

## GEN TV 2009 APPLICATION FORM

### How to Apply

Please complete and sign the application form and send it to us along with the following documents:

- Documentation to support your application (resume, references and written statement\*)
- Portfolio of creative work and/or showreel
- 10% deposit of course fee (\$1,500)\*\*

\* Written statement - is a 300 word / 1 page written statement outlining why you want to be a filmmaker.

\*\* Deposit can be paid by cash (in person) or by cheque (in person or by post).

### Personal Details

<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth (DD/MM/YY)	
Family name:		Given names:	
Current Address:			
		State:	Postcode:
Telephone:	Mobile:	Fax:	
Email:			

### GEN TV - Course Details

- Applications close 11 May 2009
- Course Commences 25 May 2009
- Course Fee \$15,000
- If your application is successful you will be contacted to arrange for an interview.

### Declaration

In signing the QPIX Training application form, I understand and agree that:

- I wish to enroll in the GEN TV: Diploma in Screen and Media (CUF50107)
- The information that I have provided in this application form and accompanying documents is correct.
- I have the financial capacity to meet all my tuition fees and agree to pay all fees as they become due.
- I have read and understood the terms and conditions in the Code of Practice (overleaf) and I agree to be bound by them.

Signature of parent/guardian required for applicants under 18 years.

Name:	Signature:	Date (DD/MM/YY)
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**Training Standards:** QPIX Training has adopted the Code of Practice of the Queensland Department of Employment and Training. QPIX Training has implemented policies and procedures that allow for the highest educational and professional standards in Australia for the marketing and facilitating of vocational education and training services, which safeguard the interests and welfare of the students. QPIX Training is able to deliver the nominated courses and provide adequate facilities which are conducive to successful student learning and development. QPIX Training uses a nationally recognised training package and appropriate materials for the facilitation of its courses. Fees are all-inclusive and are listed on the Application for Enrolment form pertaining to the course.

**Refund Policy:** A deposit of 10% is required to lodge an Application for Enrolment form in the course of the students choosing. If a student is forced to cancel his or her enrolment for any reason, the deposit shall be refunded less a 10% administration fee. If a student withdraws from the course 2 weeks prior to the scheduled course commencement date, a full refund will be made less a 10% administration fee. Forfeiture of a student place will result from the failure to pay the required deposit. Upon the payment of the deposit, and following a successful selection process, written confirmation of the student's enrolment shall be forwarded to the student within two weeks. The deposit shall be held in trust until the final payment of course fees, prior to the commencement of the course. The deposit is part payment of fees. Should QPIX Training cancel any program, enrollees will be entitled to a refund of all fees already paid. In the event of a student's withdrawal from a program, the nature and extent of any entitled refund is at the discretion of the Director of Studies. Full payment of course fees is required prior to course commencement, unless other alternative arrangements have been made with the QPIX Administrator. Medical or extenuating circumstances shall be treated on a case-by-case basis. Where the student can provide a medical certificate or show extreme personal hardship, fees may be refunded on a pro rata basis at the discretion of the Director of Studies.

**Refund Table**

Up to one week after course commences	75% of total fee
Up to 3 weeks after course commences	50% of total fee
Up to 5 weeks after course commences	25% of total fee
After 5 weeks	No refund given

**Enrolment:** After notification of a place on the course, a literacy & numeracy test will be given to ascertain if the student requires any language, literacy and numeracy support. An enrolment form must be completed as part of the formal requirements of the RTO.

**Late Enrolment:** Late applicants need to be aware that numbers in QPIX Training courses are small and late enrolment may jeopardise a place on that course. Students can enroll 5 working days prior to the course commencing; payment must be made 3 working days prior to course commencing.

**Special Needs:** If a prospective student has special needs, including those which are physical and/or medical, it is their responsibility to inform QPIX Training of the details prior to enrolment.

**Award:** On successful completion of a course, the student will be awarded that qualification. If a student has only completed part of the qualification, they will be issued with a Statement of Attainment for the Units of Competency successfully achieved.

**Course Assessment:** All courses are delivered using a mixture of assessments. Assessments are practical, holistic and focus on the production aspects of filmmaking together with the underpinning skills, knowledge and associated task management issues. Assessment also occurs through written assignments, by observation in production and by industrial production skills.

**Recognition of Prior Learning (RPL):** QPIX Training will ensure that all prospective students have access to its Recognition of Prior Learning policy and procedures prior to enrolment. Recognition of Prior Learning / skills assessment / recognition of current competency will be available to all students. Application for RPL will be coordinated by the Training Coordinator with the process being valid, fair, sufficient and authentic. QPIX Training will ensure that a student's current competencies are recognised. This policy recognises that prior study, together with work and life experiences may have provided the students with competence in the outcomes prescribed in the training package. The student is responsible for the provision of suitable evidence to match the performance criteria in each element of a unit of competency. Skill recognition assessments and outcomes will be recorded and Statements of Attainment and/or Qualifications will be issued to the students where applicable.

