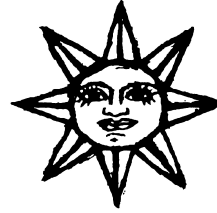


ART & TECHNOLOGY
OF MAKE-UP
COLLEGE



Established 1966

88 Shepherd Street, CHIPPENDALE, NSW, AUSTRALIA 2008

TELEPHONE: 02 9698 1070 or 02 9698 1200 FAX: 02 9319 1950

National Provider Number: 90275

Art & Technology of Make up College

Student Handbook

2010

CONTENTS

About Art Technology of make-up College

Welcome	4
Mission Statement	5
Code of Practice	6
Organisational Chart	7

Course Information

Certificate IV in Make-up	8-9
Statement of Attainment in Design and Apply Specialised Make-up	9
Diploma of Specialist Make-up Services	10-11

Enrolment

New Students	12
Continuing Students	12
Orientation/Course Induction	13
Recognition of Prior Learning	14
Location Contact Information	15
Travel Concessions	15

Studying at Art Technology of Make-up College

Administration	16
Personal record keeping	16
College Facilities	16
Classroom Maintenance	16
Materials Resources and Equipment	17
Text Book/ Reference Materials	17
Visitors/Dress Code	17

Student Information

Timetables	18
Attendance	18
Leave & Absenteeism	18
Contact Details	18
Accommodation	18
Occupational Health and Safety	19-21
Professional Industry Experience	21
Learning Support	22
Support Services	22
Local Service Directory	23
Off Campus Resources	24-28
Student Feedback	28

Business Information

Tuition Fees	29
Fee Schedule 2010	29
Payment Plan	29
Additional Costs	29
Refund Policy	29
Withdrawals/Deferrals/Course Variations	30
Arrears and Attendance	30-31
Tuition Assurance	31

Academic Matters

Trainer Qualifications	32
Assessments	32
Assessment Appeals	32
Testamurs/ Certificates & Statements of Attainment	33
Academic Transcripts	33
Student Records	33
Graduation	34

Policies and Procedures

Student Conduct	34-35
Complaints	35-36
Academic Appeals	36
Legislative & Regulatory requirements	36-37
Privacy	37
Critical Incident	37-38

Welcome to the Art & Technology of Make up College

Make-up is a vital part of the film, television, theatre, advertising and fashion industries. Make-up technology is a highly creative and stimulating profession. The Art & Technology of Make-up College (3 Arts Make-up Centre) is the longest running fully professional make-up training college in Australia with an established reputation.

The aim of the College is to supply the film, television, theatre, special effects and fashion industries with well-educated and trained make-up artists who are constantly striving for excellence and innovation and who are capable of making Australia the world leader in make-up and effects technology.

The Art & Technology of Make up College is a registered training organisation with the NSW Vocational Education Training and Accreditation Board (VETAB) for the delivery of training and assessment services in ***Certificate IV in Make up CUF40407*** and ***Diploma of Specialist Makeup Services CUF50407***. These courses have been developed in accordance with the Screen and Media Training Package CUF07 and are nationally recognised qualifications.

The three-story building (900 sq. metres) houses a professional & comprehensive make-up shop as well as the College. Student facilities are comprised of a lecture demonstration area, fully equipped make-up studio, photographic area, art and sculpture room, special effects make-up workshop, and an extensive reference library, which may be accessed via the Course Co-ordinator.

The College provides balanced and broadly based vocational education and training in all facets of make-up and special effects. Tuition covers the skills and knowledge required by a professional make-up artist/designer for the international workplace.

Professional make-up artists not only teach at the College; they also contribute to the development of the course curriculum, ensuring the courses are relevant to industry and standards.

The College is centrally located in the suburb of Chippendale, between the University of Sydney and Broadway shopping centre, only 10 minutes walk from Central and Redfern railway stations.

We hope you enjoy your time at the College learning the art and technology of Make-up!

Mission Statement

- To provide the entertainment, screen, media and fashion industries with highly trained make-up artists who strive for excellence and innovation in their work
- Excellence in training
- Employ trainers who have at least 5 years industry experience and VETAB approved trainer qualifications
- Teach students a combination well known traditional, and innovative contemporary methods to design apply and remove make-up
- To create an inspirational and creative facility that is conducive to learning
- To provide a safe and informed learning environment
- To support the individual needs of the students
- To help create an awareness of the art of make-up and special effects in the community
- To continue to build and develop contacts in all facets of the entertainment, screen, media and fashion industries thereby providing the college with current industry practice which provides students with opportunities for professional industry experience
- Striving to be the leading training institution in the field of make-up design and special effects.

