am til 5pm.

#### **Weeks 11-20**

School hours will be extended during the post-production period. These hours will be advised.

### **Personal Items:**

Personal items should be left with staff if unattended for safekeeping. They will be kept in the front office or equipment storeroom.

### **Kitchen Facilities:**

Students may use Kitchen facilities at all times during school hours.

The Kitchen has two fridges, two microwaves and an Espresso Coffee Machine.

Please see a member of staff if you are unable to use the Espresso Coffee Machine, and the staff can demonstrate how to use the machine effectively.

Coffee, tea and milk are free of charge for all students.

### **Booking Facilities:**

Students must see our Equipment managers for booking equipment in regards to their school production projects.

Students are required to complete a booking form.

Equipment must be returned promptly and in good working condition. No lateness will be tolerated.

Booking of school spaces such as meeting rooms and Studio space is directed to Geoff Barter (Operations Manager).

All students constructing sets must see Geoff Barter for safety approval.

Please see Geoff in regards to sets, props, costumes and set painting.

The studio must be left clean after use otherwise the deposit will be forfeited.

### **SYDNEY FILM SCHOOL SUPPORT SERVICES**

The Sydney Film School Course Coordinator and International Relations Manager can assist in recommending a broad range of support services including:

- Career Advice
- Child Care
- Counselling
- Disability Services
- Discrimination & Harassment Prevention
- English Language Assistance
- Emergency Services
- Equity & Diversity
- Financial Assistance
- Grievances & Complaints Handling
- Health Services

- Housing Services
- Learning Assistance
- Legal Advice
- Peer Network
- Special Needs Service

In addition to contacting the Sydney Film School Course Coordinator or International Relations Manager, you may also wish to contact any number of the following services directly. Please note that the following services are not provided by the School itself and are likely to incur an additional charge.

### **Careers service**

The Sydney Film School is a member of the following film industry organizations that will assist in career development in a variety of skill areas:

- The Australian Directors' Guild (ADG) [www.adg.org.au](http://www.adg.org.au)
- The Australian Writers' Guild (AWG) [www.awg.com.au](http://www.awg.com.au)
- The Screen Producers' Association of Australia (SPAA) [www.spaa.org.au](http://www.spaa.org.au)
- The Australian Film Institute (AFI) [www.afi.org.au](http://www.afi.org.au)

### **Child care**

- Alexandria Child Care Centre, 41 Henderson Rd Alexandria 2015  
Tel: 92885650 Fax: 92451512
- Redfern Occasional Child Care, 55 Pitt St Redfern 2015  
Tel: 9288 5620

### **Counselling**

- AHM Emergency Service Helpline 1800 006 745
- Culturally & Linguistically Diverse Counselling Service,  
67 Raglan St Waterloo 2017 Tel: 9390 5377
- Lifeline Sydney, 15 Belvoir St Surry Hills 2010  
Tel: 9951 5577 / Fax: 9951 5511

### **Emergency Services**

- Police, Fire, Ambulance Tel: 000
- Police Headquarters Tel: 131 444
- Redfern Police Station Tel: 8303 5199
- St Vincent's Emergency Tel: 8382 7111
- Sydney University Medical Clinic Tel: 9351 3484

### **English language assistance**

Many international students find that initially they experience difficulty following classes, understanding Australian English and writing in coherent English.

The Sydney Film School International Relations Manager can organize English teachers to visit the school, or recommends the following English Colleges:

- Ability Education, Level 4, 10 Quay St, Sydney 2000  
Tel: 9211 4161 [www.ability.edu.au](http://www.ability.edu.au)
- Access Language Centre, 72 Mary St, Surry Hills 2010  
Tel: 9281 6455 [www.access.nsw.edu.au](http://www.access.nsw.edu.au)
- Universal English College, 222 Pitt St, Sydney 2000  
Tel: 9283 1088 / Fax: 9283 1760 [www.gvenglish.com](http://www.gvenglish.com)
- Greenwich College, Level 3, 127 Liverpool St, Sydney 2000  
Tel: 9264 2223 / Fax: 9264 2224 [www.greenwichcollege.com.au](http://www.greenwichcollege.com.au)

### **Equity and Diversity**

Sydney Film School sees the diversity represented in its student community as a positive feature of student life. The School provides educational schemes and pathways to ensure that people from the widest range of backgrounds have an opportunity to access our courses.

