



STUDENT HANDBOOK

2017

International Screen Academy
242 Young St
WATERLOO NSW 2017

International Screen Academy Pty Ltd
Registered Training Organisation ID No. 40725
CRICOS Registration No. 03361F
ABN: 12 158 981 803

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1. Welcome

1.1 International Screen Academy Philosophy

Welcome to the International Screen Academy (ISA).

At ISA, we are a creative hub for actors and filmmakers. ISA melds traditional teaching methods with sophisticated technologies to educate talented students.

We unite the very best student and teacher talent to equip graduates with the artistic, personal and professional skills to be the next generation of international screen industry leaders.

ISA's facilities provide real production environments for learning, undertaken in tailor-made film, sound and production studios. A purpose built fit out means students have access to state of the art studios and cutting edge equipment and technology.

We aim to inspire, motivate and create the optimal environment for students to learn, to challenge and to grow as actors and filmmakers.

Your journey as a talented, motivated and passionate screen leader begins today.

MAKE YOUR STORY HAPPEN



Simon Hunter
Executive Chairman

2. About the International Screen Academy (ISA)

The International Screen Academy (ISA) opened in 2013 with its first student intake of acting students. Designed as a creative hub for actors and filmmakers, ISA melds traditional teaching methods with sophisticated technologies to educate and inspire its students.

ISA offers full time courses in:

- Acting – 10130NAT Advanced Diploma of Acting for Contemporary Screen Media (2 years)
- Acting – CUA51015 Diploma of Screen and Media (1 year)

2.1 Registered Training Organisation

ISA is a Registered Training Organisation (RTO) with the Australian Skills Quality Authority (ASQA), Provider no. 40725. ISA is also a provider permitted to offer courses to overseas students, and is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), CRICOS registration no. 03361F

2.2 Trainers

All trainers and assessors at ISA are fully qualified with relevant vocational qualifications and/or extensive experience in the industry. Classes are taught by a range of teachers, high profile industry experts and guests who are specialists in their craft. The credentials of our teaching team, industry experts and staff are at <http://isasydney.com.au/team-member/>

2.3 Resources and Infrastructure

All courses are delivered at the purpose-built campus at 242 Young St, Waterloo NSW 2017 (about 4km from Sydney's city centre).

ISA provides a variety of flexible spaces for learning consisting of:

- 3 studio spaces,
- cinema room,
- flexible training rooms,
- audio mastering suite,
- editing studios, and
- student kitchen/breakout area.

Workshops and assessment activities will be held in one of the training rooms or studios. All training rooms are fully-equipped with monitors, whiteboard, and chairs suitable to assemble for group work or class room style.

If ISA is to relocate premises it will notify enrolled students and designated authorities of any intention to relocate premises at least 20 working days prior to relocation.

2.3.1 Living in Sydney

The ISA website has comprehensive information on living in Sydney focusing on Accommodation, Transport, Living Costs, Working in Sydney. Further information on living and studying in Sydney is also available at <http://www.living-in-sydney.com/> and <http://australia.gov.au/people/students/international-students>.

3 Qualifications

3.1 Advanced Diploma of Acting for Contemporary Screen Media (10130NAT)

The Advanced Diploma of Acting for Contemporary Screen Media (10130NAT) is completed in four semesters, over two years, four days per week.

Throughout the two years you will be thoroughly trained in multiple acting techniques and continually advised on all professional aspects of the industry. This includes your relationship with agents, building your public profile, managing your finances and creating your personal brand.

To successfully complete the Advanced Diploma of Acting for Contemporary Screen Media (10130NAT) qualification you must complete 13 core units of competency. Refer to policies and procedures page of ISA website for Unit of competency details.

3.2 Diploma of Screen and Media (CUA51015)

The Diploma of Screen and Media (CUA51015) is completed in two semesters, over one year, three days per week.

Throughout the year, you will be trained in foundational skills and multiple acting techniques, and continually advised on professional aspects of the screen and media industry. This includes your relationship with casting agents and creating your personal brand.

To successfully complete the Diploma of Screen and Media (CUA51015) qualification you must complete 15 units of competency. Refer to policies and procedures page of ISA website for Unit of competency details.

4. Entry, Selection Process and Enrolment Process

4.1 Entry Requirements

Completion of Higher School Certificate or equivalent for the Advanced Diploma of Acting for Contemporary Screen Media (10130NAT) or the Diploma of Screen and Media (CUA51015).

However, ISA requires that applicants:

- must be aged 18 years old at the time of course commencement,
- have effective English language, communication, interpersonal skills, and
- have the ability to apply vocal, physical and acting skills to the demands of contemporary and innovative technologies in studio, external locations and digital/internet technologies; or
- have an interest in developing their storytelling, production and artistic skills for use in innovative ways across a range of screen formats and platforms

4.2 Application Process

- Complete online ISA application form.
- Submit details of any relevant performance training, acting experience, a personal statement indicating your interest in screen acting,, and a recent headshot.
- Provide original documentation to be sighted and copied of Higher School Certificate completion or equivalent, Tertiary Educational details, other qualifications and admission test details if applicable.