Code of Practice

Art & Technology of Make up College

Code of Practice

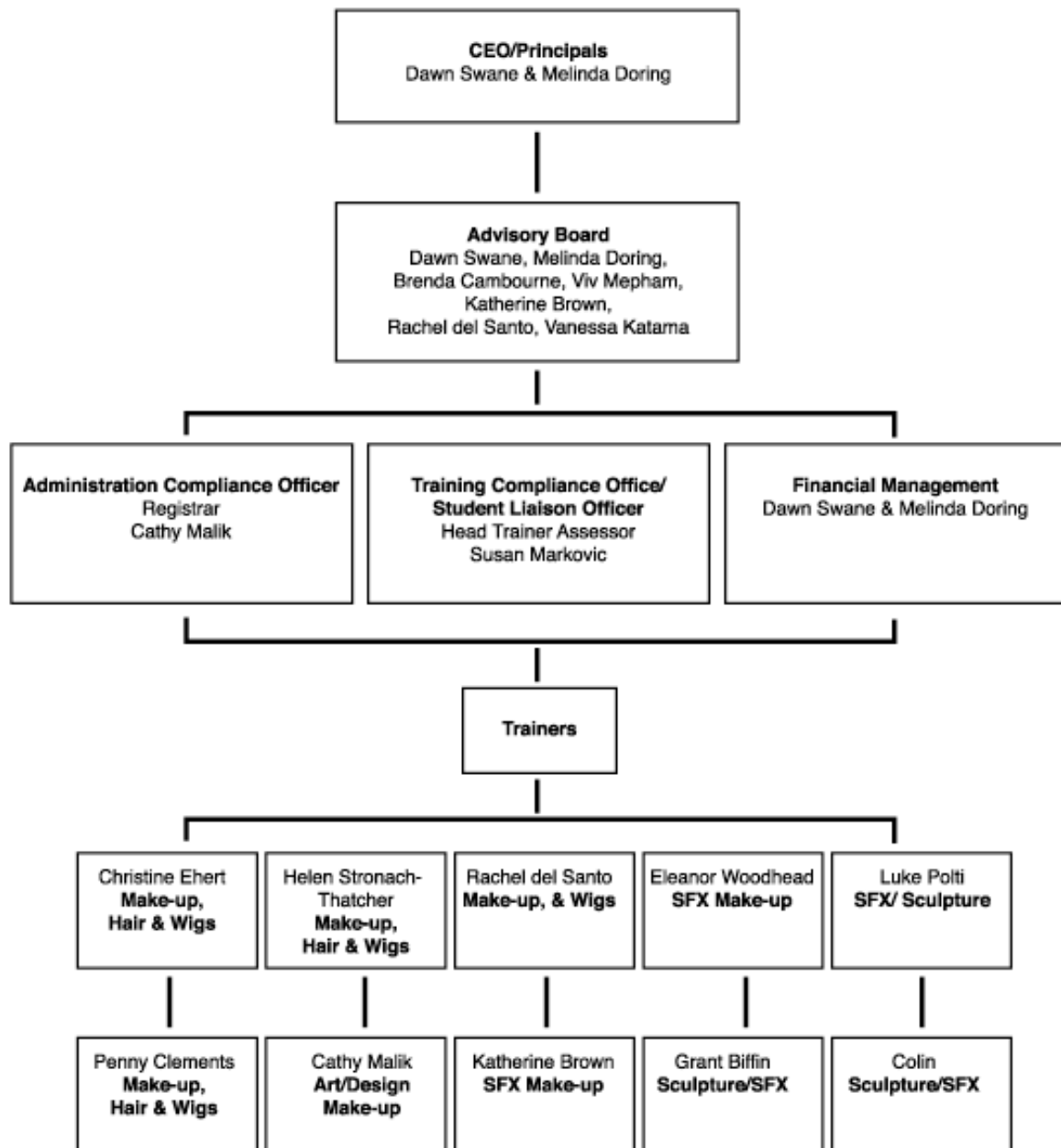
The Art & Technology of Make up College provides the highest standard of vocational education and training in the fields of Make-up and Special Effects. Our Code of Practice outlines our operational policies and our commitment to our staff, students and community.