The Sydney Film School Course Coordinator provides advice and support for any Sydney Film School student who has an equity-related complaint, including:

*Grievances and complaints handling*

*Discrimination and harassment prevention*

### **Financial assistance**

The Sydney Film School Course Coordinator can arrange appointments with the School's Financial Officer to discuss financial issues, or alternatively with Leigh Prosser, the Branch Manager at the:

- National Australia Bank, Sydney University Branch,  
Wentworth Bldg 174 City Rd Chippendale 2008,  
Tel: 9660 5412 / Fax: 9566 2674

### **Health service**

- AHM Emergency Service Helpline 1800 006 745
- Leichardt Women's Health Centre, 55 Thorley St Leichardt  
Tel: 9560 3011 / Fax: 9569 5098

- Sydney South West Area Health Service, 1 Albert St Redfern 2016  
Tel: 9395 0444 / Fax: 9690 1978
- Sydney Dental Hospital, 2 Chalmers St Surry Hills 2010  
Tel: 9293 3240 / Fax: 9293 3488

For overseas students please remember to bring your Overseas Student Health Cover (OSHC) card when making any Medical appointments.

### **Mental Health & Depression**

The Beyond Blue's home page contains links to a bunch of programs & resources:  
<http://www.beyondblue.org.au/index.aspx?>

The 25 yrs & under section on their website: <http://www.youthbeyondblue.com/>

There's also more resources on the Black Dog Institute's website:  
<http://www.blackdoginstitute.org.au/public/resources/overview.cfm>

### **Housing service**

- The International Relations Manager assists overseas students in finding suitable accommodation in Sydney.
- A full list of recommended options are available on the school's website:  
<http://www.sydneyfilmschool.com/school/living-in-sydney/accommodation.aspx>

### **Learning assistance**

The Sydney Film School Course Coordinator can arrange meeting times with the Head of Teaching to discuss any learning assistance needs.

### **Legal advice**

- For a full account of legal advice listings in Australia please visit:  
<http://aei.gov.au/AEI/ESOS/QuickInfo/default.htm>
- Redfern Legal Centre, 73 Pitt St Town Hall Redfern 2016 Tel: 9698 7277  
/ Fax 9310 3586

### **Peer Network**

Make sure you attend the semesterly School Dinner at which event you can meet your fellow peers in a relaxed environment. The Course Coordinator is also happy to put you in contact with our extensive Alumni Network.

**An Industry Advisory Board (IAB)** is comprised of SFS alumni and involves two student representatives (one each from Part 1 and Part 2) on its Board. Please see your respective student rep for any additional support or advice.

### **Special needs service / Disability services**

Students who have disabilities or ongoing medical conditions which may impact on their study are encouraged to contact the International Relations Manager for information and advice.

### **Life in Sydney**

More general information about living in the City of Sydney is available on our website: <http://www.sydneyfilmschool.com/school/living-in-sydney.aspx>

### **Student Safety**

When walking home or to the train station late at night, it is best to organize a friend to walk with you.

You can also contact the school 9698 2244 if you wish to arrange an escort in advance, and our staff will assist you.

If an incident occurs where you feel threatened or approached, you can contact the School Director after hours on 0422 950 595. So it is best to enter this number into your phones now as an Emergency contact.

If driving to school, do not leave valuables in your car, as these will become prime targets for break-ins.