4.3 Selection of Students

Recruitment of students is undertaken in an ethical and responsible manner. ISA will ensure that a student's application and selection processes comply with access and equity principles

4.3.1 Advanced Diploma of Acting for Contemporary Screen Media (10130NAT)

All applicants will be required to participate in an audition and interview to demonstrate aptitude and adaptability prior to an offer for this course being made. The audition and subsequent recall audition will be reviewed by a panel of industry experts. Following the audition process, the selection panel will make a selection of the best applicants who will be offered a place in the course.

ISA will consider special circumstances (for example being an international student or being interstate) in which you cannot attend in person for the audition, and will contact you about how you can submit an audition video online. This will be reviewed by a panel of industry experts.

4.3.2 Diploma of Screen and Media (CUA51015)

All applicants will be required to participate in an audition and interview to demonstrate aptitude and adaptability prior to an offer for this course being made. The audition and subsequent recall audition will be reviewed by a panel of industry experts. Following the audition process, the selection panel will make a selection of the best applicants who will be offered a place in the course.

ISA will consider special circumstances (for example being an international student or being interstate) in which you cannot attend in person for the audition, and will contact you about how you can submit an audition video online. This will be reviewed by a panel of industry experts.

4.3.4 Interviews

All applicants that have been determined by the panel of industry experts to be successful at the Audition will be required to attend an interview with the ISA Student Liaison Officer. Applicants will be required to complete and submit a confidential Student Health Form at this time (Information disclosed in Student Health Form has no bearing on a student's acceptance into the course; it is solely for ISA to be informed and provide support and/or assistance if needed to all students).

The interview will be face to face or via Skype conference. The purpose of the interview is to:

- allow prospective students to receive information and ask questions about the course,
- assess prospective students eligibility to commence the course, and
- identify special needs or access requirements.

ISA is looking for people who are passionate and committed to a career in acting, show potential talent, and have the ability to benefit from training.

4.4 Enrolment Process

If a student is successful at interview they will be issued an Offer of Admission. To accept a place in the course an applicant must return the signed Acceptance of Offer. An international student will be required to pay a deposit to secure a place in the course.

When the Acceptance of Offer is received, ISA will confirm receipt of the acceptance and the student is given an identification number and a database record is established. If a student has

indicated in their application they are not eligible for VET FEE-HELP the student is issued an invoice for the 1st semester fees. For an international student all process of enrolment will follow the approved stages under CRICOS. Please see ISA Administration for updated information.

International student information entered in PRISMS and an electronic confirmation of enrolment (eCoE) is created. 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). An international student organises health insurance with copy of insurance kept on student's file.

Students undertake Orientation on their first day where they are required to complete a student information form and if eligible, are given the request for VET FEE- HELP assistance form to be completed within one week of Orientation.

Once an international student has enrolled with ISA, they cannot defer the commencement of their studies or suspend their studies, except on the grounds of illness (supported by a doctor's certificate) or other exceptional compassionate circumstances beyond the control of the student; for example, bereavement. Refer to the Deferment, Suspension and Cancellation Policy and Procedure on the website at <http://isasydney.com.au/policies-and-procedures/>

4.5 International Student Requirements

4.5.1 English Language

Our course is conducted in English by experienced trainers who have experience in the national and international film industry. If English is not your first language you may need to demonstrate your English language proficiency at a minimum of IELTS level 6.0 or TOEFL IBT (Internet based test) level 70-78 or equivalent.

4.5.2 Visa Requirements for International Students

Once students have received their 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.border.gov.au/Trav/Stud>. The Department of Immigration & Border Protection (DIBP) handles all visa enquiries.

4.5.3 Education Services for Overseas Students (ESOS) Legislation

The ESOS Acts 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 framework can be downloaded from <https://internationaleducation.gov.au/Regulatory-Information>

4.5.4 Overseas Student Health Cover (OSHC)

Students studying in Australia on a student visa must have overseas student health cover as part of the conditions of their student visa.

4.6 Recognition of Prior Learning and Credit Transfer

ISA recognises that some applicants have skills and knowledge that enable them to gain a qualification without completing a standard training course. These skills and/or knowledge will be recognised against individual units of competency. ISA will recognise a student's existing level of skill and knowledge in two ways:

- recognition of prior learning (RPL)
- credit transfer.

Students must submit an application for RPL or Credit Transfer, available on the ISA website, within two weeks from the start of semester. The application must include specific evidence for each unit of competency for which RPL or Credit Transfer is sought. Where RPL or Credit Transfer is granted, the student's course duration may be reduced.

4.6.1 Recognition of prior learning (RPL)

RPL is a process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to and/or partial or total completion of a qualification.

RPL recognises this prior knowledge and experience and measures it against the course in which students are enrolled. A student possessing some of the skills and/or knowledge taught in the course may not need to complete all of its units.