The Art & Technology of Make up College:

- Is committed to the continuous improvement of its training delivery and assessment services
- Complies with all State and Territory regulatory and legislative requirements.
- Advertises and markets its training delivery services openly, honestly and with integrity.
- Provides accurate, relevant and up-to-date information on enquiry.
- States its fees and charges on enquiry.
- Outlines its fees and refund policy in the Student Handbook.
- Enrolls applicants to its courses on the basis of access and equity.
- Recognises qualifications issued by registered training organisations within the Australian Qualifications Training Framework (AQTF).
- Provides up-to-date facilities and equipment in a safe and healthy environment.
- Prohibits discrimination in any form towards any group or individual.
- Employs suitably qualified and experienced staff (minimum 5 years industry exp).
- Conducts fair, flexible, valid and reliable competency based assessments.
- Provides an assessment appeals procedure and opportunities for re-assessment.
- Provides academic support to students or referral to external agencies for additional learning support.
- Refers students to external expert advice for personal and financial support.
- Encourages feedback and evaluation from its stakeholders.
- Maintains accurate, confidential and secure training and financial records.
- Provides timely and accurate information to government agencies and funding bodies.
- Maintains a Code of Ethics, which all employees are obliged to observe

Organisational Chart

Organisational Chart



Course Information

Accredited Courses

The Art & Technology of Make-up College is registered by VETAB to provide national qualifications from the Screen and Media Training Package (CUF07)

- CUF40407
Certificate IV in Make-up
 - CUF50407
Diploma of Specialist Make-up Services
 - CUFMUP501A
Statement of Attainment in: Design and apply specialised make-up
 - WRBFS203B
Statement of Attainment in: Design and apply make-up for photography
-

Course Information

CUF40407 Certificate IV in Make-up

Year 1

Certificate IV in Make-up (CUF40407)

Including: Statement of Attainment in:

Design and apply specialised make-up **CUFMUP501A** (Diploma Level Unit of Competency)

This course covers the skills required to become a professional make-up artist and is based on the industry's needs and competency standards in

Unit Number	Core Unit Name
CUFMUP401A	Design, apply and remove make-up
BSBCRT301A	Develop and extend critical and creative thinking skills
CUFIND301A	Work effectively in screen and media industries
BSBOHS201A	Participate in OHS processes

Unit Number	Specialist Unit Name
CUFMUP402A	Maintain hair and make-up continuity
CUFMUP403A	Style hair for performances or productions
CUFMUP404A	Style wigs and hairpieces for performances or productions

Unit Number	Elective Unit Name
BSBRES401A	Analyse and present research information
CUFRES401A	Conduct Research
BSBDES401A	Generate design solutions
WRBFS203B	Design and apply make-up for photography
BSBDES301A	Explore the use of colour
BSBCRT402A	Collaborate in a creative process

Course Details

This is a fulltime course that runs over a period of 43 weeks in one year

The course runs over four terms (including 6 weeks of holidays and 37 weeks of classes)

Class Hours are 9.30 am to 3.30pm, Monday to Thursday

Classes commence in February and end in December

Course Information

Certificate IV in Make-up (CUF40407)

Including: Statement of Attainment in:

Design and apply specialised make-up **CUFMUP501A** (Diploma Level Unit of Competency)

Subjects will include: -

- Fashion Editorial and Catwalk Make-up
- Bridal Make-up and Hairstyles
- Photographic (Black & White and Colour)
- Colour Theory for Make-up
- Make-up Design Presentation and Charts
- Corrective Make-up Techniques
- Television (including High Definition)
- Film Make-up
- Continuity of Hair & Make-up for Film and TV
- Theatre Make-up and Hair (including Opera and Ballet)
- Character Make-up and Hair Design
- Ageing Techniques for Theatre & Film
- Wig & Hairstyling techniques
- Period Hair & Make-up
- Face Painting (including Animal and Clown)
- Body Painting & Fake Tattoo's
- Basic Sculpture and Mould Making Techniques
- Bald caps and application
- Casualty Simulation Techniques (Wounds, Bruises and other SFX)
- Introduction to Special Effects
- 3D Animal Make-up Designs
- Conduct Research for Make-up and Hair
- "On set" Protocol for Industry Work experience
- Product Knowledge

Who Should Apply?

Certificate IV in Make-up is designed for school leavers and mature aged students wishing to embark upon a career in the make-up industry

Entry Requirements?