## Recommended Reading List...(just a start)

Ascher, S. and Pincus, E., *The Filmmaker's Handbook*, Penguin, 1984

Bordwell, D. and Thompson, K., *Film Art: an introduction*. 2nd ed., Alfred Knopf, New York, 1989

Bresson, R., *Notes on the Cinematographer*, Quartet Books Ltd. London 1986

Carriere, J. C., *The Secret Language of Film*, Random House, New York, 1994

Dancyger, K. and Rush, J., *Alternative Scriptwriting*, Focal Press, 1991

Field, Syd., *Screenplay: the Foundations of Screenwriting*, New York, 1994.

Giannette, L. *Understanding Movies*, Prentice Hall / Simon and Schuster, New Jersey 9th Ed. 1996. There is also a web study guide for this book at <http://cwx.prenhall.com/bookbind/pubbooks/giannetti/>

Katz, S. D. *Shot by Shot: Film Directing, Visualising from Concept to Screen*. Michael Wiese Productions, Studio City, California, 1991

Leigh, J., *The Cinema of Ken Loach, art in the service of people*, Wallflower Press, London, 2002

Monaco, J. *How to read a film: The art, technology, language, history and theory of film and media*, Oxford Sydney Film School Press, New York, 1981.

Murch, W. *In the Blink of an Eye; a perspective on film editing*. Australian Film Television and Radio School, North Ryde, 1992. Out of Print.

Ondaatje, M. *The Conversation, Walter Murch and the art of Editing Film*, Bloomsbury, London, 2002.

Seeger, L. *Making a Good Script Great*, California, 1987.

Weiss, E. and Belton, J. (eds), *Film Sound: Theory and practice*. Columbia Sydney Film School Press, New York, 1985.

Weston, J. *Directing Actors: Creating Memorable Performances for Film and Television*. Michael Wiese Productions, Studio City, California, 1996.

Recommended journals: Cinema Papers, Independent Filmmaker, Metro and American Cinematographer.

## Other resources available

**Sydney Film School Meet the Filmmaker Screenings:** Regular film screenings each Monday.

**Jerzy Toeplitz Library** of the Australian Film, Television and Radio School is a specialised library that holds a comprehensive collection of books, journals, videos, laser disks, and news clippings on film, television, video, multimedia and radio, as well as a number of specialised databases. Situated in the Entertainment Quarter of Fox Studios in Moore Park, the AFTRS library is a non-lending library with one of the best film-theory collections in Australia.

**Screen Australia:** web site ([www.screenaustralia.gov.au](http://www.screenaustralia.gov.au)), email newsletters, and online resource provided by the Australian government's film division.

**ABC Radio National**, 576 am Programs such as: Airplay, Big Ideas, Book Talk, Books and Writing, The Media Report, Radio Eye, Street Stories, The Science Show, All In The Mind, Life Matters, Movie Time to name a few. Transcripts and audio on demand at [www.abc.net.au/rn](http://www.abc.net.au/rn)

**Art Gallery of NSW** Every Wednesday and Sunday, free films are programmed according to the current exhibitions running at the Gallery. Very often some rare and obscure films are played. Tel: 02 9225 1744

**FBI Radio** Regent St Waterloo Ph: Greg Allan 9893 7546, 0412 755 985 Student groups involved in radio. FBI broadcasts live.

**Popcorn Taxi** nights at the Cinema Paris (locations vary) Ph: 8353 2404 [sydney@popcorn-taxi.com.au](mailto:sydney@popcorn-taxi.com.au) Wednesday night screenings of contemporary releases and discussion with the filmmakers afterwards. Screenings may be subject to change.

**WEA Film Discussion Group** Ph: 9949 1613

**Dr What Video** in Bondi Junction, Ph: 9387 1100 Housing a fine collection of the greats.

**Video Shift**, in Balmain, Ph: 9818 3158 also housing a fine collection of the greats.

## **Student Grievance Handling**

Sydney Film School ("the School") is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system which is easily accessible and offered to complainants at no charge.

The School aims to provide an amenable and pleasant environment in which to study. As a part of this aim, the School takes the resolution of any student issues seriously.

The complete procedure is available from the Policy page of the School's website.

