



## 2008 Accredited Training Course Application Form

Please complete this form and send with payment to:  
OPEN CHANNEL, SHED 4 NORTH WHARF ROAD, DOCKLANDS 3008

Course Title: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Fee: \_\_\_\_\_

### **Refund Conditions apply: see below**

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Street: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ P/Code: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Ph(work): \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ female/male \_\_\_\_\_

Are you a current OPEN CHANNEL member? yes/no Membership no: \_\_\_\_\_

Please send me membership information: yes/no

All personal information collected by OPEN CHANNEL is protected by *The Privacy Act 1988*.  
All information is confidential and will not be disclosed without your consent.

### **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.

### **All applicants for Accredited Training are interviewed**

Once an application form is completed and a \$1000 deposit is paid, an interview time will be given. The interview is an opportunity to clarify any issues about accredited screen training at OPEN CHANNEL and to determine each applicant's suitability for enrolment.

## **Certificate III in Screen - DOCUMENTARY or TELEVISION PRODUCTION**

### **Entry Requirements**

This course has no learning prerequisites, however priority is given to applicants who demonstrate good communication skills, computer literacy, a commitment to working as part of a team and an active interest in television production.

## **Advanced Diploma of Screen Foundation Workshops – CONCEPT TO SCRIPT**

### **Entry Requirements**

Applicants need to demonstrate that they have an intermediate knowledge of film production.

1. High level of written and verbal communication skills
2. Certificate III in Screen, Screenwriting Introduction (Short Course) or equivalent writing experience

## **Advanced Diploma of Screen Foundation Workshops – DIRECTING ACTORS FOR SCREEN**

### **Entry Requirements**

Applicants need to demonstrate that they have an intermediate knowledge of film production.

1. High level of written and verbal communication skills
2. Certificate III in Screen or equivalent industry experience

## **Advanced Diploma of Screen Foundation Workshops – PRODUCE IT**

### **Entry Requirements**

Applicants need to demonstrate that they have an intermediate knowledge of film production.

1. High level of written and verbal communication skills
2. Certificate III in Screen, Producing and Production Management (Short Course) or equivalent industry experience

## **Will you be applying for Recognition of Prior Learning?**

Prior to commencement of accredited training courses, applicants can request to be formally assessed on their existing knowledge. Recognition of Prior Learning (RPL) assessment incurs an additional fee. OPEN CHANNEL recognises the AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation (RTO) in Australia.

## **Refund Conditions for Accredited Courses**

If OPEN CHANNEL cancels a course or amends the start date, applicants have the option of transferring to another course or requesting a full refund within 14 days of notification.

If an applicant is not accepted into a course all fees paid will be refunded, or the applicant may again request the fees be transferred to another course.

Notice of an applicant's intention to withdraw from a course must be received in writing 14 days before commencement in order to receive a full refund.

If an applicant withdraws from a course less than 14 days before the commencement of a course a 20% administration levy will be charged.

If an applicant transfers courses less than 14 days before the commencement of a course a 20% administration levy may be charged at the discretion of the Finance Administrator\* (Contact OPEN CHANNEL to ascertain whether your transfer affects the course minimum numbers)

If an applicant withdraws after commencement of a course there will be an administration fee of \$75 and a levy of 20% of the course fee.

## **Trust Account**

OPEN CHANNEL maintains a trust account for safeguarding student fees.

## **Educational Background**

Highest School Year Completed: Year 9 \_\_\_\_\_ Year 10 \_\_\_\_\_ Year 11 \_\_\_\_\_ Year 12 \_\_\_\_\_

In which year did you complete your Secondary schooling? \_\_\_\_\_

Since leaving school have you attempted or completed any qualifications? yes / no

If yes, complete the following.	Attempted	Achieved	Field
Trade Certificate	_____	_____	_____
Advanced Technical Certificate	_____	_____	_____
Associate Diploma	_____	_____	_____
Undergraduate Diploma	_____	_____	_____
Degree	_____	_____	_____
Post Graduate	_____	_____	_____
Other (please specify) _____			
Occupation: _____			

**How did you find out about OPEN CHANNEL?**

Course Brochure sent to me ____	Course Brochure in public (where?) _____
Word of mouth ____	Newspaper ad (specify) _____
Film Victoria ____	Street press / magazine (specify) _____
AFC ____	Website / web search (specify) _____
Channel 31 ____	Radio (specify) _____
OPENLine email ____	Other (specify) _____

**Optional questions to help OPEN CHANNEL in collating statistical information:**

Country of Birth: \_\_\_\_\_ Year of Arrival Australia: \_\_\_\_\_  
Are you Aboriginal/Torres Straight Islander? yes / no

Do you speak a language other than English at home? (If yes, please specify) \_\_\_\_\_

Do you have a disability or special needs? Eg require wheelchair access. If yes, please specify:



### Payment Details

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

I enclose \$ \_\_\_\_\_ (minimum \$1000) as a deposit on the course fees.

I understand that the balance of fees owing must be paid at least one week prior to the course commencement date.

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

Payment can be made by Paymate via the OPEN CHANNEL website, or by 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

Card Num: \_\_\_\_\_ Visa      Mastercard

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

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

### OFFICE USE ONLY: (last updated 9.7.07)

Enrolment form Completed: \_\_\_\_\_ Interview Date: \_\_\_\_\_ Interview Time: \_\_\_\_\_

Applicant Advice Letter Sent: \_\_\_\_\_ Tax Invoice sent: \_\_\_\_\_ Receipt No: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Course Code: \_\_\_\_\_ Entered by: \_\_\_\_\_

**OPEN CHANNEL CO-OPERATIVE Ltd**  
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