There are no fees when applying for RPL. If the RPL application is successful a reduction to the relevant tuition fee will be applied and be based on the EFTSL value of that unit of competency.

4.6.2 Credit transfer

Credit transfer allows students to count relevant, successfully completed studies – achieved at TAFE colleges, accredited private providers, professional organisations or enterprises and universities – towards their current course or qualifications.

Credit transfer works in two ways:

- students receive credit for units or modules they have previously completed and are exempt from retaking them, therefore reducing the study load.
- students are exempt from certain introductory units but are still required to complete the total credit points or hours for the course.

There are no fees when applying for credit transfer. If the credit transfer application is successful a reduction to the relevant tuition fee will be applied and be based on the EFTSL value of that unit of competency.

5. Studying at ISA

5.1 What to expect on day one

An Orientation session is conducted on the first two days of the course for all students and covers:

- Registered Training Organisation (RTO)
- VET Quality Framework and ASQA
- VET FEE-HELP forms and booklets
- Course Guide, timetable, overview and progression
- Requirements to obtain the qualification including assessment and satisfactory course progress requirements
- Assessment Information including how skills and knowledge will be assessed
- Recognition of prior learning and credit transfer
- Student grievance policy and procedure for non-academic and academic matters
- Student Support Services including site tour, telephone and email support, and how to get extra help with learning outcomes
- Obligations, rights and responsibilities as a student including attendance requirements and ISA Code of Conduct
- Emergency evacuation procedures, First Aid facilities, medical services, and Work Health and Safety

5.2 Unique Student Identifier (USI)

By undertaking study at ISA you are required to have a Unique Student Identifier (USI). A USI gives you access to your USI account which is made up of ten numbers and letter (eg. 3AW88YH9U5).

Your USI account will contain all your nationally recognised training records and results. When applying for a job or enrolling in further study, you will often need to provide your training records and results. Information on USI is available at

<http://www.usi.gov.au/Pages/default.aspx>

You will need to provide your USI at Orientation. To create your USI go to

<http://www.usi.gov.au/create-your-USI/Pages/default.aspx>

5.3 Learner Support

ISA is committed to supporting students with their learning to assist them complete their course within its expected duration. Students can enter into an ongoing contract with their main instructors in matters such as time management, motivation techniques and health management. This contract is designed to assist the participant's learning process and outcomes through a continuous improvement methodology, and to reflect actual contract-based industry and professional practice.

ISA will also identify students at risk of not making satisfactory course progress and implement an intervention strategy to assist these students. For further information refer to the Course Progress information.

ISA requests that students indicate prior to enrolment if they are in need of specific assistance with regard to language, literacy and numeracy so that specific learning support may be provided. ISA's teaching staff endeavours to apply alternative learning and assessment strategies to assist students with special needs.

Students with learning difficulties beyond our areas of expertise may be referred to an external specialist agency. This service may incur an additional charge to the student.

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

5.4 Code of Conduct

By enrolling at ISA you agree to abide by the ISA Code of Conduct. The Code of Conduct allows students the right to study in an environment free from harassment, discrimination or threatening behaviours.

The ISA Code of Conduct requires you to:

- act with care and diligence, and with regard to the health, safety and welfare of yourself and other students;
- behave fairly, decently and with integrity, and without discrimination;
- treat everyone with respect and courtesy and without intimidation, bullying or harassment of any kind;
- comply with all applicable laws and any instrument made under such laws;
- maintain appropriate confidentiality about dealings as a student during the course of your studies and comply with Privacy legislation;
- not provide false or misleading information in response to a request for information;
- use ISA equipment and resources in a proper manner;
- at all times behave in a way that upholds ISA Values and the integrity and good reputation of ISA; and
- not consume alcohol, or other substances to the extent that they adversely affect your performance while engaged in any activity which forms part of a course of study.

Any breach of the Code of Conduct may result in ISA temporarily suspending or permanently cancelling the enrolment of a student on the grounds of misconduct by the student.

5.5 ISA Values

As part of the ISA Code of Conduct students are at all times expected to behave in a way that upholds ISA Values:

- Creative – we take bold creative steps
- Passionate – we love what we do
- Visionary – we are curious, inquisitive, unique thinkers
- Professional – we act with integrity, towards others and towards our art
- Collaborative – we are multi-disciplinary, multi-talented and work cooperatively with our fellow students

5.6 Access and Equity

ISA strives to provide a learning environment free from discrimination and/or harassment. ISA supports the principles of equal and fair access to educational opportunities and strives to provide students with the opportunity to achieve their potential. ISA has a strong commitment to the promotion of equity and diversity in regard to its staff and students.

ISA endeavours to ensure that:

- An environment of support and care is provided.
- Cultural understanding and sensitivity inform the teaching and support of the students.
- There is early identification of students at risk and support is provided for such students.
- Practices are non-discriminatory and address the needs of all groups.
- All education processes are inclusive.