## **Privacy & Personal Information**

The Sydney Film School holds a large amount of personal information concerning staff, students and other persons, as a natural consequence of its teaching and administrative functions. Some personal information is collected from the persons concerned, while other information is generated by the School in the course of its activities (for example, assessment results). The privacy of persons about whom the School holds personal information is respected, and the procedures available on the Policy page of our website outline how personal information should be handled within the School.

## **Student Misconduct and Discipline**

The Sydney Film School recognises as a principle that the basis for dealings among members of the School community should be one of mutual respect, and expects that all its students abide by its Student Charter, available on the website.

The School encourages students to act in a way that:

- allows reasonable freedom to fellow students to pursue their studies in the School, and to participate in School activities;
- recognises that a quality educational experience is the aim of the School, and that proper student assessment and review procedures are essential to achieve this aim;
- promotes the proper use of the School's facilities, its information, and the property of other persons on its sites.

The object of this set of standards is to:

- promote mutual respect by informing students of behaviour that the School considers appropriate;
- discourage behaviour that the School considers inappropriate;
- implement fair and just standards for dealing with misconduct cases;

Misconduct includes conduct that:

- impairs others' pursuit of activities in the School;
- hinders the pursuit of academic excellence (e.g. through cheating);
- amounts to improper use of School facilities.

A student who attempts to commit misconduct is guilty of misconduct.

*Procedure:*

#### 1. Reporting misconduct:

A person may report possible misconduct by a student to any School Staff.

A Staff member may make preliminary investigations on their own initiative to decide whether a student has committed misconduct.

#### 2. How decision-makers proceed:

When dealing with misconduct, the School must:

- proceed in a manner that is considered appropriate, without being bound by legal technicalities, but by the justice of the case;
- give the student the opportunity to inspect all relevant evidence held by the School;
- give the student a reasonable opportunity to appear before the decision-maker to answer any questions;
- allow the student to be accompanied by, or represented by, another person not being legally qualified;
- decide, to the reasonable satisfaction of the School, whether the student has committed misconduct, and if so, which action should be taken.

#### 3. Jurisdiction and Penalty Powers:

The CEO may deal with any matter. Alternatively, the CEO may wish to refer the matter to other Staff members.

If a finding of misconduct is made, the CEO on the advice of others, may make one or more of the following orders:

- reduction or cancellation of the mark for any assessment
- requirement to do further work or repeat work in any subject
- refusal or cancellation of credit for any subject
- restitution
- suspension of any length from the School
- expulsion from the School

In the case of expulsion, there will be no refund of fees. DIAC will be notified where relevant.

#### 4. Appeals:

The student may appeal the first decision of the decision-maker or the board. There is no appeal from subsequent decisions.

To appeal a decision, the student must give notice of appeal to the CEO within 14 days of being given notice of the decision.

## **Recognition of Prior Learning & Granting of Course Credit**

The purpose of this policy is to provide for the assessment and credit of various types of learning undertaken by a student prior to enrolment at the Sydney Film School. The process of RPL and Course Credit takes place after the student is enrolled, and is available on our website.

## **Credit Transfer Request Assessment**

The Sydney Film School assesses requests from students for a transfer between another registered provider prior to the student completing six months of the principal course of study in accordance with the procedures available on our website.

## **Copyright**

The material in the courses delivered by the Sydney Film School is NSW Crown Copyright. Reproduction or transmission in whole or in part, other than for purposes of and subject to the provision of the Copyright Act, is prohibited unless written permission is obtained from the NSW Department of Education and Training.

Material used in the courses remains the property of the Sydney Film School.

Sydney Film School retains copyright of all films produced by the students during their studies at Sydney Film School.

### ***Software copyright policy***

Software companies are entitled to take legal action against a person/s who infringes copyright law by the illegal copy and transfer of software installed on the Sydney Film School computers. Students are advised that it is against Sydney Film School policy to permit any such copying.

### ***Printed material copyright policy***

Students may make copies for the purpose of study and/or research, of one or more articles on the same subject in a publication, provided the copies do not exceed 10% of the whole.

