

# **INTERNATIONAL FILM SCHOOL SYDNEY**

## **Student Handbook 2015**

International Film School Sydney Pty Ltd  
ABN 50 108 452 062  
National RTO Code. 91143  
CRICOS Registration No. 02660C

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Surry Hills NSW 2010  
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# Contents

<b>1. Welcome.....</b>	<b>3</b>
1.1 A message from the Campus Manager .....	3
1.2 Important Information and Emergency Contacts.....	4
<b>2. About the International Film School Sydney (IFSS).....</b>	<b>5</b>
2.1 The Qualification .....	5
<b>3 The Enrolment and Selection Process.....</b>	<b>6</b>
3.1 Enrolment Procedure .....	6
3.2 Course Entry requirements.....	6
3.3 International Students .....	7
3.4 Course Credit - Credit Transfer and Recognition of Prior Learning.....	7
<b>4. School Location.....</b>	<b>9</b>
4.1 Introducing Sydney.....	9
4.2 IFSS Campus Address .....	9
4.3 Accommodation .....	10
4.4 Student Contact Details.....	10
<b>5. Studying at IFSS .....</b>	<b>11</b>
5.1 What to expect on day one.....	11
5.2 Facilities and Equipment .....	11
5.3 Learner Support .....	14
5.4 Support Mechanisms.....	14
5.5 Welfare Procedures.....	14
5.6 School Communication .....	15
5.7 Student Access .....	15
5.8 Behaviour .....	15
5.9 Privacy .....	17
<b>6. Course Information.....</b>	<b>18</b>
6.1 Course Calendar .....	18
6.2 Attendance Requirements .....	18
6.3 Course Evaluation .....	18
6.4 Submissions.....	18
6.5 Fees.....	19
6.6 VET FEE HELP.....	19
6.7 Additional Costs .....	20
6.8 Refund Policy and Procedure.....	21
<b>7. Training Delivery and Assessment Services .....</b>	<b>21</b>
7.1 Trainer Qualifications .....	21
7.2 Conduct of Assessment.....	21
7.3 Student Production Assessment - Budget Responsibility.....	21
7.4 Course Completion.....	22
<b>8. IFSS Policies and Procedures .....</b>	<b>22</b>
<b>9. Legislative and Regulatory Requirements.....</b>	<b>22</b>
9.1 NSW Workplace Health and Safety Act.....	23
9.2 Anti-Discrimination Act 1977 .....	23
9.3 Equal Employment Opportunity .....	23
9.4 School Policy on Offensive Behaviour and Materials.....	23
<b>10. External Services.....</b>	<b>25</b>
10.1 Help and Advice .....	25
10.2 Banks.....	26
10.3 Overseas Student Services .....	26
<b>11. Declaration.....</b>	<b>27</b>
<b>12. Use of Equipment Agreement.....</b>	<b>28</b>

# **1. Welcome**

## **1.1 A message from the Campus Manager**

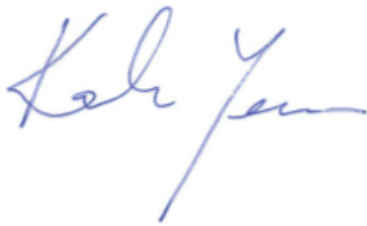
Welcome to the International Film School Sydney (IFSS).

Here at IFSS, our trainers aim to transform you into a motivated cinematic artist and film maker with dynamic storytelling skills, technical excellence and a distinctive creative voice. Our course is based on intense and immersive education, an approach that enables us to provide a comprehensive, production-focused film school, using high-end production facilities.

We demand that our students are open, professional and involved. In return we promise to challenge, support, nurture and stretch. We seek students with three shining qualities - humanity, daring and intelligence. They leave with the essential skills to work in the film industry and ready to connect with their audience on an emotional, visceral and experiential level.

We are excited to now be co-located with the renowned Actors College of Theatre & Television (ACTT) and the opportunities that arise through this collaboration. One thing that ACTT and IFSS share with our parent body, JMC Academy, is a strong commitment to our students and their future as creative artists.

Our filmmakers have a real world understanding of the global independent film economy. They are ready to succeed on the world stage. The journey awaits you.



Katrina Yeo  
Campus Manager

## 1.2 Important Information and Emergency Contacts

<b>Main IFSS contact details</b>	International Film School Sydney (IFSS) 41 Holt Street Surry Hills NSW 2010 T: +61 2 9281 2400 F: +61 2 9211 1000 E: <a href="mailto:info@ifss.edu.au">info@ifss.edu.au</a> W: <a href="http://www.ifss.edu.au">www.ifss.edu.au</a>
<b>Police, Fire, Ambulance – EMERGENCY ONLY</b>	<b>000</b>
<b>Campus Manager</b>	Ms Katrina Yeo, Campus Manager T: 02 9281 2400 E: <a href="mailto:kyeo@actt-ifss.edu.au">kyeo@actt-ifss.edu.au</a>
<b>Student Administration</b>	Ms Samantha (Sam) McLean Administration Coordinator T: 02 9281 2400 E: <a href="mailto:smclean@actt-ifss.edu.au">smclean@actt-ifss.edu.au</a>
<b>Surry Hills Police Station</b>	Level 3, Sydney Police Centre 151 – 241 Goulburn Street, Surry Hills 2010 W: <a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a> T: 02 9265 4144
<b>St Vincent's Hospital</b>	390 Victoria Street, Darlinghurst 2010 W: <a href="http://www.stvincents.com.au">www.stvincents.com.au</a> T: 02 8382 1111
<b>Royal Prince Alfred Hospital</b>	50 Missenden Road, Camperdown, NSW 2050 W: <a href="http://www.sswahs.gov.au/rpa/">www.sswahs.gov.au/rpa/</a> T: 02 9515 6111
<b>Medical Centre</b>	Surry Hills Medical Centre 573 Crown Street, Surry Hills NSW 2010 W: <a href="http://www.shfmc.com.au/index.php">www.shfmc.com.au/index.php</a> T: 02 9699 3311
<b>Post Office</b>	Australia Post Shop Haymarket Sydney Central Bldg 477 Pitt Street, Sydney 2000 W: <a href="http://auspost.com.au">http://auspost.com.au</a> T: 13 13 18
<b>Department of Immigration and Citizenship (DIBP)</b>	Sydney CBD office Ground Floor, 26 Lee Street Counter hours: 9am – 4pm Mon – Fri W: <a href="http://www.immi.gov.au">www.immi.gov.au</a> T: 131 881
<b>Law Access</b>	W: <a href="http://www.legalaids.nsw.gov.au">www.legalaids.nsw.gov.au</a> T: 1300 888 529
<b>Public Transport</b>	W: <a href="http://www.131500.com.au">www.131500.com.au</a> T: 131500