- All education processes value students from a diverse background.
- All policies and procedures are non-discriminatory and inclusive.
- Students are provided with information about access and equity issues and the student grievance process.

5.7 Privacy

ISA adheres to the information privacy principles set out in the *Privacy Act 1988*. ISA will only collect personal information by fair and lawful means which is necessary for the functions of ISA (to manage records that ensures their accuracy and integrity) and is committed to ensuring the confidentiality and security of the personal information provided.

Student information is not disclosed to anyone outside ISA without consent, except for: Government audit and accreditation purposes, to Commonwealth/State Departments or if required or authorised by law.

Student records are confidential and available to student upon request to the Executive Chairman. Records of attendance, assessment outcomes and qualifications issued are kept accurate, up-to-date and secure. Records of attainment of units of competency and qualifications will be retained by ISA in an accessible format for a period of 30 years. Please refer to the *Procedures Relating to Personal Information* available on the ISA website.

5.8 School Communication

All students must regularly check their ISA allocated email accounts and the relevant Google Classroom forums for any schedule changes or school information. Emails are sent to all students' ISA email accounts for regular updates of school and industry information/news. The ISA noticeboard on Google Classroom is also used for announcements.

Google Classroom is the only forum through which communication with tutors must occur. Social Media forums are not an appropriate means through which to contact individual tutors.

5.9 Student Cards

Students will be issued a student card within the first two weeks of their course commencing. Students are required to sign in and out at reception everyday. If a student card is lost or stolen, the staff office needs to be notified immediately so that the card can be cancelled. An administrative fee of \$20.00 will be charged for the replacement of the student card. Students must ensure that they adhere to the Building Access Policy provided at Orientation.

5.10 Student Lockers

ISA students have the option of obtaining a locker at the beginning of their first semester, which will be retained by the student during their enrolment in the course. There is a \$10 deposit required to secure a locker; on receipt of payment to Facilities Manager, student will be issued a locker and locker key.

If a locker key is lost, the staff office needs to be notified immediately. A replacement key fee of \$20.00 will be charged for a new locker key to be reissued.

5.11 Student Lounge and Kitchen

A student lounge area and kitchen is provided for ISA students. These areas must be kept clean and tidy at **ALL** times. It is every student's responsibility to respect these spaces and ensure they are kept neat and orderly.

Coffee/tea is provided for students. Students must provide their own mug with their name on it which may be stored in the kitchen cupboards. No food is to be stored in the milk fridge or kitchen cupboards.

The ISA Technical Assistant will throw away any food, cutlery or crockery left in the kitchen on a daily basis. The only exception will be the student cups in the designated student cup cupboard.

5.12 Room Bookings

As training professionals you will be expected to make use of the ISA facility for rehearsal and extra curricular activity. In line with the level of professionalism expected of you, you are required to make bookings for any rooms/studios and equipment that you require. A separate Room Booking Procedure is provided at Orientation.

5.13 Student files and data management

All files related to student project work and any extra curricular activities are the sole responsibility of the student. ISA takes no responsibility for the management of any student files or data with the exception of course work exercises and assessment related tasks.

5.14 Working as an Actor During Course Time

The Head of Acting must first approve any outside acting work undertaken during the course. Students must supply the Head of Acting with call sheets, rehearsal commitments and other relevant material prior to gaining approval.

The following criteria are guidelines for any student considering outside acting work during their studies:

- ISA may support work that gives professional experience and/or financial gain to the student.
- ISA will not support work of any kind that will interfere with attendance, completion of assessments OR impact on other students.
- ISA will not support work where full documentation is not provided OR where ongoing post production commitments could interfere with studies.

Any student found to have undertaken outside acting work without approval may be suspended from the course.

5.16 Student Council

The purpose of the Student Council is to provide students with a forum that focuses student views on delivery and assessments of courses, all aspects of ISA facilities and equipment, and other issues that affect their studies. The Student Council will be encouraged to develop ISA's culture. The Council will promote student activities such as film nights and social meetings.

Council members are comprised of 1 student from each intake and serve a term of one semester. Elections are held early each semester and nominees are voted to membership by the student body. The minutes of the meeting are reported to the ISA Staff meeting.

5.17 Concession Opal card

In partnership with Transport for NSW, the concession Opal card is available for eligible full-time students at ISA. Further information on the Concession Opal card is at

http://www.opal.com.au/en/about-opal/opal_for_concessions/opal_for_tertiary_institutions/

To apply for your Concession Opal card.

- Visit opal.com.au
- Or call 13 67 25 (13 OPAL)

Just make sure you have your Unique Student Identifier when applying (as your student identification number) and remember to set up auto top up, so you're always ready to travel. Your card will be posted to your mailing address (5-7 days after your application is completed). Activate your card when it arrives.