The School is permitted, under the Copyright Act, to make multiple copies, in whole or in part, of an edition of work for the sole purpose of education.

### **Download copyright policy**

The Copyright Act makes provision for copying in Educational Institutions in the following circumstances:

- single copies may be made for the purpose of research and study
- no more than 10% of the whole work is permitted to be used
- the work is not to be represented as a Student's own
- is limited to one (1) copy

This includes the use of images, photographs, moving images, animations, music, interactive sequences and text etc.

## **Occupational Health & Safety**

The Sydney Film School accepts and recognises the 'duty of care' role necessary to ensure the health, safety and welfare of all of its staff, students and others who enter the premises.

The Sydney Film School will provide appropriate resources to ensure that safety programs are established, updated and effectively implemented.

In line with this the Sydney Film School will:

- Actively plan, implement and encourage all persons to participate in the ongoing improvement of the company's Occupational Health and Safety programs.
- Provide facilities, which minimise risks to health and safety and to develop safe working practices and training to ensure that hazards are minimised.
- Implement Occupational Health and Safety systems designed to identify, assess and control workplace hazards, in line with current Occupational Health and Safety legislation.
- Consult with staff on workplace health and safety matters.

### **Responsibilities:**

The Board of Directors and management will allocate sufficient resources to maintain appropriate Occupational Health and Safety standards.

The CEO is responsible to oversee the implementation of:

- procedures

- reviews and inspections
- risk minimisation
- emergency procedures
- investigations
- consult with the Workcover Authority or any other relevant body, in accordance with the guidelines set out in the Occupational Health and Safety Handbook.

The CEO and each person employed by the organisation is responsible to:

- ensure the health, safety and welfare of all employees, participants and visitors to the premises and other work sites.
- provide and maintain a safe work environment and work systems.
- Follow the OH&S procedures and participate in all drills and training sessions in accordance with the legal requirements of the Occupational Health and Safety Act.

Emergency procedures are in place, which include:

- evacuation plans are clearly visible throughout the premises
- regular checks of fire safety procedures by the Fire Authorities
- fire safety and emergency procedures training and drills are a regular occurrence
- staff members who are trained are nominated First Aid Officers for the organisation

The Sydney Film School undertakes to ensure the health, safety and welfare of all employees, students, participants and visitors, and to:

- provide safe equipment and handling systems
- ensure the safe use, handling, storage, transport and maintenance of equipment
- provide safe access to and from the school building
- provide information, training and supervision

Students are required to understand that they have a legal responsibility to:

- not place themselves or others at risk of injury
- care for and use equipment in a responsible manner
- follow safe procedures, which includes ensuring no undue stress or risk of lifting, lowering, pushing, pulling, carrying, holding, moving or restraining an object occurs
- report hazards or injuries to your teacher or other staff
- use and leave a classroom or site in a safe condition. This includes ensuring there is no food or liquid next to computers and other equipment, and that students must not handle, strike or inflict damage on any object that may cause significant damage or risk from that object

## **Smoking**

The following policy has been developed in consultation with the Sydney Film School employees.

The Sydney Film School aims to provide its employees and students with a workplace free of ETS (Environmental Tobacco Smoke). Smoking in the workplace is a recognised health hazard and, as such, is not permitted in any area of the Sydney Film School building, office, or other area designated as non-smoking by both staff and students.

Employees and students who smoke outside the Sydney Film School premises should not do so near entrances to the building or on fire exits. They should also ensure that they dispose of cigarette butts and other litter carefully.

New employees, when applying for a position at the Sydney Film School, will be advised that the Sydney Film School has a non-smoking policy.

Employees cannot be disciplined if they smoke away from the workplace, during their own time.

Employees, who fail to look after the safety of other people at work by not complying with the non-smoking policy, can be personally liable to a fine of up to \$3000 under the OHS Act.

## **Other Relevant Legislation**

Sydney Film School complies with a number of Government Regulations, as listed in our Code of Practice which is available on our website.