## 2. About the International Film School Sydney (IFSS)

The International Film School Sydney (IFSS) is a Registered Training Organisation (RTO), offering *CUF60107 Advanced Diploma of Screen and Media*. IFSS is registered through the Australian Skills Quality Authority (ASQA) and listed on the National Training Register (No. 91143). IFSS is also listed on the Commonwealth Register of Institutions and Course for Overseas Students (CRICOS code 068200G).

At IFSS, we aim to deliver the most comprehensive and future focused learning environment possible. To achieve this, training and classes are held in a diversity of environments both on-site at IFSS's dedicated facilities or on location during production periods.

Teaching and learning facilities include dedicated screening rooms, AV equipped classrooms, computer labs and suites and shooting studios. Class delivery can vary from lecture style presentations, to practical workshops and one-on-one consultations. IFSS is set-up as an operating film production workplace with industry standard facilities providing plenty of opportunity and space for students to practice and develop professional skills in filmmaking.

### 2.1 The Qualification

IFSS delivers the *CUF60107 Advanced Diploma of Screen and Media* qualification comprising 16 assessable units of competency from the national CUF07 Screen and Media Training Package endorsed by industry and the National Skills Standards Council. As we are an RTO, IFSS issues graduates with this nationally recognised qualification upon successful completion of our course, or a Statement of Attainment for partial completion.

At IFSS, the CUF60107 Advanced Diploma has been designed into two customised, specialist courses to train you for leadership roles in the areas of either:

- Screenwriting, Directing, Producing OR
- Cinematography

Both courses are delivered over 2 years (4 semesters). All students must enrol full time.

For the breakdown of the course units of study and assessment refer to the IFSS website:

CUF60107 Advanced Diploma Course Guide - Screenwriting, Directing, Producing at:

<http://ifss.edu.au/courses/screenwriting-directing-producing-adv-dip>

CUF60107 Advanced Diploma Course Guide - Cinematography at:

<http://ifss.edu.au/courses/cinematography-advanced-diploma>

### 2.2 Articulation

Following successful completion of the Advanced Diploma at IFSS, should you wish to articulate your studies into a Bachelor degree level, IFSS has articulation agreements with Raffles College in North Sydney and the WA Screen Academy. Further information on articulation arrangements can be found at: <http://ifss.edu.au/courses/university-pathways>

## 3 The Enrolment and Selection Process

### 3.1 Enrolment Procedure

The IFSS enrolment procedure is carried out in an ethical manner in accordance with access and equity principles.

#### **Enrolment Procedure:**

- Applicant contacts IFSS by telephone, fax, email, online or in-person.
- Applicant submits either an online or hard-copy application (at [www.ifss.edu.au](http://www.ifss.edu.au) or requests a copy from Reception).
- IFSS will contact the applicant to arrange an interview to confirm s/he meets the course's entry requirements
- Successful applicants are sent a Letter of Offer.
- To accept, students must return their signed Acceptance Form by the due date.
- International applicants only are required to pay a refundable Registration Fee (\$1,000) when returning their Letter of Offer Acceptance Form. This Registration Fee will be deducted from the first semester's tuition fees. Then international student information is entered in the government PRISMS database and an electronic confirmation of enrolment (eCoE) is created. *Note: international students must allow sufficient time for visa processing and travel so that they can start the course on time (ask local immigration authorities for further information).* Also international students must keep the IFSS Student Recruitment Advisor informed of any potential visa delays that may impact the commencement date of studies.
- When the Acceptance Form is received, the student is issued an Enrolment Pack which includes the Enrolment Form, the Contact Information Form, an RPL Information Kit, an invoice for the first semester's tuition fees, VET FEE Help information for domestic students, and instructions to apply for a Unique Student Identifier (USI).
- The student must return their Enrolment and Contact Information Forms by the due date.
- International and full-fee paying students (not VET FEE HELP) must pay the tuition fees two weeks prior to the start date of each semester.
- Students will undertake an induction on their first day at IFSS.

Once an international student has commenced the IFSS course, they cannot defer their studies or suspend their studies, except on the grounds of illness (supported by a doctor's certificate) or other exceptional compassionate circumstances beyond the control of the student, for example, bereavement. Refer to the Deferment, Suspension and Cancellation Policy and Procedure: <http://ifss.edu.au/student-resources/school-policies>.

### 3.2 Course Entry requirements

IFSS is looking for people who are committed and very passionate about their goals for a creative and productive career in their chosen field of screenwriting/ producing/ directing or cinematography. The entry requirements are:

1. written application; AND
2. minimum of 18 years of age at date of course commencement; AND
3. demonstrate sufficient verbal and written English communication and numeracy skills to present a successful audition and/or interview with the ACTT officer;
4. (AND for international applicants only) hold all necessary Australian Government immigration documentation pertaining to international students at the course start date.

## **Interviews**

All applicants attend an interview to ensure that your expectations match the outcomes of the course, and to provide you with the opportunity to demonstrate the experience and interest you have in your chosen discipline. If you are unable to attend in person, the interview may be conducted by phone/ Skype. For further information about the interview process, applicants are encouraged to consult with our Student Recruitment and Admissions staff.