5.18 Emergency Contacts

Student Contact / Welfare Officers Contactable during office hours only	Head of Acting: Rebecca Johnston Email: rebecca.johnston@isasydney.edu.au Tel: 02 8399 3380 Student Liaison: Ashley Curry Email: ashley.curry@isasydney.edu.au Tel: 02 8399 3380
Police, Fire, Ambulance EMERGENCY ONLY	000
Redfern Police Station (Open 24 hours)	1 Lawson St, Redfern NSW 2016 T: (02) 8303 5199
St Vincent's Hospital Emergency	390 Victoria St, Darlinghurst NSW 2010 T: 02 8382 1111
Medical Centres	Bourke Street Medical Centre 3/782 Bourke St, Waterloo NSW 2017 T: (02) 9667 0803 My Health Medical Centre East Village Shopping Centre 2-4 Defries Ave, Zetland NSW 2017 T: (02) 8076 7288
Dental Surgery	Smiles at Waterloo Shop 85, 788 Bourke St, Waterloo NSW 2017 T: (02) 8999 4304
Post Office	Australia Post Business Centre Surry Hills Shopping Centre Shop 27, 2-38 Baptist St, Surry Hills NSW 2010
Department of Immigration and Border Protection (DIBP)	Sydney CBD Office Ground Floor, 26 Lee Street, Sydney NSW 2000 Counter hours: 9am – 4pm Mon – Fri T: 131 881
Law Access	W: www.legalaid.nsw.gov.au T: 1300 888 529
Public Transport	W: www.transportnsw.info T: 131500

5.19 Youth Support Services

Beyond Blue Help and support for depression and anxiety	W: www.youthbeyondblue.com T: 1300 22 4636
Headspace Help for health, education, work, mental health and alcohol and other drug issues	W: www.headspace.org.au T: 1300 22 4636
Lifeline Help and support for Life crisis issues	W: www.lifeline.org.au T: 13 11 14

6. Course Information

6.1 Course Calendar

6.1.1 Advanced Diploma of Acting for Contemporary Screen Media (10130NAT) Course calendar for Screen Acting students commencing in February 2016.

YEAR	SEMESTER	UNIT OF STUDY	COMMENCES	MID SEMESTER BREAK	CONCLUDES	WEEKS OF STUDY
O N E	1	ACTING 1	1 February 2016	25 March - 3 April 2016	24 June 2016	20
	SEMESTER BREAK: 25 June - 17 July 2016					
	2	ACTING 2	18 July 2016	24 September - 3 October 2016	9 December 2016	20
SEMESTER BREAK: 10 December 2016 - 29 January 2017						
T W O	1	ACTING 3	30 January 2017	8 - 17 April 2017	23 June 2017	20
	SEMESTER BREAK: 24 June - 16 July 2017					
	2	ACTING 4	17 July 2017	23 September - 2 October 2017	8 December 2017	20

NB: DATES MAY CHANGE ACCORDING TO TEACHING REQUIREMENTS. A NEW CALENDAR WILL BE ISSUED TO STUDENTS AT THE BEGINNING OF EACH SEMESTER.

Course calendar for Screen Acting students commencing in February 2015.
(Students who were previously enrolled in 91518NSW and transitioned during 2016 into 10130NAT.)

YEAR	SEMESTER	UNIT OF STUDY	COMMENCES	MID SEMESTER BREAK	CONCLUDES	WEEKS OF STUDY
SEMESTER BREAK: 10 DECEMBER 2016 - 29 JANUARY 2017						
T H R E E	1	ACTING 5	30 January 2017	8 - 17 April 2017	16 June 2017	19

NB: DATES MAY CHANGE ACCORDING TO TEACHING REQUIREMENTS. A NEW CALENDAR WILL BE ISSUED TO STUDENTS AT THE BEGINNING OF EACH SEMESTER.

6.1.2 Diploma of Screen and Media (CUA51015)

Course calendar for Acting students commencing 30 January 2017.

YEAR	SEMESTER	UNIT OF STUDY	COMMENCES	MID SEMESTER BREAK	CONCLUDES	WEEKS OF STUDY
O N E	1	ACTING 1	30 January 2017	23 March - 2 April 2017	31 May 2017	17
	SEMESTER BREAK: 1 June - 25 June 2017					
	2	ACTING 2	26 June 2017	17 August - 27 August 2017	18 October 2017	16

NB: DATES MAY CHANGE ACCORDING TO TEACHING REQUIREMENTS. A NEW CALENDAR WILL BE ISSUED TO STUDENTS AT THE BEGINNING OF EACH SEMESTER.

6.2 Course Structure

Students will be supplied with a Course Guide for either Advanced Diploma of Acting for Contemporary Screen Media (10130NAT), or the Diploma of Screen and Media (CUA51015).

