



Certificate III in Media (Television Production) Full Time

Course Information

2012

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Contents

Certificate III in Media (Television Production) Overview.....	3
Past students achievements	5
Course Outline - CUF30107 Certificate III in Media (Television Production)	8
Our Tutors.....	13
Where can I go after my Training?	13
What if I already have some skills?	15
What help is there with the cost of Training?	14
International students.....	15
When will I start?.....	15
How do I apply?	15
Application Process.....	16
Need more information?.....	19
Glossary of Terms	20
Open Channel and the Australian Screen Industry	23
Enrolment Application	24

Certificate III in Media (Television Production) Overview

Open Channel is Victoria's screen resource organisation for emerging film and television makers.

We offer training and professional development, equipment and facilities rental, production and member support, and screen events. Open Channel is also a Registered Training Organisation¹ with over 30 years experience in training the Victorian screen industry.



New to the world of screen television production?

Interested in making or working in television?

Our entry level program for people with little or no experience in the screen industries is a Nationally-recognised Qualification known as the **Certificate III in Media (CUF30107)**. Entry to the CUF30107 Certificate III in Media qualification through either enrolment option is selective and based on a folio of work and an interview.

This course has one main objective:

..to get you skilled up and into the professional industry, whether that be as a TV Producer making your own shows, or as a technician working in roles such as camera, editing or studio.

What's the difference?

A "TV producer" is someone with a creative vision to tell stories or entertain through television programs, whether through traditional broadcast platforms or emerging technologies such as mobile phones or the internet.

A "technician" is instrumental in making television shows happen. If you watch the credits for a TV show, you will realise that there are many specialist jobs which go into making a program. If you don't have a particular show you want to make but want to be a part of the process of making TV, you are still likely to find a job somewhere in the industry that suits your interests and abilities.

There are many benefits to studying the Certificate III in Media Qualification at Open Channel.

- Make your own show pilot as part of a television series to be broadcast on C31. Shoot on location and work in the studio environment to put the show together as a group.
- All our training is designed to reflect current industry practice, taught by skilled trainers and assessors who are practicing industry professionals with at least 5 years industry experience
- Austudy Approved as a full-time course
- Open Channel provides an inclusive, supportive and friendly learning environment, where you can feel comfortable whether you are continuing study, or returning to study
- Make professional contacts through networking events and industry trainers
- Gain practical experience designed to get you skilled-up and into the industry.

- Small class sizes maximize your opportunities for 'hands-on' learning and individual support during our practical workshops
- Access to semi-professional and professional (high definition) digital production & other filmmaking equipment. Some programs run through industry facilities, such as Channel 31 studios or the post-production company Digital Pictures.
- A wide range of support services such as after-hours access, production mentoring and advice, student meetings, kitchen and computer facilities.
- Access to discounted HDV camera lighting and sound production equipment, and up to 4 weeks edit suite hire (approximately \$4000 value) to make your own show pilot, and to produce the group show for broadcast as part of the course. Participants also develop a series proposal to pitch to a broadcaster after the course, or to make as an independently funded series.

Students enrolling in the full qualification up-front also receive:

- A copy of Open Channel's "Digital Filmmaking: An Introductory Handbook" (latest edition)
- Student concession card

Most importantly, as a Registered Training Organisation our training is guided by the principles of the Australian Quality Training Framework to ensure quality of service and an environment of continual improvement.

Student satisfaction is key to our success.



Open Channel training is **unique**.

Your study program involves making a real show to be broadcast to a real audience. This program gives you the networks, credits and experience that give your career the best possible start.

Get the skills to become an independent Television Producer or Technician in the brave new world of TV, where shows will be screened on a mix of platforms, including home television sets, and online (internet and mobile devices).

With the impending arrival of the National Broadband Network (NBN) the old rules of network TV are no longer the standard. The rules are changing. Future TV Producers will need to know how to research, write, shoot, record, interview, direct, edit, promote and make shows available for viewers around the world, with more scope for niche programming (read the book *The Long Tail: Why the Future of Business Is Selling Less of More*). This will require a strong knowledge of both technical and business skills.

We are looking for people who love TV and have concepts they want to turn into TV shows. Over the course you will develop the technical and business skills to produce a pilot of your concept which you can take to broadcasters and broadcast yourself for online and web platforms.