## **3.3 International Students**

### **3.3.1 English Language**

Our course is conducted in English by trainers who have experience in the national and international film industry. When you apply for your Australian Student Visa, you must provide evidence that you have competent English. The criteria are listed at: <http://www.immi.gov.au/FAQs/Pages/how-can-i-prove-i-have-competent-english.aspx>. As our course is based on industry workplace methods and best practice, we also audition/ interview all applicants (domestic, international) to ensure they have sufficient English verbal and written communication skills to participate in all training as required.

### **3.3.2 Visa Requirements for International Students**

Once students have received their Letter of Offer and Confirmation of Enrolment (eCOE) they must then apply for a student visa for entry into the course. Information regarding student visas and how to apply can be found at <http://www.immi.gov.au/Study/Pages/Study.aspx>. The Department of Immigration and Border Protection (DIBP) handles all visa enquiries.

### **3.3.3 Education Services for Overseas Students (ESOS) Legislation**

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

The Australian Government, through the Department of Education administers the ESOS Act and its associated instruments. Further information on ESOS legislation can be downloaded from <https://aei.gov.au/Pages/default.aspx>

### **3.3.4 Overseas Student Health Cover (OSHC)**

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

### **3.3.5 School-Age Dependents**

Any school aged dependents accompanying students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school. Refer to the Study in Australia Website <http://www.studyinaustralia.gov.au> and also DIBP at [http://www.immi.gov.au/students/students/bringing\\_family/](http://www.immi.gov.au/students/students/bringing_family/)

## **3.4 Course Credit - Credit Transfer and Recognition of Prior Learning**

Students may apply for Course Credit if they believe they are eligible for recognition of existing knowledge, skills and experience towards the achievement of one or more units of competency in the course. It allows *“exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held.”* It includes Credit Transfer and Recognition of Prior Learning (RPL).

**3.4.1 Credit transfer** is the granting of credit by a Registered Training Organisation (RTO) to students for units of competency (same Code and Title) completed at another RTO or via another qualification.

### **Credit Transfer Evidence:**

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

- A Justice of the Peace certified copy of your Testamur and Record of Results (Transcript) or Statement of Attainment to demonstrate completion of the relevant unit/s of competency with another provider recognised on the National Training Register.

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

RPL Evidence:

In the case of un-credentialed learning where RPL is sought on the basis of partially completed or similar studies, or informal experience, knowledge or skills (life, work), applications should include:

Other courses – fully or partially completed:

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

Work/life/informal learning experiences:

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

Rules of Evidence:

It is the student's responsibility to gather the evidence to support a claim for RPL. The evidence provided must be of good quality and meet the four assessment 'Rules of Evidence' as follows:

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

Students must submit an application for Credit Transfer / RPL at least 21 days from the start of semester. The application must include specific evidence for each unit for which Credit Transfer/ RPL is sought. There is a fee of \$500 per unit of competency for the assessment process. The RPL Policy can be obtained from IFSS website at <http://ifss.edu.au/student-resources/school-policies>.

The Application for RPL is forwarded to the relevant Head of Department and Academic Manager for assessment.

After considering the application, they may:

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

The student will be notified in writing within five (5) working days of the decision being made to grant or refuse an application for Credit Transfer/ RPL of what exemption (if any) is to be given for his/her prior learning. Where no exemption is granted, the student will be provided with written reasons for the refusal. The results will be filed in the student's records.

Obtaining an RPL assessment will not automatically guarantee the applicant a place in a course which is obtained through the normal course entry and selection procedures.

If a Credit Transfer/ RPL application is successful:

- a reduction to the relevant course fee will be applied, based on the EFTSL value of that unit of competency;
- the student's course duration may be reduced.

## **4. School Location**

### **4.1 Introducing Sydney**

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

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

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

The diverse population also means there are many cultural activities as well as a host of diverse cinemas, theatres, museums and galleries. Filmmakers have access to the largest short film festival in the world, Tropfest, as well as many other film festivals and events.

Although a relatively young city, established only 220 years ago when British colonists settled in Australia in 1788, Sydney is a combination of the old and new, which means that beautiful and unique film settings are easy to find. Landmarks to look out for include the Sydney Harbour Bridge, the Opera House, Bondi Beach and the sandstone alley-ways of The Rocks.

### **4.2 IFSS Campus Address**

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

IFSS is just minutes away from Central Station (train and bus interchange) and has regular public transport services. For public transport timetables visit [www.transportnsw.info](http://www.transportnsw.info).

## 4.3 Accommodation

### Rental Accommodation

[www.2share.com.au](http://www.2share.com.au)  
[www.domain.com.au](http://www.domain.com.au)

[www.flatmates.com.au](http://www.flatmates.com.au)  
[www.realestate.com.au](http://www.realestate.com.au)

You can rent your own apartment, flat or house when you arrive to study. However, renting accommodation means that you will have to buy all your own furniture. You will need to pay for the first month's rent and bond at the beginning of the tenancy agreement.

Some student accommodation options are:

#### Greenwich Village

Tel: 61 2 9436 1881 Fax: 61 2 9436 1596 [www.gvasydney.com.au](http://www.gvasydney.com.au)

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

#### Unilodge Sydney

Cnr Bay St & Broadway  
Broadway, Sydney  
NSW 2007

Tel: +61 2 9338 5075 [www.unilodge.com.au/sydney](http://www.unilodge.com.au/sydney)

#### Sydney Student Accommodation

[www.sydneystudentsaccommodation.com](http://www.sydneystudentsaccommodation.com)

#### Homestay Accommodation

- Great for younger students and international applicants.
- Students are placed in a family home environment (All registered 'home stay' homes are police checked)
- This is a great place to start your studies and then if required move into share accommodation once settled.

#### Homestay (for international students only)

For homestay information please visit:

[www.homestaynetwork.org](http://www.homestaynetwork.org) or [www.staydownunder.com.au](http://www.staydownunder.com.au)

Please refer to IFSS's website (<http://ifss.edu.au/school/living-in-sydney>) for further information about accommodation.