Each Course Guide outlines:

- Course Overview, Delivery Mode and Contact Hours
- Assessments
- Course Structure including progress and outcomes for each semester
- Course Completion and Evaluation

6.3 Assessments

A range of assessment activities are incorporated into the courses including:

- written and oral questioning
- observation of performance/s
- review of documented logs maintained by candidates
- effective participation in group/teamwork
- workplace simulations
- third party reports regarding performance when presenting in specialist facilities and resources

Assessment will be based on activities carried out over a period of time. Assessment will ensure access to a range of specialist facilities and resources, written documentation and industry documents. Simulations will be based on industry practice and/or include instruction from working professionals.

The completion of all assessments is compulsory and must be completed in the format requested by the trainer. Assessments allow trainers to evaluate a students' competency for a unit of competency. If a student does not complete the required assessment they may be assessed as 'not competent' for a unit of competency. To be awarded the Advanced Diploma or Diploma certification, students must have successfully completed all units of competency.

6.4 Attendance Requirements

ISA expects all students to maintain 90% attendance.

ISA will implement the Department of Education–DIBP¹ approved course progress policy and procedures (available at https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSQuickInformation/Documents/Documents_Course_Progress.pdf) and as such is not required for ESOS purposes to monitor attendance. However, ISA monitors attendance through class rolls being taken in each class by relevant tutors, and by QR code student card scan in and out each day at the ISA reception desk.

ISA does expect a student to email ISA admin@isasydney.edu.au prior to class commencement at 9am if they are unable to attend a class due to illness, so the tutor will be informed that you will not be attending that day.

¹ Department of Immigration and Border Protection
International Screen Academy Student Handbook – Correct as at 30 January, 2017
Approved by: ISA Managing Director

If a student fails to inform the school of any non-attendance they will be contacted and requested to provide a reason. In any case where the stated reason for absence is determined as unsatisfactory, that student may be suspended from classes for up to one week. If a student misses too many classes they may be assessed as not maintaining satisfactory course progress and may be determined as 'not yet competent' for a unit of competency. This may mean they are unable to successfully complete all units of competency and may be at risk of not completing their qualification.

6.5 Course Progress

ISA is required to monitor, record and assess the course progress of each student for the course in which the student is currently enrolled. ISA students are expected to maintain satisfactory course progress and complete their course within the expected course duration. ISA will systematically monitor course progress and identify students 'at risk' of not progressing within the course and provide them with counselling and offer additional support to complete their studies.

6.5.1 Monitoring course progress

Attendance and assessment results are recorded and monitored throughout the semester by trainers. Where it becomes apparent that a student is 'at risk' of not meeting satisfactory course progress this will be reported to the Head of Acting who may recommend that an intervention strategy be introduced. Any student identified as 'at risk' will be reported at staff meetings so an action plan can be discussed.

The Head of Acting will contact (in writing) each student who is deemed to be 'at risk' and arrange an appointment for an academic counselling session to be held within two weeks of that determination.

During the academic counselling session the Head of Acting will determine what additional support will be provided to the student. This may include:

- Developing an individual learning contract to address any specific needs;
- Provision of additional classes or lessons;
- Allowing students to redo assessment tasks;
- Re-assessment of tasks by another qualified assessor;
- Negotiating extended deadlines for assessment tasks;
- Arranging alternative assessment tasks and projects according to the needs of the student; and/or
- Arranging appropriate support services or counseling to assist a student.

These or other appropriate intervention strategies are pro-actively applied and an action plan negotiated with the student to ensure deadlines and criteria for satisfactory completion are understood and agreed. Course progress will be monitored and reviewed through either special mechanisms identified in the action plan or through the standard processes as outlined above.

A record of the academic counselling session and any additional support to be provided will be documented and placed on the student's file. Outcomes of the academic counselling session will be reported at staff meetings.

6.5.2 Board of Studies

A Board of Studies (BOS) will convene each semester to review course delivery and student progress. Students who are identified by the BOS process as performing at a level that indicates they may become 'at risk' will be monitored to determine whether early intervention is required.

6.5.3 Continuing failure to meet course progress requirements

If after an intervention strategy has been put in place, it is determined that a student's progress is not satisfactory and it is unlikely the student will be able to complete the course within the specified duration, the student will be notified in writing that they have not made satisfactory progress, and of the likely consequences of this.

Further information on course progress is available on the ISA website webpage at <http://isasydney.com.au/policies-and-procedures/>

6.6 Course Evaluation

At the end of every semester ISA requests students complete a Learners Survey. This survey forms part of ISA's continuous improvement process. The survey gives ISA staff valuable feedback from students regarding:

- competence and effectiveness of trainers and teachers;
- overall satisfaction with the education and training;
- appropriateness and effectiveness of assessment;
- clarity of training plan and approach;
- extent to which training stimulated students to learn;
- relevance of the training for work;
- assessment of competencies developed in the training;
- quality and appropriateness of learning resources;
- support provided to help students learn; and
- participation in active learning linked with high quality outcomes.

ISA will provide students with a response on the feedback form the Learners Survey and outcomes they can expect from ISA staff to continually improve ISA's education and training services.