Past students **achievements**

In 2007, OPEN CHANNEL, Victoria's screen resource centre in collaboration with community broadcaster Channel 31 (the network that has launched such programs as Rove Live and Vasilli's Garden), launched a training program for new TV producers. This accredited course, Certificate III in Screen (Television) ran as a successful 14 week course that provided training both in front of, and behind the camera. The students produced a six part series called OPEN TV (which was about the development of three smaller show ideas - Gallery Hopper, Ultimate Celebrity Fan club and Getaway parody, Stayaway). The series rated well, attracting an average of 35,000 viewers per week and peaking at 70,000 viewers. Many of the 11 students have continued to pursue work on Channel 31 programs since the completion of the course.



In 2008, the half-hour group production *Living in Two Worlds* produced by indigenous students Lisa Maza, Aretha Briggs, Tim Church and Arthur Jackson screened at the 2009 Melbourne International Film Festival, and will also screen on national indigenous broadcaster NITV in 2009.

2009 and 2010 student programs are being prepared for broadcast in late 2011 as a short series.

A student from 2011 also found work experience through the course on commercial television program, *Small Time Gangster* (Movie Network).

"You've been a great, very supportive and encouraging! Thank you so much! The course has been the best thing I've done in years and fingers crossed for what the future holds!"

- **Leiarna Paterno**, Student of Certificate III in Media (Television Production) in 2010

Case Study: Kishani Selvadurai (2009)

Since commencing a Certificate III in Media program, Kishani Selvadurai has worked on a number of productions as a camera attachment as part of her studies, and also undertaken an industry attachment to Peter Worland on the ABC television comedy series, *Lowdown*. The range of supervised activities Kishani carried out as part of her workplace based training agreement included data transference, syncing audio and video tracks, labelling clips, FCP project management, compiling outtakes for assembly, organising audio files, preparing DVD rushes for the day, preparing print takes for screening. Kishani says "I had a brilliant time working with Peter and meeting people who worked at Deluxe (Post Production Company). It provided me with insight into what else is possible in post production."



Kishani Selvadurai, with Peter Worland,
Editor *Lowdown* (ABC TV)

More information on past graduates careers can be found on the Training page of our web site www.openchannel.org.au/training

Course Outline - CUF30107 Certificate III in Media (Television Production)

Accreditation means you are being assessed on a particular skill (known as a Unit of Competency), that you have learned as part of your training.

Successfully attaining a unit of competency requires completion of the associated training workshop, applying your skills in the making of your own television pilot program and final episode under supervision, preparation of other assessment tasks outlined in the assessment guide for the course, and a final interview by an industry assessor.



All Assessment costs are included in the total fees.

Use **placements** to apply your new skills.

In addition to the application of your new skills on the training show made for C31, participants also have the opportunity to gain an attachment to other television programs or within the television industry during the holiday break or after the course. These opportunities are based on matching suitable skills to an industry opportunity.

Placements are subject to availability, suitability, and Open Channel will ensure that adequate supervision and training support will be available for you.

Assessment demonstrates you have achieved competency, and can occur as a group or individually at various stages throughout the course.

At this final assessment students present evidence (examples of work) in accordance with an assessment guide, and are judged on competency by an industry-based assessor.

In some instances, we may allow assessment to take place after the completion of the course, at the discretion of the course co-ordinator.

Tasks within the assessment guide can be attempted at any time during the course, and provide a guide as to how your knowledge and skills are progressing. A final assessment is a judgment of your overall competency based on tasks completed and evidence provided, and may include additional questioning or observation. One attempt at this final assessment is included in your course fees. Re-attempts at no additional charge are at the discretion of the assessor, for example if there are minor changes to be made to demonstrate competency. If you receive a Not Yet Competent result at this final assessment, re-assessment via RPL is available at \$100.00 per Unit after you have gained further industry experience.

If you do not successfully attain all 11 units required for a Certificate III in Media qualification, you will still receive a Statement of Attainment for all units successfully attained, and can add additional units in future to complete your Qualification.



Areas of Study

This outline provides information on the courses of study in your Certificate III in Media qualification. Also associated with each course is one or more *Units of Competency*, and successful completion of 11 Units is required to attain your qualification. A Unit is a skill against which you are assessed against nationally-recognised benchmarks. Actual content of a course may be broader than the Unit being assessed. In some cases additional readings are provided after the course is completed.



Details about units of competency are provided to you at the start of each course. You can also access unit information on the website www.training.gov.au (go to Search then click on 'Units of Competency').

Non-accredited delivery generally takes place during the course, in areas such as pitching, industry knowledge, production management, screen performance, law, ingest and floor managing.

Placement Unit

All students enrol automatically in an accredited Placement Unit as part of the Certificate III in Media, which provides insurance cover for students who undertake an industry placement during or directly after the program (optional, subject to available placement).