There is no technical or skill based prerequisites, however priority is given to applicants who demonstrate good communication skills, display creativity and an active interest in Make-up

- All applicants must complete an application form
- All applicants are interviewed
- All applicants sit a basic make-up assessment test or submit a portfolio of related areas of interest: art, design, make-up, hairstyling
- All applicants must be 18 years or over

Course Information

CUF50407 Diploma of Specialist Make-up Services

Year 2

Diploma of Specialist Make-up Services (CUF50407)

This course covers the skills required to become a professional Special Effects Make-up Artist and is based on the industry's needs and competency standards in:-

CUF50407 Diploma of Specialist Make-up Services	
Unit Number	Core Unit Name
CUFMUP401A	Design, apply and remove make-up
CUFMUP403A	Style hair for performances or productions
BSBCRT402A	Collaborate in a creative process
BSBCRT301A	Develop and extend critical and creative thinking skills
BSBPMG510A	Manage Projects
BSBOHS509A	Ensure a safe workplace

Unit Number	Specialist Unit Name
CUFMUP501A	Design and apply specialised make-up
CUFMUP502A	Design and apply special make-up effects
CUFMUP503A	Create prosthetics for special make-up effects
CUFMUP404A	Style wigs and hairpieces for performances or productions

Unit Number	Elective Unit Name
BSBCRT501A	Originate and develop concepts
BSBDES402A	Interpret and respond to a design brief
BSBDES403A	Develop and extend design skills and practice
CUFRES401A	Conduct Research
CUVCOR01B	Source concept for own work
CUEPRP04B	Use casting and mould making techniques to make props

Course Details

This is a fulltime course that runs over a period of 42 weeks in one year

The course runs over four terms (including 6 weeks of holidays and 36 weeks of classes)

Class Hours are 9.30 am to 3.30pm, Monday to Thursday

Classes commence in February and end in December

Course Information

Year 2

Diploma of Specialist Make-up Services (CUF50407)

Subjects will include: -

- Specialist Make-up Design Presentation and Charts
- Airbrushing Make-up Techniques and Effects
- Life Casting and Mould making Head and Body parts
- Introduction to Wig knotting
- Make Latex Masks
- Old Age Stipple Make-up with Pieces
- Design and Make Puppet Heads
- Create Severed Limb Props
- Advanced Bald Cap Make-up Techniques
- Cast, Sculpt, Mould and fit Acrylic Teeth
- Cast, Mould, Paint Resin Eyes
- Create Cut Throat Make-up Effects
- Design, Manufacture and Apply Foam Latex Appliances
- Product Knowledge of Specialised Make-up Products and Equipment
- Health and Safety requirements
- Emphasis is placed on Sculpting and Casting methods and developing Specialist Make-up Effects Application Techniques
- Wig & Hairstyling techniques
- Introduction to Wig knotting
- Advanced Causality Simulation Techniques
- Conduct Research for Specialised Make-up and Hair Designs
- "On set" Protocol for Industry Work experience

Who Should Apply?

CUF50407 Diploma of Specialist Make-up Services is designed for those aspiring to gain knowledge and expertise in Special Effects Make-up Techniques for Film, TV, Theatre and Photography.

Entry Requirements?

It is a requirement of the Art & Technology of Make-up College that applicants to this course have "Certificate IV of Make-up" or the equivalent. Priority is given to applicants who demonstrate good communication skills and an active interest in Special Effects Make-up.

- All applicants must complete a application form
- All applicants are interviewed
- All applicants must have Certificate IV in Make-up (or equivalent)
- Applicants can apply for R.P.L (Recognised Prior Learning)
- All applicants must be over 18 yrs

Enrolment

New Students

Successful Applicants will be issued with a Letter of Acceptance, which confirms an offer of a place in the course they have applied for. The letter of offer will include details of Fee Schedules and Payment Plan Options, a copy of the Refund Policy and information on Term dates.

A place in the course will only be confirmed once the completed enrolment documentation is returned to the College Registrar along with a deposit of course fees (refer to Fee Schedule for further information) and the cost of their Make-up Kit (\$1800)

Upon completion of Enrolment Documentation and payment of fees, the applicant will be enrolled and a unique student number will be allocated for the term of the students' studies.

Enrolment /Registration Procedure

Students enrolled in the Certificate IV in Make-up are requested to make an appointment with the College Registrar to finalise enrolment/registration procedures.

DURING REGISTRATION STUDENTS WILL

- Meet the Course Coordinator
- Meet the College Registrar
- Receive their timetable
- Receive the Domestic's List (Additional Materials List)
- Finalise Tuition Fees

Continuing Students

Certificate IV in Make-up Students who have successfully fulfilled their requirements of their course are required to confirm continuation onto the **Diploma of Specialist Make-up Services** by submitting a re-enrolment form and a payment of a deposit to the College Registrar. Re-enrolment is available 4 weeks prior to the end of the academic year. Continuing Students must be aware that places are limited in this course.