## 4.4 Student Contact Details

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

## **5. Studying at IFSS**

### **5.1 What to expect on day one**

Our trainers will organise your orientation to IFSS. On your first day, your trainers will welcome you, answer your questions and give you information about:

- Living in Sydney overview including accommodation, finances and further study
- Requirements to obtain the qualification
- Course timetable and course content
- Certificates issued on successful completion of the course
- How your skills and knowledge will be assessed
- Credit Transfer and/or Recognition of Prior Learning (RPL)
- The complaints and appeals procedures for how you can appeal if you don't agree with your assessment outcome
- How you can complain if you are not satisfied with any part of the course
- How you can get extra help with your learning
- Student support services (including mentors for International Students)
- Emergency evacuation procedures
- Emergency services
- First Aid facilities and medical services
- Legal services
- WHS issues (Workplace Health & Safety)
- How the course meets Australian Training Standards - VET Quality Framework
- Your obligations, rights and responsibilities as a student at IFSS including attendance requirements

### **5.2 Facilities and Equipment**

At IFSS, we provide a comprehensive and future focused learning environment.

IFSS has the following teaching spaces:

- 40 seat theatre/screening space with HD projection and 5.1 surround sound
- 3 x 30 seat theatre/screening space with HD projection and 5.1 surround sound
- 12 seat theatre/screening space with HD projection and 5.1 surround sound
- 30 seat computer lab with projection and audio
- 24 seat production computer lab with projection and audio
- 10 seat student computer lab for general work
- 6 seat Student Production Office with photocopier
- 2 seat consult spaces
- 3 x sound proof rehearsal spaces
- Audio mastering suite with 24-channel audio control desk running ProToolsHD
- Dedicated foley and ADR recording rooms
- High-end Edit Bay for uncompressed HD online post-production
- Open studio sound-stage space with green screen infinity wall for camera exercises and set-building
- Library including DVDs, film references, books and magazines
- Large student lounge with kitchen facilities

We provide our students access to, and hands-on experience with a wide array of equipment, tools and technical processes, to make self-sufficient filmmakers for the digital age. IFSS's in-house equipment store can equip up to ten high-end simultaneous student productions, professionally equipped for lighting, sound and camera.

IFSS has more than 25 cameras covering a diverse range of acquisition formats including DV, HDV, 8mm, XDCAMEX, AVCCAM, 2k, 4k and 5k digital in both tape and tape-less (solid-state and hard-drive) recording mediums. We also have an array of prime lens kits and lens adapter systems that may be used with a variety of cameras.

Students are given hands-on experience with all the major contemporary resolutions and formats to ensure an understanding of the aesthetic and technical implications of each piece of equipment.

IFSS provides a comprehensive set of in-house post-production resources, which are focused on flexible, efficient and integrated digital workflows. This includes more than 50 computer workstations in both classroom and private production environments that are available for student use.

### **Software**

Students are exposed to a diverse range of software tools to encourage the development of well-rounded technical artists.

These include:

- Editing - Avid Media Composer
- Sound - Pro Tools
- Motion Graphics and Effects - After Effects
- Graphics – Photoshop, Illustrator
- Colour Grading – Da Vinci Resolve
- Screenwriting - Celtx
- Project management – Microsoft Office and iWork

## IFSS Equipment List

Cameras	Camera related equipment	Lighting	Sound
<ul style="list-style-type: none"> <li>• 2x RED EPIC 5k digital cinema cameras with 6-piece RED prime lens kits</li> <li>• 2x RED ONE MX 4.5k digital cinema cameras with 4-piece Ziess prime lens kits</li> <li>• 2x RED Scarlet 4k cinema cameras with RED 18-85 zoom lenses</li> <li>• 3x Panasonic AF100 cameras with 3-piece voightlander prime lens kits</li> <li>• 5x Sony EX1 solid-state XDCAM HD cameras</li> <li>• 2x Black Magic 4K cinema cameras with prime lens kits</li> <li>• 4x Go Pro multi-use waterproof cameras</li> <li>• 2x JVC 251 ProHD cameras with Gen-Lock and SDI output</li> <li>• 3x JVC 201 ProHD cameras</li> <li>• 3x Sony Z1 HDV 1080 cameras</li> <li>• 5x Panasonic DVC30 Standard Definition cameras</li> <li>• Bauer and Canon 8mm film cameras</li> </ul>	<ul style="list-style-type: none"> <li>• Steadicam Flyer camera support system</li> <li>• 3x Easyrig scorpion camera suspension systems</li> <li>• 2x P+S Technic Mini35 lens systems with prime lenses</li> <li>• 2x RedRock lens systems with prime lenses</li> <li>• 4x Sekonic L-398 III light meters</li> <li>• Manfrotto 529 Hi Hats</li> <li>• Miller tripods DS5, DS10, Compass 20, Compass 25, Arrow 55, DS60</li> <li>• 6x Miller Pro Jib Field systems</li> <li>• Cambo Artes crane Jib systems</li> <li>• 3x G-ka jib systems</li> <li>• The Clutch RED handheld systems</li> <li>• Manfrotto FigRig handheld system</li> <li>• HiDef LCD field monitoring systems</li> <li>• Portable Greenscreen/bluescreens</li> <li>• 8x Wally Dolly camera dolly systems</li> <li>• Kish Optics Director's Viewfinders</li> </ul>	<ul style="list-style-type: none"> <li>• HMI 575 and 250 lighting systems</li> <li>• Kinoflo style fluoro bank lighting kits</li> <li>• ARRI 750 light kits</li> <li>• ARRI T2 fresnel light kits</li> <li>• Blondie light kits</li> <li>• RedHead light kits</li> <li>• Lowel light kits</li> <li>• Dedo light kits</li> <li>• Light pro soft box kits</li> <li>• DEDO ledzilla on cam lights</li> <li>• Reflectors, cutters and a full complement of lighting accessories</li> </ul>	<ul style="list-style-type: none"> <li>• 14x Sennheiser and Sony radio lapel microphone kits</li> <li>• Rode NTG1 and NTG2 hyper-cardoid 'shotgun' microphones</li> <li>• 10x Marantz PMD 661 digital field recorders</li> <li>• H4 zoom field recorders</li> <li>• 7x Sound Devices 302 production audio mixers</li> <li>• Shure production audio production mixers</li> <li>• Rycote windshields</li> <li>• Boom poles, shock mounts and all accessories required for field recording</li> <li>• Sony, Sennheiser and professional monitoring headphones</li> </ul>

### **5.3 Learner Support**

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

- demonstrating procedures;
- providing opportunities for 'hands-on' experience and practice;
- ensuring individual support and advice to students;
- arranging for students to undertake one-on-one consultations with industry professionals;
- encouraging students to work at their own pace;
- providing written learning material and illustrations to reinforce the learning; and
- Providing an online learning system resource.

IFSS trainers will also identify students at risk of not making satisfactory course progress and work with the Head of Department to implement a relevant intervention strategy to assist these students.

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

The IFSS's staff is available to discuss and support you with any concerns you may have during your studies with us.

### **5.4 Support Mechanisms**

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

### **5.5 Welfare Procedures**

#### **5.5.1 Communication**

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

Both courses fall under the Head of Film who is available to discuss general issues or concerns relating to your work as a whole. Staff members are usually available at specified times each week if a student wishes to discuss concerns about course progress or issues to do with group inter-relationships.

If you wish to speak to someone other than the Head of Film, you should make an appointment to speak with either the Compliance Manager or Campus Manager.

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

#### **5.5.2 Support Services**

Students have access to support services provided by IFSS and our parent company, JMC Academy. If you require academic support, your teacher will organise for you to receive one-on-one assistance with your reading and writing skills. Please speak to your teacher or Head of Department if you require support with your studies.

A counseling service is also provided if you are having personal difficulties. Our counselor is on campus one day per week. For privacy and confidentiality, book your counseling appointment directly with the JMC librarian, Kate Hewson, by emailing [khewson@jmc.edu.au](mailto:khewson@jmc.edu.au) or phoning 8241 8820.

## **5.6 School Communication**

All students must regularly check their emails for any schedule changes or information. Emails are sent to all students' email accounts for regular updates of school news, industry news and festival information. The noticeboard in the student kitchen is also used for announcements.

## **5.7 Student Access**

All students are required to sign in and out on the attendance registers located at reception, or after-hours via the sound studios, on arrival and departure of the school.

School access can be gained Monday to Friday 8.30am until 5pm via Holt Street. Elizabeth Street access is available Monday to Friday 1pm until 9pm, and Saturdays 9am until 5pm.

## **5.8 Behaviour**

### **5.8.1 Code of Behaviour**

IFSS has a Code of Behaviour valuing:

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

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

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

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

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

The standards of behaviour that IFSS expects from students are:

- a sense of self-responsibility about your study program, including completing assigned project work in a conscientious and timely manner;
- that you will treat staff and fellow students respectfully and courteously at all times;
- that you take good care of school property and equipment;
- that you follow the Code of Behaviour, policies and procedures, including punctual daily attendance in class or on location;
- compliance with relevant laws, regulations, including copyright.

You can expect staff to:

- treat people in a fair and non-discriminatory way, and

- be professional in performing their duties.

### **5.8.2 Behaviour deemed unacceptable for an educational setting**

IFSS may temporarily suspend or cancel the enrolment of a student on the grounds of misbehaviour by the student. For more information refer to the Deferment, Suspension and Cancellation Policy and Procedure on the IFSS website at <http://ifss.edu.au/student-resources/school-policies>.

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

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

### **5.8.3 Working with others**

The aim of your course is to prepare you to work in a chosen role within the film industry. This includes technical skills, theoretical knowledge and core attitudes and competencies that will enable you to obtain work in industry and to build your reputation as a competent, productive, reliable producer/director/screenwriter. You must provide evidence of each of these components in order to meet course requirements.

Of particular importance in the film industry is your understanding of work roles and how tasks and responsibilities contribute to the whole and how they mesh with the work of others. You will be obligated to work on your fellow students' films as part of your assessment.

As you produce your own films, or crew on the projects of others, you will be assessed on your ability to work in a simulated industry environment requiring you to:

- conduct effective negotiations with members of creative teams;
- work collaboratively with production staff and performers during rehearsals and shoots;
- demonstrate strong leadership qualities;
- present draft scripts to team members and respond positively to constructive feedback;
- seek and respond to creative ideas and suggestions from others;
- work collaboratively to generate and evaluate concepts and ideas.

Students who do not demonstrate evidence of this will not be assessed as competent against relevant units.

## 5.9 Privacy

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

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

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

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

Should you need to receive contact from an IFSS staff member regarding your course assessments/ projects/ productions, some of which occur off-site, your mobile and email will be issued accordingly. During production periods, students may require each other's contact details to coordinate meetings, external shoots and general collaboration. In such circumstances, the school may distribute the mobile and email contacts amongst the group members for this purpose. You have the opportunity to state any objection to these disclosures when completing the Student Handbook declaration.

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

Students are provided access to casting websites (for log-ins and passwords see Reception).

The IFSS *Personal Information and Privacy Policy* and the *Australian Privacy Principles Fact Sheet* are located on the IFSS's website at <http://ifss.edu.au/student-resources/school-policies> and are available from Reception.

## 6. Course Information

### 6.1 Course Calendar

2015 - 2016 SEMESTER CALENDAR	
TIER 1 (20 weeks)	2 FEBRUARY – 26 JUNE 2015
Mid Semester Recess (1 week)	13 APRIL – 17 APRIL
TIER 2 (20 weeks)	20 JULY – 11 DECEMBER 2015
Mid Semester Recess (1 week)	28 SEPTEMBER – 5 OCTOBER
TIER 3 (20 weeks)	8 FEBRUARY – 1 JULY 2016
Mid Semester Recess (1 week)	18 APRIL - 22 APRIL
TIER 4 (20 weeks)	25 JULY – 16 DECEMBER 2016
Mid Semester Recess (1 week)	3 OCTOBER – 7 OCTOBER

Please refer to IFSS website at <http://ifss.edu.au/courses/key-dates> for further 2015 dates (including VET FEE HELP Census Dates).

### 6.2 Attendance Requirements

As stated in *IFSS Policy #02.06 Course Completion* (at <http://ifss.edu.au/student-resources/school-policies>), attendance is an important element of our course progression/completion procedure because the screen and media industry demands reliability and respect from each team member collaborating on the creation of film or television production. Teachers mark the roll at the start of class and students' attendance records are maintained by Administration. When a student's attendance rate for a Tier falls to 85% without a medical certificate or letter of reasonable absence with authority addressed to the Head of Department, the student is emailed an *Attendance Alert Notice* with a request to attend a Professional Conduct Meeting with the Compliance Manager to agree on an intervention strategy.

If attendance falls below 80%, the student will be emailed an *Unsatisfactory Attendance Notice* requesting a Head of Film Meeting, with notification that the budget for the next funded film project (same or next Tier) will be reduced by 50% and the intervention strategy reviewed. If a second Unsatisfactory Attendance Notice is issued to a student during that same Tier, then the student must meet with the Campus Manager to negotiate Tier completion. A student's attendance record is measured and reset each semester.

### 6.3 Course Evaluation

As part of the IFSS continuous improvement procedures each student will periodically be asked to complete a Learner Survey. This is the student's opportunity to provide IFSS with feedback on the course, your teachers and consultants, the course administration, the training facilities, the learning activities, resources and materials and the assessment procedures.

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

### 6.4 Submissions

IFSS receives numerous submissions of ideas, formats, stories, suggestions and the like, for example as part of applications for enrolment. Many such submissions are similar to, or identical to those developed by students and staff of IFSS. Students will not be entitled to

any compensation because of the use by IFSS, its students or employees of any such similar or identical material.

## 6.5 Fees

The fees are available on the IFSS website at <http://ifss.edu.au/courses/fees>

International Students are required to pay a non-refundable \$150 Administration Fee when they return their Offer Acceptance form. Upon accepting an offer to study at IFSS, international students are required to pay a refundable Registration Fee of \$1000 to enable an electronic Confirmation of Enrolment (eCoE) entry in the Government PRISMS database. This Registration Fee will be deducted from the first semester's invoiced fees. Students can then choose to pay the course tuition fees in full at the current rate, or they may opt to pay by instalment.

Students pay fees by the semester. For international and full or part fee paying domestic students, each semester's fee must be paid two weeks prior to the start date. Students who pay by semester will be subject to any increase in fees that are introduced during the duration of their course. Refer to the Fee Policies located at <http://ifss.edu.au/student-resources/school-policies>

Students who pay the course fee in full prior to the commencement of the course will not be subject to any increase in fees for the duration of the course. Students who take more than four semesters to complete the course will need to pay fees for any additional semester/s at IFSS.

## 6.6 VET FEE HELP

IFSS offers VET FEE-HELP assistance to ongoing and new students. VET FEE-HELP is a loan scheme to assist domestic students with the payment of tuition fees only. It does not cover accommodation, living expenses or other fees or expenses that a student may incur.

You are eligible for VET FEE-HELP if you are an Australian citizen or holder of a permanent humanitarian visa residing in Australia and are enrolled in the *CUF60107 Advanced Diploma of Screen and Media* course. New Zealand citizens and other permanent visa holders are not eligible for VET FEE-HELP and must pay their tuition fees upfront.

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

1. Pay the full tuition fee upfront to IFSS;
2. Pay some of the tuition fee upfront to IFSS and request a VET FEE-HELP loan for the remainder of the tuition fee;
3. Request a VET FEE-HELP loan for the full tuition fee.

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

If applying for VET FEE-HELP, you will need to supply the following documents on enrolment:

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

You must apply for VET FEE-HELP before the census dates which are available on the IFSS website at <http://ifss.edu.au/courses/key-dates>. Further information regarding VET FEE-HELP is available from the Australian Government Study Assist website at: <http://studyassist.gov.au/sites/studyassist/help-payingmyfees/vet-fee-help/pages/vet-fee-help>

Any student utilising the VET FEE-HELP payment option must return his/her completed and signed VET FEE-HELP application with tax file number no later than the semester start date. Any student not returning a signed VET FEE-HELP form by this date will not be considered enrolled in the course until they do so.

#### **6.6.1 Review Policy and Procedure for Re-crediting of FEE-HELP Balance**

IFSS will conduct this procedure in compliance with the *Higher Education Support Act 2003* and *Higher Education Support Amendment Acts 2011* and *VET Guidelines (17/12/2012)*, IFSS will:

- set a census date for each 'VET unit of study' (study program) that is no earlier than 20% of the way through the program (*Monday of Week 5 of each semester*);
- ensure that all students are informed of the census date for each VET unit of study program in the manner and by the date prescribed in the VET Guidelines;
- ensure that all students are informed of the review procedures for the re-crediting of a FEE-HELP balance.

If a student who has requested VET FEE-HELP assistance withdraws from a VET unit of study program on or before the census date for that unit of study, the student will not incur a VET FEE-HELP debt for that unit of study.

If a student who has requested VET FEE-HELP assistance withdraws from a VET unit of study after the census date for that unit of study, the student will incur a VET FEE-HELP debt for that unit of study.

If a student withdraws from a VET unit of study after census date, s/he can apply in certain circumstances to have their FEE-HELP balance re-credited for the affected units. The IFSS Fee Help Policies are available on the IFSS website at <http://ifss.edu.au/student-resources/school-policies>.

### **6.7 Additional Costs**

If you lose your IFSS Student ID, you will be charged a \$10 fee for a replacement card. After graduation, the cost of re-issuing your qualification Testamur/Record of Results or Statement of Attainment for partial completion of the course will be \$25.

Course resources are provided to students and further reference materials are available free through the IFSS Library or teacher. However you may choose to purchase at your own expense one or more of the key resources to assist your learning.

You are required to purchase your own external hard-drive for storing projects, files and media. You will be responsible for managing your projects, including backup and storage of your work and a personal portable drive makes it possible for you to easily move between different computer workstations around IFSS. In the later part of the course, some students may choose to purchase a second hard drive to serve as a backup to their primary drive.

External Hard Drives should meet the following minimum specifications:

- 500gb - 1000gb in capacity
- 7200rpm disk speed
- have both Firewire800 and USB2 or 3 connectors (some IFSS computers have thunderbolt ports)

Students at their discretion may incur minor additional costs to complete film projects associated with the course. Students may incur minor deductions from their allocated film project budgets due to equipment breakage, loss or damage.

## 6.8 Refund Policy and Procedure

The IFSS refund policy applies to both commencing and re-enrolling students. The refund of fees for domestic students has been determined in accordance with the VET FEE-HELP Guidelines. The refund of fees for international students has been determined in accordance with the Education Services for Overseas Students Act 2000 (ESOS Act 2000) and the Education Services for Overseas Student Act 2000 - Regulations (ESOS Regulations 2000). Refunds are made in Australian dollars. The Australian Government's ESOS Framework is at <https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>.

## 7. Training Delivery and Assessment Services

### 7.1 Trainer Qualifications

IFSS teachers have relevant qualifications and are eminent industry professionals.

### 7.2 Conduct of Assessment

Assessment is competency-based and conducted in accordance with the Australian *Standards for NVR Registered Training Organisations 2012*. Assessments are scheduled each semester and comply with industry competency standards, the national Principles of Assessment and the rules for collection of student evidence (sufficient, valid, current, own work) to ensure quality student outcomes. The purpose of assessment is to:

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

Assessment is industry focused and is conducted in a simulated production-based workplace, for instance, students create, write, direct, produce and edit an engaging cinematic film. Both individual and team work will be assessed. Working to a project brief with timeline, students will submit sufficient evidence (eg, film master with supporting documentation) to demonstrate competence in the skills and knowledge necessary to achieve the given assessment task/s.

Assessment methods may include:

- demonstrating skills through practical/ technical tasks
- producing a piece of work
- theory tests
- written submissions – workflow documents; research
- answering oral questions
- making presentations to the group
- participating in consultations, including with industry professionals
- engaging in screenings/ group discussions/ performance reviews
- developing a portfolio of work (also may be suitable for festivals, career path)

### 7.3 Student Production Assessment - Budget Responsibility

Student productions serving as major assessments at IFSS are funded with a fixed budget allocation. This budget is to be spent on a needs basis relevant to the production.

Managing and accounting for a production budget is a crucial part of the learning process of becoming a professional producer and filmmaker. All student projects must be submitted on time and complete with a fully reconciled production expenditure document that includes receipts for all purchases and expenses. No project will be accepted for assessment unless it includes this document. All expenses must be reconciled to submitted tax invoice receipts. Any expenses in the production for which you cannot produce valid receipts, you must financially reimburse the school.

Students may incur minor deductions from their film project budgets due to equipment breakage, loss or damage.

## **7.4 Course Completion**

IFSS has chosen to implement the DIISRTE – DIBP Course Progress Policy and Procedures for CRICOS Providers of VET Courses. However, all IFSS students must maintain a minimum 80% attendance rate in order to obtain a funded film budget, shoot confirmation and deliverables sign-off for assessment purposes, tier progression and course completion.

Further information on course progress is outlined in the Course Completion Policy available on the IFSS website at <http://ifss.edu.au/student-resources/school-policies>

## **8. IFSS Policies and Procedures**

The IFSS Policies and Procedures are available on the IFSS website at <http://ifss.edu.au/student-resources/school-policies>

Please ensure you read, understand and comply with all the IFSS Policies and Procedures listed on the website.

## **9. Legislative and Regulatory Requirements**

IFSS is bound by and operates within legislative and regulatory requirements, including: National Vocational Education and Training Regulator Act 2011

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

### **VET Quality Framework – legislative instruments**

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

### **Standards for VET Accredited Courses**

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

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

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

### **The National Code 2007 (ESOS Standards)**

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

### **NSW Work Health and Safety Act 2011**

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

### **Workers Compensation Act 1987**

[http://www.austlii.edu.au/au/legis/nsw/consol\\_act/wca1987255/](http://www.austlii.edu.au/au/legis/nsw/consol_act/wca1987255/)

### **Anti-Discrimination Act 1977**

[http://www.austlii.edu.au/au/legis/nsw/consol\\_act/aa1977204/](http://www.austlii.edu.au/au/legis/nsw/consol_act/aa1977204/)

### **Child Protection (Prohibited Employment) Act 1998**

[http://www.austlii.edu.au/au/legis/nsw/consol\\_act/caypapa1998442/](http://www.austlii.edu.au/au/legis/nsw/consol_act/caypapa1998442/)

### **Privacy Act 1988**

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

### **Copyright Act 1968**

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/ca1968133/](http://www.austlii.edu.au/au/legis/cth/consol_act/ca1968133/)

## **9.1 NSW Workplace Health and Safety Act**

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

In case of fire at IFSS, everyone will make their way to the nearest exit and meet at the corner of Devonshire St and Elizabeth St for roll call. Designated Fire Exits are the Holt St and Elizabeth St entrances - the fire exit door across from the student computer labs, and the fire exit door down the end of the Rehearsal Room corridor.

**Fire Extinguishers** are located:

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

**Fire Hoses** are located:

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

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

**First Aid Kits** are located in:

- Technical Manager's office
- Staff Kitchen
- Reception

## **9.2 Anti-Discrimination Act 1977**

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

## **9.3 Equal Employment Opportunity**

Staff recruitment at IFSS is conducted equitably in accordance with the principles of EEO.

## **9.4 School Policy on Offensive Behaviour and Materials**

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

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

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

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

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

IFSS encourages you to explore the limits of your expression and thematic concerns. Please however do not allow such to spill over into common areas at the expense of the sensitivities of those around you.