Short Course Title		Cost	Unit of Competency Assessed	
PLACE	Industry Placement	Upfront students fees include all placement fees	CUFPPM301A Plan and prepare programs	<input checked="" type="checkbox"/>

A Certificate III in Media requires completion of 3 core Units of Competency (compulsory) plus 8 elective Units. Each “Unit of Competency” is a specific industry skill or task, and you are assessed against nationally benchmarked standards for these Units.

Compulsory Core Units (Foundation Courses)

The full program begins with *an introductory production course* whereby you participate in a group production, learn the whole production process and try a range of crew roles.

Short Course Title		Unit of Competency Assessed		
DFI	Digital Production Introduction (Television)	BSBCRT301A	Develop and extend critical and creative thinking skills	<input checked="" type="checkbox"/>

Learn how to work effectively in the television production environment with Set Protocols & Screen Industry Induction. This course provides general industry knowledge, the protocols of working on set or in a television studio, a knowledge of “who’s who” on set, the hierarchies within Departments and safety considerations.

Short Course Title		Unit of Competency Assessed		
SPSII	Set Protocols and Screen Industry Induction	BSBOHS201A	Participate in OHS processes	<input checked="" type="checkbox"/>
		CUFIND301A	Work effectively in the screen and media industries	

Television Program development block

Over four weeks, develop your own show idea, and learn skills in directing, writing and producing television. Shows must meet the requirements for broadcast on C31.

This culminates in a pitch of the show concept to the programming team at C31 who provide developmental advice.

Training includes:

Short Course Title		Unit of Competency Assessed		
SI	Screenwriting Introduction	CUFWRT302A	Write simple stories	<input type="checkbox"/>
ID	Introduction To Directing	CUVCOR08B	Produce drawings to represent and communicate the concept	<input type="checkbox"/>
IV	Presenting for the Camera	CUFAIR302A	Develop techniques for presenting information to camera	<input type="checkbox"/>
PPM	Production Management	CUFPPM408A	Compile production schedules	<input type="checkbox"/>

Television Skills development block

Over four weeks, develop technical skills in location and studio camera, sound, lighting, editing, studio ingest and master control, floor managing and post production.

During the block the group runs through the whole process of putting together a show for C31. Participants also get to spend some time attached to another community production to observe production practice.

Training includes:

MULTICAM	Studio Multi Camera Production	CUFCAM402A	Shoot Television Content in a Multi Camera Environment	<input type="checkbox"/>
LCS	Location Sound	CUSSOU201A	Assist with sound recordings	<input type="checkbox"/>
FCPI	Final Cut Pro Introduction	CUFPOS201A	Perform basic vision and sound editing	<input type="checkbox"/>
TV-EDIT	Editing for Television	BSBCRT101A	Apply critical thinking techniques	<input type="checkbox"/>
TSO	Television Studio Operations	CUFBRD302A	Provide production support for television productions	<input type="checkbox"/>

Production block

Here's where you really get to put your skills into practice!

Each student will make and produce their own 5 minute 'show pilot' which will involve writing, casting, planning and making the show with the support of other students in your team.

You will also get to crew on other shows made by your team members.

Each week, three students will make their pilots, and compile them in a live studio record into a half hour show for broadcast on C31.

Viewers from across Melbourne can vote on the popularity of your own show idea!

You will also stream your shows to audiences through online and mobile platforms.

After each episode the group will reform and review the shows and discuss what can be improved for the next block of productions.

Finally, at the end of the production block all students have the opportunity to pitch your series proposal and pilot episode to television industry executives, from C31 and other producers or broadcasters.

Your show could be picked up by a broadcaster! Or you might decide to produce the show guerilla style for online audiences.

During the block the group runs through the whole process of putting together a show for C31. Participants may also have the opportunity to spend some time attached to another community production to observe production practice, and to visit a commercial or pay television station (subject to availability).

Industry mentor

Right through the course you will be supported by Open Channel's production staff and an experienced television industry mentor.

Caroline Waters has worked for twenty years in television, film and video production - seven years in the UK and 13 years in Australia. Her work has included many varied production roles on television series, short and feature films, and documentaries. Caroline has recently started her own production company, Indigo Scout. Caroline is currently developing three television programs across a range of formats, including a half-hour lifestyle program, a ½ hour brand funded children's program, and a 1 x 1 hour large format program (like MasterChef or Biggest Loser) about to go into development with one of the largest production companies in Australia. She is also developing two documentary projects, and has a feature film script in development with the support of Film Victoria. Caroline has worked as Supervising Producer for Screen Tasmania, worked with many other production companies such as Crawfords and December Films and worked for Networks ABC, SBS, Seven and Nine. Her teaching roles include Production Management at Melbourne University Summer School, Open Channel, and Wide Angle Tasmania.