6.7 Physical and High Risk Activities

At various occasions throughout the course, ISA students may be required to participate in training activities that require a high degree of physical conditioning, e.g. movement classes, screen combat, wire work, and so on. The performance nature of some of these activities means a certain degree of risk may be involved. While detailed risk assessments are conducted on all ISA activities, some degree of risk may remain. ISA Students are to ensure they maintain a high degree of physical conditioning and to be aware of all safety requirements at all times. Students should pay close attention to all instruction during such activities, and to monitor their own performance, taking responsibility to act in a manner that does not endanger themselves or any other person. Students should advise trainers and assessors of any limiting conditions or injuries which may affect participation in physical and other high risk activities.

6.8 Fees

All Fee information is available on the website at <http://isasydney.com.au/course-fees/>

6.8.1 Domestic Students

ISA's Advanced Diploma courses prior to 2017 are approved for VET FEE-HELP. Domestic students have the following payment options available:

- a) Payment Up Front** – the Tuition Fee (paid each semester) due on the census date each semester. Census dates are indicated in the fee schedules below, or
- b) VET FEE-HELP** – Eligible students have the option of accessing VET FEE-HELP assistance to defer the cost of the course. You are eligible for VET FEE-HELP if you:

- are an Australian citizen or permanent humanitarian visa holder (resident in Australia for the duration of the unit); **AND**
- have not exceeded the FEE-HELP limit (see below)
- are a full fee-paying / fee for service student studying a diploma, advanced diploma, graduate certificate or graduate diploma level course at an approved VET FEE-HELP provider; **OR**
- are a student subsidised by a state or territory government (other than the Australian Capital Territory) studying a diploma or advanced diploma course;
- are a student subsidised by the Victorian, South Australian, Queensland, Western Australian and New South Wales Government studying in a specified certificate IV course (nominated courses vary by state) as part of the Certificate IV Trial that concludes in December 2016; **AND**
- are enrolled with an approved provider in an eligible unit of study by the census date for that unit.

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

Students who accept an offer for a fee-paying course will choose their payment option at Orientation. Students do not need to apply for VET FEE-HELP prior to Orientation. 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 (e.g. Birth Certificate or Passport); and
- Your Tax File Number (TFN)

6.8.1.1 Fee Schedule: Advanced Diploma of Acting for Contemporary Screen Media (10130NAT)

The total course fee for domestic students is \$45,000 (AUD). The total course fee is paid as per the Fee Schedule below:

Fee Schedule for VET tuition fees – commencing Feb 2016

Name of Course: Advanced Diploma of Acting for Contemporary Screen Media

Accredited Course Code: 10130NAT

Delivery Location: Sydney

Delivery Mode: On Site

Unit of Study	Unit of Study Code	Start Date	End Date	Census Date	Tuition Fee	EFTSL
Acting 1	ACT01	01-Feb-16	24-Jun-16	01-Mar-16	\$11,250	0.5
Acting 2	ACT02	18-Jul-16	09-Dec-16	16-Aug-16	\$11,250	0.5
Acting 3	ACT03	30-Jan-17	23-Jun-17	21-Feb-17	\$11,250	0.5
Acting 4	ACT04	17-Jul-17	08-Dec-17	15-Aug-17	\$11,250	0.5

6.8.1.2 Fee Schedule: Diploma of Screen and Media (CUA51015)

The total course fee is \$11,000 (AUD) for the Diploma course. The total course fee is paid as per the Fee Schedule below:

Fee Schedule for tuition fees – commencing 30 Jan, 2017

Name of Course: Diploma of Screen and Media

Training Package Code: CUA51015

Delivery Location: Sydney

Delivery Mode: Onsite

Unit of Study	Unit of Study Code	Start Date	End Date	Census Date	Tuition Fee	EFTSL
Acting 1	ACT01	30-Jan-17	31-May-17	24-Feb-17	\$5,500	0.5
Acting 2	ACT02	26-Jun-17	18-Oct-17	21-Jul-17	\$5,500	0.5

6.8.2 International Students

International applicants offered a place are required to pay a non-refundable deposit of \$1,000 (AUD) when returning their Acceptance of Offer. Confirmation of enrolment for your visa application will not be processed until the deposit is paid. The balance of course fees for the first semester is to be paid in full prior to the start of the course.