A fee for this service will be charged and the process determined in consultation with the student. The fee will depend on the time and complexity of the RPL required. Students seeking Recognition of Prior Learning will be provided with a copy of the policy and an RPL application form. The application form is designed to assist students in the process of gathering evidence and demonstrating competence. An appropriately skilled assessor will assess the student's current competence against the performance criteria of the unit for which skill recognition is being sought. An assessment report will be provided, including, where current competence is not established, a recommended skills acquisition solution.

**Complaints/Appeals:** Where the student is dissatisfied with the assessment of assignments and/or production work the student may appeal. All appeals must be in writing and are to be lodged to the Director of Studies within ten (10) days of the result being posted. The letter of appeal must contain your name, student number, your contact details, the unit code and title, the name of your trainer and the reasons for your appeal. When stating the reasons for appeal it is imperative that you state your case and supply as much evidence as possible to support your claims. If your appeal states no grounds or the appeal has no merit (see above) it will be returned to you and you will have seven (7) days to resubmit a new appeal. Appeals are heard by the Appeals Committee which consists of the Director of Studies, the Training Coordinator and if needed, another representative. Appellants are entitled to brief the representative on their appeal. The Appeals Committee shall meet to hear the appeal within fourteen (14) days of the lodgment date. The student shall be advised in writing of the decision made by the Appeals Committee within seven (7) days. If your appeal is unsuccessful, you will be given the reasons in writing.

**Marketing:** In keeping with the Standards for Registered Training Organisations, QPIX's marketing and advertising of training and assessment products and services is ethical. At all times QPIX accurately represents to its prospective and current clients training products and services that lead to AQF qualifications or Statements of Attainment, and ensure that advertised outcomes are consistent with these qualifications. QPIX also ensures that AQF qualifications are advertised only if they are included in its scope of registration and does not state or imply that services are within that scope if they are not.

**Code of Conduct:** QPIX Training provides quality education and training to clients who are encouraged to strive for excellence and attain their personal goals. QPIX Training acknowledges and accepts that unacceptable behaviour can have negative impacts on the work performance of other students and clients. Whilst at QPIX or at an associated venue, or on location, all students, clients, staff, visitors and contractors are expected to behave in a polite and considerate manner when dealing with other students, staff and members of the general public. Students, clients and staff at QPIX Training, have a right to work and study in an environment that is free from harassment, free from discrimination and free from threatening behaviour/bullying. Students, clients, and staff at QPIX have a responsibility to respect the rights of others, respect social differences and diversities, practice access and equity principles and respect the privacy and confidentiality of others. Students and clients can expect the staff of QPIX Training to treat all people in a fair, equal and non-discriminatory way, be professional in the administration of their duties, be above reproach in the areas of honesty and integrity. Students and clients have a responsibility to: observe class rules set by the lecturers/trainers, behave in a manner that does not interfere with the learning of others, conduct themselves in responsible and professional manner while attending classes or whilst on work experience, obey any reasonable request by the RTO staff member.

**Unacceptable Behaviour:** Discrimination, harassment, abuse and physical assault, intimidating and/or threatening behaviour, making racist or sexist comments, behaving in a disruptive manner such as swearing, yelling or using offensive language, endangering the safety of yourself or others, socialising publicly and/or privately with staff whilst enrolled as a student, breaching relevant State and Federal Laws e.g. Workplace Health and Safety, selling, using, distributing and/or being in possession or under the influence of drugs or alcohol whilst attending classes/work experience or on location, directly or indirectly engaging in any activity which could by association cause QPIX Training public embarrassment or other damage, wilful damage to or theft of QPIX's property, or property entrusted to the RTO's care, accessing, storing, processing or transmitting any information deemed to be threatening, obscene, pornographic or harassing nature, failure to abide by any supervisors/managers reasonable request and or direction, unauthorised use of QPIX Training's intellectual property including Company name, logo, training manuals/materials, trademarks, designs, confidential information and copyright material.

**Breaches of Code of Conduct:** Where behaviour is unacceptable, disciplinary action may be taken. This action may consist of but is not limited to, excluding and or refusing entry to a classroom if the behaviour is disruptive or dangerous, suspension of studies by the Director of Studies expulsion from the course by the Director of Studies, in cases of criminal behaviour the police will be notified.

**Further Information:** Lecturers and trainers are responsible for setting the tone within a learning environment and upholding the principles of equal opportunity. They may not be aware that an individual's behaviour is making things difficult for other students. If you feel that any person is subjecting you to any breaches of his code, please bring this situation to the attention of your lecturer/trainer or the Training Coordinator. This person will have information about complaints policies and procedures that can assist in resolving these issues. If you feel further action is required, you may contact the Director of Studies.