Our Tutors.

All Open Channel tutors are leading industry professionals with at least five years experience in their field. They are skilled, knowledgeable, and passionate about communicating their expertise to you.

Here is a sample of some of our past tutors:

Edwin Daughtry, Editor, ABC Online
David Hawkins, Cinematographer, The Saviour
Shaun Miller, Arts Lawyer, Ned Kelly, Mary and Max
Diane Perelsztejn, award winning film-maker
Wain Fimeri, award winning film-maker
Lavinia Riachi, Documentary Line Producer, ex BBC
Steve Thomas, award winning filmmaker
Caroline Waters, filmmaker & TV Producer
Elise West, film-maker, The Siege
Gary Wilkins, Sound Recordist, The Year of Living Dangerously, Romulus My Father, Ghost Rider, Mad Max, Breaker Morant, Crocodile Dundee, Evil Angels and Where the Wild Things
Rohan Schmidt, Studio Technician, Channel Seven



Above: Gary Wilkins, Sound Recordist

Where can I go after my Training?

"Open Channel has fantastic resources and gave me opportunities I wouldn't have had anywhere else. There's no one else in Melbourne with that same community-based spirit that can offer support and advice like Open Channel." – **Graduate Survey**

Many Open Channel graduates are now working in the film and television industry and others have chosen to go on to further study.

Graduates from the television production program have a number of pathways into industry.

Graduates can volunteer at C31 to further refine skills, work as assistants to freelance television technicians (camera operators, editors, studio technicians) or within television stations, or can develop skills as an independent producer and pitch shows to community, pay or free-to-air broadcasters for development. For those interested in the technical path, a Certificate III in Media is a qualification that allows graduates to apply for Global Television's Television Technical Operators College, which has over 90% success rate of graduates getting television industry employment with the major broadcasters.

In addition, the course equips graduates to know how to make low budget niche television programming destined for online markets using tools which are increasingly affordable. This leaves graduates well placed in readiness for the roll out of the National Broadband Network (NBN) which will see an explosion of Internet Protocol TV, and an uptake of many web sites to offer targeted "television style" content.

In addition to the CUF30107 Certificate III in Media, Open Channel also offers an CUF60107 Advanced Diploma of Screen and Media for experienced screenwriters, directors and producers. The Certificate III in Media program can contribute toward this Advanced Diploma entry at Open Channel, or other advanced vocational or higher education programs. Contact the relevant Institution for specific articulation arrangements.

Many have achieved entry to further tertiary level film and media courses at institutes including the Victorian College of the Arts (VCA) and Australian Film, Television and Radio School (AFTRS) and Royal Melbourne Institute of Technology (RMIT), had festival screenings and won Awards.

Open Channel maintains a referral database for graduates seeking work as crew. This database is utilised by Open Channel supported productions and clients looking for crew members, often in paid roles, and is a valuable opportunity to continue building skills through industry experience.

Open Channel endeavors to prepare accredited students for the Victorian industry and continues supporting them through work experience opportunities and ongoing production advice on completion of training.

What if I already have some skills?

Recognition of Prior Learning or Credit Transfer allows you to be formally assessed and recognised for your skills against national competency standards without undergoing any training. This can provide a faster route to a Qualification for people who have prior study and/or experience. RPL or Credit Transfer must be requested prior to commencement of a Course. You should be sure that you have sufficient current experience in the relevant Unit/s of Competency for which you are seeking recognition – and that you have or can gather evidence that can demonstrate this. Read Open Channel's web page on Recognition of Prior Learning or Credit Transfer for more information at <http://www.openchannel.org.au/training/rpl.html>

Open Channel automatically recognises the AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation, and there is no need to apply for PRL or Credit Transfer in this case.

What help is there with the cost of Training?

Victorian Training Guarantee

The Victorian Training Guarantee is making vocational education and training more accessible to people who do not hold a post-school qualification, or who want to gain a higher level qualification than they already hold. There are now an unlimited number of government subsidised training places available to people who meet the eligibility criteria. This greatly reduces the cost of your training (see application form for fee details).