The total course fee for the Advanced Diploma of Acting for Contemporary Screen Media (10130NAT) is \$50,000 (AUD). The total course fee is paid as:

Deposit: \$1,000(AUD) is paid upon acceptance of the Letter of Offer

Semester 1: \$11,500 (AUD) due prior to commencement of first semester

Semester 2: \$12,500 (AUD) due prior to commencement of second semester

Semester 3: \$12,500 (AUD) due prior to commencement of third semester

Semester 4: \$12,500 (AUD) due prior to commencement of fourth semester

6.9 Fee Payment Policy

The ISA Fee Payment Policy – Domestic Students (full and part fee paying) and the ISA Fee Payment Policy – International Students are available on the ISA website at

<http://isasydney.com.au/policies-and-procedures/>

6.10 Refund Policy and Procedure

The ISA Refund Policy – Domestic Students and the ISA Refund Policy – International Students are available on the ISA website at <http://isasydney.com.au/policies-and-procedures/>

6.11 Statement of VET Tuition Assurance

ISA must comply with the VET Tuition Assurance requirements. This is to protect students in the event ISA ceases to provide a VET course of study in which a student is enrolled. The Statement of VET Tuition Assurance is available on the website at <http://isasydney.com.au/policies-and-procedures/>

6.12 Degree Pathways

Upon completion of the Advanced Diploma of Acting for Contemporary Screen Media (10130NAT) our alumni can pursue further studies with the following college and university.

6.12.1 Raffles College of Design and Commerce

The Advanced Diploma of Acting for Contemporary Screen Media (10130NAT) has credit transfer into the Bachelor of Arts (Visual Communication) majoring in New Media and Digital Film with Raffles College of Design and Commerce.

A student who has satisfactorily completed the Advanced Diploma of Acting for Contemporary Screen Media (10130NAT) is guaranteed 33% of credit towards the Bachelor of Arts (Visual Communication) majoring in New Media and Digital Film. This is equivalent to 48 credit points of the 144 total credit points for completion of the Degree.

For further information please contact:
Raffles College of Design and Commerce
99 Mount Street North Sydney NSW 2060
T: +61-2 9922 4278
F: +61-2 9922 7862
W: www.raffles.edu.au

7. ISA Policies and Procedures

Students will be required to observe and comply with the following Policies and Procedures available at <http://isasydney.com.au/policies-and-procedures/>

- Building Access Policy
- Child Safe Policy
- Code of Conduct
- Computer Policies
- Course Credit and RPL
- Course Progress and Intervention
- Critical Incident Policy and Procedure
- Deferment, Suspension and Cancellation Policy
- Equipment and Room Hire Policy and Procedure
- Fair Treatment and Equal Benefits and Opportunity Policy
- Fee Payment Policy - Domestic Students (full and part fee paying)
- Fee Payment Policy - International Students
- Procedures Relating to Personal Information
- Refund Policy - Domestic Students
- Refund Policy - International Students
- Room Booking Policy
- Statement VET Tuition Assurance
- Student Grievance Policy and Procedure for Non-Academic and Academic matter
- Student Review Requirements & Re-Crediting a FEE-HELP Balance
- Transfer between Providers Policy
- Work Health and Safety Policy

8. Legislative and Regulatory Requirements

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

National Vocational Education and Training Regulator Act 2011

<https://www.comlaw.gov.au/Details/C2015C00186>

VET Quality Framework

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

Standards for VET Accredited Courses

<http://www.asqa.gov.au/course-accreditation/standards-for-vet-accredited-courses.html>

Standards for Registered Training Organisations (RTOs) 2015

<https://www.comlaw.gov.au/Details/F2014L01377>

The National Code 2007

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

Education Services for Overseas Students (ESOS) Act 2000

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

Higher Education Support Act 2003

<http://education.gov.au/higher-education-support-act-2003-and-guidelines>

Tuition Protection Service (TPS)

<https://tps.gov.au>

Work Health and Safety Act 2011

<http://www.workcover.nsw.gov.au/law-and-policy/legislation-and-codes/work-health-and-safety-legislation>

Workers Compensation Act 1987

http://www.austlii.edu.au/au/legis/nsw/consol_act/wca1987255/

Anti-Discrimination Act 1977

http://www.austlii.edu.au/au/legis/nsw/consol_act/aa1977204/

Children and Young Persons (Care and Protection) Act 1998 No 157

<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+157+1998+cd+0+N>

Privacy Act 1988

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

Copyright Act 1968

<https://www.comlaw.gov.au/Details/C2015C00372>

Copyright Amendment Act 2006

<http://www.comlaw.gov.au/Details/C2006A00158>

8.1 Work Health and Safety (WHS)

ISA 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. The ISA WHS policy is available on the ISA website at <http://isasydney.com.au/policies-and-procedures/>

In case of fire, everyone at ISA is to make their way to the nearest exit and meet at the corner of Young, Hunter and Powell Streets for roll call. Designated Fire Exits are at Young Street and Hunter Street.

ISA is a Smoke Free Environment. Smoking is NOT permitted in any area of ISA. If you wish to smoke you must leave the premises and grounds.

STUDENT HANDBOOK

2017

International Screen Academy
242 Young St
WATERLOO NSW 2017

International Screen Academy Pty Ltd
Registered Training Organisation ID No. 40725
CRICOS Registration No. 03361F
ABN: 12 158 981 803

9. Declaration

I have read, understood and agree to comply with the information outlined in the Student Handbook. I will also observe and comply with ISA Policies and Procedures available at <http://isasydney.com.au/policies-and-procedures/>

Student's Name (print):.....

Student's Signature:

Date: