



## Payment Details & Student Declaration

I agree have read the Course Application Form. I understand and accept the Selection Process and Refund Conditions specified below.

I enclose payment of course fees to the amount of \$\_\_\_\_\_. I understand that any balance of fees owing must be paid at least three weeks prior to the negotiated commencement date of the full qualification to guarantee my place in the course. Credit card details provided may be debited for balance of fees on specific *written request* of the card holder.

My credit card details may be held as security for damage to equipment and facilities if I choose not to pay an equipment bond.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment can be made by Paymate via the Open Channel website, or be phone, fax, mail, or in person at Open Channel during business hours. Please make cheques payable to Open Channel Co-operative Limited.

**Payment by:** [  ] Paymate [  ] Cash [  ] Cheque [  ] Money Order [  ] Eftpos

or Card Number: \_\_\_\_\_ [  ] Visa [  ] Mastercard

Cardholder Signature: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Exp Date: \_\_\_\_\_

### Enrolment Conditions

1. Fees quoted includes all tuition and student services fees. Student services fees of \$400 per year per student include access to tea and coffee facilities, kitchen, photocopying, telephone, internet and room hire, but do not include rental of production equipment. Students are however entitled to a 50% discount on any hire of standard production equipment while an enrolled student subject to normal hire conditions. Open Channel maintains a trust account for safeguarding student fees.

2. The alternative entry point is in an additional screenwriting program. Fees for this program are *additional to* qualification fees. Hurdle requirements (being project assessment based on completed script) must be met within 12 months of the writing course before proceeding in the qualification. Students enrolling in this course are under no obligation to proceed to the full qualification.

3. Recognition of Prior (RPL) or Credit Transfer is available to participants on request at commencement of the program and assessment at this stage is at the discretion of the program co-ordinator. Fees may vary for students approved for RPL/CT.

4. CUF60107 Advanced Diploma of Screen and Media is approximately 1215 Student Contact Hours in duration. Delivery times are outlined in the course schedule available online, and are subject to change. Scheduled Class Dates are 19 March 2012 – 7 December 2012. Scheduled Classes are Thursday and Friday, 9:30am – 4.30pm plus flexible learning requirements outside of these times.

5. Assessment in Units of Competency requires completion of all coursework within negotiated timeframes. Re-attempts at no additional charge are at the discretion of the assessor. If unsuccessful, re-assessment via RPL is available at \$200.00 per Unit after you have gained further industry experience.
6. Students are entitled to, at no additional cost, a formal Statement of Attainment on withdrawal, cancellation or transfer prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.
7. The applicant warrants that they have the right to develop the creative work submitted, and will retain all rights to any program or works being produced as part of the course. The applicant agrees to acknowledge Open Channel with a logo credit in the event that a program developed in the course goes into production. Open Channel will retain rights to use student coursework for Open Channel promotional purposes on a non-commercial basis in perpetuity.
8. By submitting original script or creative materials as part of this application, you automatically agree to the terms of Open Channel's Unsolicited Submissions Agreement available on the Advanced Diploma of Screen and Media section of our web site.
9. By enrolling herewith, you consent to the use of images taken of our courses in progress to use in any future course marketing, unless you have notified us otherwise that you object to such use.
10. Concession fees may apply to a person who holds one of the following concession cards at or after enrolment. Contact reception for more details:
  - (a) Commonwealth Health Care Card;
  - (b) Pensioner Concession Card; or
  - (c) Veteran's Gold Card.

### **Recognition of Prior Learning / Credit Transfer**

- If you have already gained competency from previous experiences, you may apply for Recognition of Prior Learning (informal learning) or Credit Transfer (formal learning) to be assessed on your existing competency. Participants undertake the *assessment component only* to attain a nationally recognised Statement of Attainment. Open Channel automatically recognises the AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation (RTO) in Australia. **If you wish to apply for RPL or Credit Transfer, tick here and we will contact you with more information.**

### **Refund Conditions**

1. Students may withdraw from a full Qualification where written notice is received within fourteen days either side of the agreed Qualification commencement date in the signed Training Plan. The first \$1000 of fees is forfeited; the balance of fees will be refunded.
2. Open Channel reserves the right to reschedule, or amend any part of the course offering. In the event, no refund applies. Open Channel's policy is to contact all enrolled students no later than 48 hours prior changes occurring within the course schedule. In the event a course is cancelled, students are refunded for the amount not yet completed.