In 2012 you are eligible for a government subsidised training place if you:

- * Meet one of the following citizen/residency status:
 - o Australian citizen
 - o Australian Permanent Resident (holder of a permanent visa)
 - o holder of a Special Category Visa (sub-class 444, New Zealand citizen)
 - o East Timorese asylum seeker, or
 - o holder of a Temporary Protection Visa.

AND are any of the following:

- * a young person under 20 years; or
- * an applicant seeking a **higher qualification than the highest qualification already held** (*i.e. you do not currently hold a Certificate III level qualification or higher*)

Centrelink Assistance

Students in a package course can apply to Centrelink for Austudy income assistance due to the full-time nature of study.

In addition to Austudy or Youth Allowance for eligible students undertaking a package program, the following forms of assistance may apply:

Special Training Support

People under employment case management programs may be eligible for government support in paying course fees. Contact your case manager for advice.

Australian Apprenticeships (Traineeships)

If you have an employer willing to take you on as an employee for a 12 month period (National Training Wage applies), then your employer may choose for you to undertake your off-the-job training in a Certificate III in Media

at Open Channel. Your employer may be eligible for a trainee subsidy which can help cover the cost of your training fees. Contact us for more information if you have an employer interested, and we will help put you in touch with a suitable Australian Apprenticeships Centre.

International students

Non-residents on a temporary visitor's Visa may study in a package program up to a maximum of 12 weeks in duration. It is possible to complete this course of study within 12 weeks. Our courses are not currently CRICOS registered and students can not apply for a Study Visa.

When will I start?

Certificate III in Media (Television Production) takes place on a Full-Time basis for 14 weeks. The course runs Monday to Thursday 9:30-4:30pm. There is a break during the program prior to production. See our web site for 2012 dates.

How do I apply?

The total up-front fee payable for the full-qualification is \$6000, or subsidised fee under the Victorian Training Guarantee is \$1,500 (not including equipment hire for own production shoot – see enrolment form for special offers for this shoot). This fee includes all training and assessment costs necessary to achieve your qualification.

Funded training through the Victorian Training Guarantee is available for eligible students, which reduces fees payable. Refer to the Application Form for details and associated fees. Concession rates are also available to eligible card holders.

Application Process

Stage One

Application Form

Applicants must submit an *Enrolment Application form* (available at the end of this kit), and must be a current member of Open Channel. Details on how to become a member are available on our website.

If you have completed the *Digital Filmmaking Introduction* or *Narrative Filmmaking Introduction* short course as a taster, you may apply for the full Certificate III in Media qualification, and if accepted fees paid for this short course will be deducted from the total cost of your qualification.

Folio of work

The submission of a folio of work provides Open Channel with the ability to select and develop graduates who are ready to enter the industry.

Your folio will be judged on merit against the selection criteria by at least two Open Channel staff members for the ability to comply with instructions as well as for industry potential, and will also take into consideration evidence that the folio work (where applicable) is your own work, or has clearly identified your contribution to the creation of the work.

Places are limited. If you are not selected to progress to Stage 2, you are still welcome to apply for Open Channel short courses, and in future may seek Recognition of Prior Learning as a means to attaining a qualification.

Before Submitting Your Folio, Please Observe The Following Guidelines:

- Clearly label each folio item with your name and also number (1-4) each folio item.
- Print all other items on paper. Maximum size A4. Maximum 10 pages.
- Use re-sealable means to close your folio, rather than string or tape.
- Do NOT submit extra items to those outlined below as they will not be taken into consideration.

Folio Requirements:

Please submit:

Essential:

- A one page synopsis* of a television series concept/idea

Optional:

- A DVD of any prior film or art works which you have been creatively involved in the making of. Identify the role you played. (Max 10 minutes)

* refer to Screen Australia publication What is a Synopsis, Outline, Treatment? available at www.screenaustralia.gov.au

Criteria for assessment:

1. Story originality and clarity of communication (50%)
2. Potential for screen realization (50%)

Remember as the Certificate III in Media doesn't require any previous film-making experience, we expect that your folio should demonstrate **your potential rather than your existing skills**.

It should be well presented but does not need to be highly polished, nor "big budget".

Send your application form and folio to:

Certificate III in Media
Training Department
Open Channel,
Shed 4, North Wharf Road,
Docklands Vic 3008

Collecting Folios After Assessment:

Assessed folios can be collected from reception desk at Open Channel at Shed 4, North Wharf Road, Docklands (open 9:00am – 5:30pm), immediately after you have been notified of the result of assessment. Folios should be assessed within seven (7) days of receipt. Please contact us if you have not heard a reply within seven days.

You may include a stamped, self addressed envelope if you would like your folio posted back to you.