## 10. External Services

### 10.1 Help and Advice

<b>Salvo Crisis Line (Suicide Prevention)</b> Phone 1300 363622  <b>Lifeline</b> Ph 131114 <a href="http://www.lifeline.org.au">www.lifeline.org.au</a>	<b>Eastern &amp; Central Sexual Assault Service</b> Ground Floor King George V Building  Royal Prince Alfred Hospital  Missenden Road, Camperdown Ph: 9515 9040	<b>Mental Health Information Services</b> Level 5, 80 William St, East Sydney E-mail: <a href="mailto:mha@mentalhealth.asn.au">mha@mentalhealth.asn.au</a> Ph: (02) 9339 6000 Fax: (02) 9339 6066
<b>Youthline</b> Phone 1300 364 004	<b>Mental Health Information Service Line:</b> 1300 794 991	<b>Anxiety Disorders Information Line:</b> 1300 794 992
<b>Inter City Legal Centre</b> 50-52 Darlinghurst Rd Kings Cross NSW 2011 Ph: 9332 1966	<b>Wesley Credit-line Financial Counselling Service</b> Level 7, 133 Castlereagh St, Sydney Ph: 9263 5577 Ph: 9114 5683	<b>Financial Counsellors' Association of NSW</b> Ph: 1300 914 408  Credit & Debt Hotline 1800 808 488 <a href="http://www.fcan.com.au">www.fcan.com.au</a>
<b>Counselling Online</b>  Free 24/7 confidential service for people using drugs, their family members and friends.  <b>Professional drug and alcohol counselling</b> <a href="http://www.counsellingonline.org.au">www.counsellingonline.org.au</a>  Ph: 1800 888 236 or Email <a href="mailto:CounsellingOnline@turningpoint.org.au">CounsellingOnline@turningpoint.org.au</a>	<b>Beyond Blue</b>  <i>Beyondblue</i> works to reduce the impact of depression and anxiety in the community by raising awareness and understanding, empowering people to seek help, and supporting recovery, management and resilience.  Ph: 1300 22 4636	<b>Gambling Helpline</b>  Confidential free service to help overcome gambling problems  Ph: 1800 858 858
<b>Satellite Sexual Health Youth Clinic</b> (free clinic) Ph: 9388 9455 The Junction, Tiffany Plaza, 422 Oxford St, Bondi Junction (above the bus/rail interchange)  <b>Sydney Sexual Health Centre</b> operates this free, confidential clinic located in Bondi Junction for young people under 25 (no Medicare card required). The Satellite Clinic provides a range of sexual health help including: STI and pregnancy testing; contraception; Hepatitis B vaccination; relationship and sexuality advice.		

## 10.2 Banks

Major Banks provide access to Financial Advisers.

<b>ANZ</b> Ph: 13 1314 <a href="http://www.anz.com.au">www.anz.com.au</a>	<b>Commonwealth Bank of Australia</b> Ph: 13 2221 <a href="http://www.commbank.com.au">www.commbank.com.au</a>	<b>National Australia Bank</b> Ph: 13 2265 <a href="http://www.national.com.au">www.national.com.au</a>
<b>Suncorp</b> Ph: 13 1155 <a href="http://www.suncorp.com.au">www.suncorp.com.au</a>	<b>Westpac</b> Ph: 13 2032 <a href="http://www.westpac.com.au">www.westpac.com.au</a>	<b>St George</b> Ph: 13 3330 <a href="http://www.stgeorge.com.au">www.stgeorge.com.au</a>

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

## 10.3 Overseas Student Services

<b>Immigration</b> Department of Immigration & Border Protection Ph: 131 881 (if in Australia) See <a href="http://www.immi.gov.au">www.immi.gov.au</a> – for country contacts	<b>Translation &amp; Interpreting Services</b> Department of Immigration & Border Protection Ph: 13 14 50	<b>Redfern Legal Centre</b> Ph: 9698 7645 <a href="http://www.ric.org.au">www.ric.org.au</a>  Or Legal Aid NSW Ph: 8005 4887 <a href="http://www.legalaidnsw.com.au">www.legalaidnsw.com.au</a>
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## 11. Declaration

**PLEASE COMPLETE THIS DECLARATION AND RETURN TO  
SAM MCLEAN, ADMINISTRATION COORDINATOR, RECEPTION**

### CONSENT

(Please tick the relevant box to indicate your consent)

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

### OBJECTION

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

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**Student's Name:** \_\_\_\_\_  
[please print]

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Staff Witness:** \_\_\_\_\_

## 12. Use of Equipment Agreement

**PLEASE COMPLETE THIS PAGE AND RETURN TO  
SAM MCLEAN, ADMINISTRATION COORDINATOR, RECEPTION**

As a student of the International Film School Sydney (IFSS), you will be given access to various items of equipment to use while making your films. In order to use this equipment, you must agree to abide by the following.

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

I, *(please print name)* \_\_\_\_\_  
agree to abide by the following conditions of use for equipment belonging to the International Film School Sydney.

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

1. I cannot borrow any equipment unless I have passed the Equipment Training Program.
2. All members of a course (work, production or class exercise) group must have passed the Equipment Training Program before equipment is loaned out to any member of such a group.
3. I will book out equipment in accordance with the IFSS's How to Book Out Equipment procedures, abiding by the conditions therein.
4. If I wish to book out any equipment I must do so in person at the equipment store. This can be done in advance of the intended booking day.
5. All equipment bookings, borrowings and returns will be done as per the hours outlined in the equipment procedure.
6. I may be held liable for any loss or damage caused by my negligence.
7. I may be held liable for any loss or damage to equipment and required to pay for repairs or replacement – either by deductions made to my budget for upcoming productions or invoiced for the expense.
8. I must sign for equipment when I take it out and check the condition before removing it from the store. I must also nominate the return date.
9. I must return all equipment to the store on the due date, sign it back in and assist IFSS staff to check its condition.
10. If equipment is returned late by me on three (3) occasions then equipment will not be loaned out to me for the remainder of the semester.
11. I will report any breakages, faults or other problems when I return the equipment.
12. I will never leave the equipment unattended or unsecured around the school, in a car or other locations off the premises.
13. I will always advise IFSS staff of any unexpected problems or emergencies on 9281 2400.

**Student's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
[please print]

**Date:** \_\_\_\_\_

**Staff Witness:** \_\_\_\_\_