## Self Declaration

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### **PART A: To be completed by all applicants**

- I acknowledge and accept the aforementioned enrolment and refund conditions.

Signed \_\_\_\_\_ (applicant) \_\_\_\_\_ (date)

Name: \_\_\_\_\_ (printed)

### **PART B: To be completed by who are enrolling on a subsidised basis through the Victorian Training Guarantee (including applicants completing PART C section)**

If applying for subsidised fees I acknowledge that I meet the student eligibility criteria specified in the information kit for the program. The basis for my eligibility is (tick whichever applies, as of 1 January 2012):

Under 20 Years of Age  Have not previously completed a qualification higher than Advanced Diploma in Australia

- I declare that the information provided to the RTO in application for study is to the best of my knowledge true, correct and complete at the time of my enrolment/application.
- I acknowledge that providing any false information and/or failing to disclose any information relevant to my application for enrolment and/or failure to complete an application/enrolment form may result in the withdrawal of any offer, particularly as it relates to my eligibility to obtain an offer for government subsidised training, and/or cancellation of enrolment at the discretion of my Registered Training Organisation.
- I understand that it is my responsibility to provide all relevant and required documentation.
- I authorise my Registered Training Organisation to check all available records to confirm that information provided is correct, particularly information pertaining to my eligibility for the Victorian Training Guarantee.

Signed \_\_\_\_\_ (applicant) \_\_\_\_\_ (date)

Name: \_\_\_\_\_ (printed)

### **PART B1: To be completed by applicant (if required to do so) AFTER discussion with Registered Training Organisation regarding eligibility requirements for government subsidised training**

For applicants eligible for government subsidised training under the Victorian Training Guarantee, the following statement applies:

- I declare that I am an Australian Citizen; or a holder of a permanent visa; or a holder of a Special Category Visa (sub-class 444, New Zealand); or an East Timorese Asylum Seeker; or a holder of a Temporary Protection Visa Holder; or a holder of a referral form from the Asylum Seeker Resource Centre confirming me as a 'Asylum Seeker'; or a holder of a referral form from the Australian Red Cross confirming me as a 'Victim of Human Trafficking.'

- I declare that the information I have provided, including evidence to confirm my date of birth, is correct.
- I declare that to the best of my knowledge and after consultation with my Registered Training Organisation that I meet the Victorian Training Guarantee eligibility criteria.

Signed \_\_\_\_\_ (applicant) \_\_\_\_\_ (date)

Name: \_\_\_\_\_ (printed)

**PART B2: To be completed by the Registered Training Organisation**

I confirm that the applicant has been informed of the eligibility requirements for government subsidised training under the Victorian Training Guarantee, and that the applicant is aware of the consequences arising from a false, misleading or an incomplete declaration.

RTO Representative \_\_\_\_\_  
(PLEASE PRINT)

Position \_\_\_\_\_  
(PLEASE PRINT)

RTO Representative signature \_\_\_\_\_ Date \_\_\_\_\_

### APPLICATION AND SELECTION PROCESS

Open Channel is underpinned by the principles of access and equity. Open Channel does not tolerate discrimination on the basis of age, gender, sexuality, or social or cultural background.

Accredited Training at Open Channel is available to all Australian residents 18 years and over who meet citizenship or residence requirements, and who are current financial Open Channel members. You may join as a member at the same time as applying for this course. See our web site for details. People with disabilities are encouraged to apply.

Applicants for the CUF60107 Advanced Diploma of Screen and Media program must also meet the pre-requisite prior qualifications or experience as outlined in the course information kit.