Responsibility cannot be taken for folios that are not claimed, and folios may be destroyed if not collected within two months from the date of assessment.

Stage Two**Interview**

Based on your folio presentation, you may be asked to attend a telephone or face-to-face interview before being offered a place in writing. Places are limited.

Once offered a place in writing, you can accept your place by returning a signed copy of your training plan along with payment of remaining course fees. You will then receive notification of an orientation day and on this day will be provided with a student handbook and full course schedule.

Need more information?

Open Channel Training & Professional Development staff are happy to discuss your training & professional development options with you any time **over the telephone or by email**.

Telephone: +61 (0)3 8610 9300

Email: training@openchannel.org.au

Sorry, (as we spend a lot of our time with students), we can not meet in person about the Certificate III in Media *prior* to receiving a full enrolment application for the course.

If you wish to join as a member or enrol in regular short courses, you can visit us at Shed 4, North Wharf Road, Docklands.

Directions can be found at: http://www.openchannel.org.au/about_map.html

Glossary of Terms

Accreditation	The formal recognition of a course by the State or Territory course accrediting body in line with the AQTF 2007 Standards for Accredited Courses
Accredited course	A structured sequence of vocational education and training that has been accredited by a state or territory course-accrediting body and leads to an Australian Qualifications Framework qualification or statement of attainment.
AQF – Australian Qualifications Framework	The policy framework that defines all qualifications recognised nationally in post-compulsory education and training in Australia. The AQF comprises titles and guidelines that define each qualification, as well as the principles and protocols covering cross-sectoral qualification links and the issuing of qualifications and statements of attainment.
Assessment	The process of collecting evidence and making judgments on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, as expressed by the relevant endorsed industry/enterprise competency standards of a Training Package or by the learning outcomes of an accredited course.
Australian Quality Training Framework (AQTF) 2007	The Australian Quality Training Framework (AQTF) is a set of nationally agreed quality assurance arrangements for training and assessment services delivered by training organisations.
Competency	The broad concept of industry competency concerns the ability to perform particular tasks and duties to the standard of performance expected in the workplace. Competency requires the application of specified skills and knowledge relevant to effective participation in an industry, industry sector or enterprise.
Credit Transfer	Credit transfer assesses the initial course or subject that an individual is using to claim access to, or the award of credit in, a destination course. The assessment determines the extent to which the client's initial course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF.
Employability Skills	Employability skills describe the non-technical skills and competencies that have always been an important part of effective and successful participation in the workplace.
Performance criteria	Provide the standards by which an element in a unit of competency may be assessed. They are evaluative statements which specify what is to be assessed and the required level of performance.
Principles of assessment	To ensure quality outcomes, assessment should be: <ul style="list-style-type: none"> * fair * flexible * valid * reliable * sufficient
Qualification	Formal certification in the VET sector by an RTO that a person has satisfied all requirements of the units of competency or modules that comprise an AQF qualification, as specified by: <ul style="list-style-type: none"> (d) a nationally endorsed Training Package, or (e) an accredited course that provides training for that qualification.

Recognition of prior learning (RPL)	An assessment process that assesses an 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.
Registered Training Organisation (RTO)	A training organisation registered by a state or territory registering body in accordance with the AQTF 2007 Essential Standards for Registration within a defined scope of registration. A training organisation must be registered in order to deliver and assess nationally recognised training and issue nationally recognised qualifications.
Registration	Formal recognition by a state or territory registering body, in accordance with the AQTF 2007 Standards for State and Territory Registering Bodies, that a training organisation meets the requirements of the AQTF 2007 Essential Standards for Registration. A training organisation must be registered in order to deliver and assess nationally recognised training and issue nationally recognised qualifications.
Statement of Attainment	Formal certification in the VET sector by an RTO that a person has achieved: Part of an AQF qualification, or (b) one or more units of competency from a nationally endorsed Training Package, or (c) all the units of competency or modules comprising an accredited short course (meaning in accredited course that does not meet the requirements for a full AQF qualification).
Training	The process used by an RTO to facilitate learning.
Unit of competency	Specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.
VET	Vocational education and training sector, which includes both public and private training providers

Source: <http://www.vrqa.vic.gov.au>

Education

Skills for the reel world

You need experience and training to get a foot in the door

BUDDING filmmakers are heading to Docklands - but not necessarily for football, penthouses or cafe latte. This photographic waterfront location at Victoria Harbour is now a precinct for training in the film and television industry. It is home to Open Channel, the Australian Film, Television and Radio School, Central City Studio, and is close to South Melbourne's screen production hub and TV station Channel Seven. Open Channel, the new kid on North Wharf Road, is a long-established screen education and industry resource centre dedicated to independent screen production in Victoria. It is on a mission to help filmmakers turn big ideas into realities. As a registered training organisation, Open Channel is training tomorrow's screen professionals. Its origins can be traced back to 1974 when the federal government began funding 11 video access centres around Australia. Last year, the organisation delivered five full-time courses, 33 short courses and 10 seminars in screen, employed more than 100 filmmakers and other screen practitioners through its programs, provided career advice to new talent and partnered with 13 industry organisations. Its nationally accredited digital video training courses include a 12-week Certificate III in Screen and a 12-week specialist directing course that focuses on directing drama productions and which requires Certificate III level accreditation or other qualifications. There are also short courses of various lengths in documentary and drama scriptwriting, an introduction to digital documentary or drama production, producing and production management, editing, law and marketing. Tutors on all courses are industry professionals. Its training manager Suze Houghton, a highly experienced documentary film producer-director, says the courses are good for people preparing for full-time film school or for entry-level jobs on professional productions. Those signing up for courses, she says, come from many areas and professions but all want to tell stories. The courses provides necessary skills and aim to connect students to the screen industry through networking. "People who have been through a course together often end up teaming up. Making films is a team effort," she says, The Certificate III in Screen is an intense practical course focusing on all aspects of digital video documentary production. The course presumes no prior knowledge of filmmaking but provides a foundation in camera work, sound recording, lighting, production management and directing. Once students understand some of the basic on-set requirements and procedures for making

videos, Ms Houghton says it's then a matter of getting on-set experience. "Film schools are more likely to accept an application from someone with a foundation in filmmaking principles and techniques." The specialist-directing course is more sophisticated, requiring some solid foundation and familiarity with the technology. It aims to produce competent directors. "Having been through the Certificate III or the specialist directing course means people are more likely to be eligible for mentorships or attachments through either the Australian Film Commission or Film Victoria. "Graduates will have experienced particular roles and responsibilities, which will enable them to

'I did anything I could just to get some experience.' Simon Ozolins, cinematographer

approach production companies with some degree of confidence," Ms Houghton, who is also an employer in the industry, says she would not employ anyone without the necessary skills. "Having an accredited course behind them shows me they are really committed to working in film or video and that they have achieved some basic standard. Open Channel graduates are highly regarded by film schools." Cinematographer Simon Ozolins got hooked on photography when studying for a bachelor of fine arts degree at Hobart University. "I wasn't sure I had a great future in fine art, so decided to travel for a couple of years. But I always had an interest in film." Life in the world of screen started for Mr. Ozolins after completing a Certificate III in Screen at Open Channel in 1998. "The course gave me a broad overview from scriptwriting to shooting, editing and the final output of the film. Without the knowledge I picked up on the course I probably wouldn't have been able to cope as well as I did on a real film set. I had the broad knowledge, which allowed me to communicate with everyone when I finally walked on to a film set, but I fell naturally into the camera side of the business." After finishing the course Mr Ozolins worked on many short films shot around Melbourne. "I did anything I could just to get some experience. On one shoot the cinematographer took me on as his assistant and trained me in a camera assistant role, The learning curve was extremely steep but my



Simon Ozolins (left) and Suze Houghton in the editing suite at Open Channel.
PICTURE: RODGER CUMMINS

experience level quickly increased." More work followed in TV commercials, a TV series and feature films. He started as a second assistant cameraman, moving up to first assistant, and regards 2006 as the year he feels entitled to finally call himself a cinematographer. Mr. Ozolins has earned three prestigious industry awards: best cinematography at the 2005 Hollywood International Student Film Festival, a silver award for his camerawork in the 2004 short film *Two Soldiers*, and the highly commended cinematography award for the 2004 short film *62 Sleeps*.

Open Channel and the Australian Screen Industry

Open Channel is the Victorian partner of Screen Development Australia, a national network of Screen Resource Organisations delivering support services, professional development and resources to independent screen practitioners.

Open Channel gratefully acknowledges the support of Screen Australia, and our other industry partners.



CAMERAS.LIGHTING.GRIP.SOUND



PAYMENT DETAILS

Open Channel maintains a trust account for safeguarding student fees and bonds.

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

I enclose payment of deposit / course fees \$_____. (strike out whichever does not apply). Payment is not necessary prior to letter of offer stage.