Application is through a two-stage process.

### STAGE ONE

All applicants are required to submit along with this application form:

1. Current **Curriculum Vitae**, outlining your prior production credits, and related experience or qualifications

Do not submit DVD copies of your prior film work at this stage. You may provide URL links to online samples of your work in your CV. Applicants progressing to interview may be asked to provide copies of work listed in the CV at that stage.

2. A **Creative Folio** relating to the project you wish to develop in the course program.
  - a. *All course applicants, including applicants applying through the Concept to Script alternative entry point* must submit:
    - A **1-2 page synopsis** of the project
  - b. *Full course applicants, but NOT applicants applying through the Concept to Script alternative entry point* must submit:

*For **Feature Film and Series Development Program**:*

(Feature Film) A 10-15 page Treatment, plus 2-3 sample script scenes, **OR**

(Feature Film) A first draft or early draft screenplay, **OR**

(Television Series) A series concept document/bible that includes an episode guide, character descriptions, and sample episode screenplay, **OR**

3. A **written statement** of 2-4 pages in length that addresses the following, as applicable:

- your career goals
- the background to your submitted project for development
- details of any creative personnel already attached to the project
- details of any prior commercial interest in the project
- why you are interested in this course, and what you hope to achieve during and after the course

Stage One assesses both the originality and viability of the screen project based on submitted script (folio), and also on the following selection criteria as demonstrated in the CV and Written Statement:

1. Demonstrated commitment to screen production as a career.
2. High levels of interest in gaining and furthering development skills and knowledge.
3. Demonstrated commitment to completing the entire program.

**Applicants and projects are assessed by a panel comprising at least one training staff and one industry practitioner.**

Script documents submitted should comply with standard industry format. Information is available at [www.screenaustralia.gov.au](http://www.screenaustralia.gov.au)

## **STAGE TWO**

If successful in progressing to the next stage, you will be requested to attend a phone or face-to-face Interview with Training staff to ascertain suitability for the course. If successful at Stage Two, a place will be offered.

You can confirm acceptance of your place in writing and must pay the balance of course fees at this time, subject to Enrolment and Refund conditions.

All applicants will be notified in writing on the outcome of their application.

**The following are optional questions that help Open Channel in collating statistical information for organisational and training program funding bodies:**

Country of Birth: \_\_\_\_\_ Year of Arrival in Australia: \_\_\_\_\_

Are you Aboriginal / Torres Straight Islander? Yes / No

Proficiency in spoken English: \_\_\_\_\_ Poor / Sufficient / Excellent

Do you speak a language other than English at home? If yes, please specify:

\_\_\_\_\_

Do you have a disability or special needs? \_\_\_\_\_ If yes, please specify:

\_\_\_\_\_

Employment Status (ie. unemployed seeking P/T etc):

\_\_\_\_\_

Main reason for study (ie. to change career, get new skills for my job etc):

\_\_\_\_\_

OPEN CHANNEL is a Registered Training Organisation, (RTO 3999) with the Victorian Registration and Qualifications Authority, authorised to deliver the following nationally recognised training programs: CUF30107 Certificate III in Media and CUF60107 Advanced Diploma of Screen and Media. OPEN CHANNEL is committed to providing students with assessment opportunities that are valid, reliable, flexible and fair. Assessment in nationally-recognised training is based on units of competency taken from the CUF07 Screen and Media Training Package, and other units of competency imported from related Training Packages.



**OFFICE USE ONLY:** (last updated 15.11.11)

Reception:  
 Enrolment form Completed: \_\_\_\_\_  
 Application Fee processed: \_\_\_\_\_ Tax Invoice sent: \_\_\_\_\_

Training:  
 Stage One: Folio & Application Proceed: \_\_\_\_\_  
 Stage Two: Interview Proceed: \_\_\_\_\_  
 Enrolment Accepted: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Balance Fee processed: \_\_\_\_\_ Tax Invoice sent: \_\_\_\_\_



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