I understand that the balance of fees owing must be paid at least one week prior to the negotiated commencement date specified below, and the supplied credit card details may be used for this fee on *written notification* by the card holder on acceptance into the course.

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 Cooperative Limited.

Payment by: Paymate Cash Cheque Money Order Eftpos

or Card Number: _____ Visa Mastercard

Cardholder Signature: _____

Name on Card: _____ Exp 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.

Application is through a two-stage process. Accompanying this application must be evidence of current membership, plus submission of a folio of work. If successful in progressing to the next stage, you will be requested to attend an Interview with Training staff to ascertain suitability for the course.. If successful at Stage Two, a place will be offered. Once accepted, you will receive a Confirmation of Enrolment and must pay the balance of course fees subject to Refund conditions above.

There are no pre-requisites for CUF30107 Certificate III in Media. Check Open Channel web site for other course conditions, where applicable.

Enrolment Conditions

1. While RPL/credit may apply to Qualification programs, no further discount applies to Up-front payments.
2. Students are expected to demonstrate adequate course progress against course and production schedules as a condition of enrolment, and must attend a minimum of 80% of scheduled face-to-face contact time.
3. Open Channel retains the right to change the course schedule at any time. Scheduling of student productions is subject to availability of equipment and resources and occurs around scheduled class delivery time.
4. One attempt at final assessment for each Unit is included in your course fees. Re-attempts at no additional charge are at the discretion of the assessor. If unsuccessful, re-assessment via RPL is available at \$100.00 per Unit after you have gained further industry experience.
5. 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.
6. Open Channel will retain all rights to any program being produced as part of the course unless by prior agreement with Open Channel's Producer that the rights may be reverted on completion of the course.
7. 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.

Refund Conditions

1. Students may withdraw from a Qualification where written notice is received one month prior to the agreed Qualification commencement date in the signed Training Plan.
 - If a student withdraws between 14 and 30 days prior to the start date, 50% of the upfront fee is forfeited.
 - If a student withdraws between 14 and 1 day prior to the start date, 100% of the upfront fee is forfeited.
2. Open Channel reserves the right to reschedule or amend the course schedule. In this event, if student cannot attend, no refund applies for full Qualification students.
3. Open Channel's policy is to contact all enrolled students no later than 48 hours prior to commencement to confirm or, if necessary, cancel scheduled courses.

I acknowledge and accept the aforementioned enrolment and refund conditions,

If applying for subsidised fees I acknowledge that I meet the citizenship/residency requirements AND student eligibility criteria specified in the information kit or at www.skills.vic.gov.au/get-training/get-funding. The basis for my eligibility is (tick whichever applies, as of 1 January 2012):

Under 20 Years of Age

OR

seeking a higher qualification than the highest qualification already held

Signed _____ (applicant) _____ (date)

Name: _____ (printed)

SKILLS VICTORIA APPLICANT SELF DECLARATION (Subsidised Enrolment Students only)

PART A: To be completed by all applicants (including applicants completing PART B section)

- 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.

Applicant Name _____
(PLEASE PRINT)

Applicant's signature _____ Date _____

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.

Applicant's signature _____ Date _____

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 _____

PART C: For applicants under the age of 18 at the time of enrolment, this form could be signed by a Parent/Guardian. (OPTIONAL USE ONLY)

As the Parent/Guardian of applicant identified above, I confirm that all information provided to confirm eligibility for government subsidised training is to the best of my knowledge true, correct and accurate.

Parent/Guardian's Name: _____
(PLEASE PRINT)

Parent/Guardian's signature _____ Date _____

Contact Details: _____

STATISTICAL INFORMATION (OPTIONAL)

Optional questions to help Open Channel in collating statistical information:

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): _____

Educational & Work Background

Highest School Completed: Grade _____ in year _____

Victorian Student Number (if known, for under 25 years of age): _____

Other Qualification/s since School:

Please outline previous film experience or related study if any. You may also attach a CV

Current Occupation:

What are the three main things you would like to get from the course/s you are enrolling in?

Course Details

If you require a Confirmation of Enrolment for Centrelink purposes (ie. Austudy assistance) in a specified package program please indicate here:

___ YES, I require a letter for Centrelink

OFFICE USE ONLY: (last updated 8.7.11)	
Reception:	
Enrolment form Completed: _____	
Application Fee processed: _____	Tax Invoice sent: _____
Training:	
Stage One: Folio & Application	Proceed: _____
Stage Two: Interview & TP	Proceed: _____
Enrolment Accepted: _____	Student ID Number: _____
Balance Fee processed: _____	Tax Invoice sent: _____



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