Orientation /Course Induction

STUDENTS WILL ALSO BE REQUIRED TO COMPLETE THE FOLLOWING DOCUMENTATION

- Publicity Release Form
- Student Declaration
- Travel Concession Form

Certificate IV in Make-up CUF40407

Students enrolled in the Certificate IV in Make-up CUF40407 course will attend an orientation week at the start of the course. Students will be informed of their rights and obligations and procedures and will be talked through the Student Handbook.

The Students will be given an overview of the course requirements for the scholastic year. This week will give students the chance to learn about the course assessments they will have throughout the year and ask questions.

Students will also receive their Make-up Kit during this week and will have the opportunity to learn important product knowledge regarding the contents of the kit, their ingredients, uses and suggested application methods.

Diploma of Specialist Make-up Services CUF50407

Students enrolled in the Diploma of Specialist Make-up Services CUF50407

Course will attend an orientation week at the start of the course. Students will be informed of their rights and obligations and procedures and will be talked through the Student Handbook.

The Students will be given an overview of the course requirements for the scholastic year. This week will give students the chance to learn about the course assessments they will have throughout the year and ask questions.

Students do not receive kit during this week, as they will be provided with products and equipment, as needed as part of their course projects.

As this is a much smaller group and often comprised of continuing students classes commence as soon as the orientation process has been completed.

THE OBJECTIVES OF ORIENTATION ARE:

- Familiarise students with the College Facilities
- Introduction to Academic and Administration Staff
- Issuing of Equipment and Materials
- Understanding the Student Handbooks
- Introduction of fellow students
- Understanding your rights and responsibilities
- Brief Outline of Course Timetable and Assessments

Recognition of Prior Learning

RPL Application Process and Procedure

Recognition of Prior Learning (RPL) is the process by which individuals can have their prior qualifications and informal learning recognised formally through assessment. In order to grant RPL the assessor must be confident that the skills and knowledge presented by the potential student is competent against the endorsed industry competency standards or outcomes specified.

Skills Recognition

Recognition of Skills is offered to those who have previous experience or skills gained through informal studies, employer based training and or relevant life experience.

Credit Transfer

Credit Transfer recognises previous learning undertaken at another accredited vocational/higher education provider as being equivalent to that currently being offered by Art & Technology of Make-up College.

Application Process

Students wishing to apply for RPL should obtain a copy of the RPL Application form and refer to the current copy of the Student Handbook for Qualification Unit Descriptions and Unit Numbers. The Art and Technology of Make-up College recommends that potential applicants do a self assessment whereby you compare your own skills with the learning outcomes or competency standards for which you wish to gain RPL. If a student feels confident that their skills and knowledge is competent against the outcomes specified, they can then commence their application.

An application for RPL must be submitted with relevant documentation such as testamur of qualifications, academic transcript of studies/and or evidence of work achievements. College Registrar or Course Coordinator must sight original documentation.

Applications for RPL must be submitted at least 4 weeks to commencement of study for the specified unit/s. A \$100 application fee applies for each unit a student is applying for. Additional fees may apply if students are required to undertake Skills Tests

RPL Application Process

- Download Application Form (from Website or pick up copy from College)
- Conduct Self Assessment (refer to Unit Descriptions in Student Handbook)
- Fill in Application and compile documented evidence
- Contact the College to discuss application and confirm fee
- Submit Application, Fee and documented evidence to

Address: Attention Course Coordinator,

Art & Technology of Make-up College, 88 Shepherd Street, Chippendale, NSW. 2008.

- The College will contact you to arrange an interview to sight original documentation and evidence and may ask applicants to sit Skills Tests if required.
- The Course Coordinator will consider the application
- The Student will be notified in writing of the outcome of their application
- Where academic credit has been granted, the letter will detail the amount of credit granted and against which subject the credit is for.

RPL/RCC Application Forms are available from the College Registrar or from our website www.makeupeffectscollege.com

Location / Contact Details

The College's contact details are as follows:

Address:- 88 Shepherd st,(cnr Myrtle St)

CHIPPENDALE

SYDNEY, NSW 2008

AUSTRALIA

PH:- (02) 9689 1070

FAX:- (02) 9319 1950

EMAIL:- registrar@makeupeffectscollege.com

WEBSITE:- www.makeeffectscollege.com

Transport

The College is within 10 to 15 minutes walk from Central or Redfern Train Stations various bus services are available on City Road and George St (Broadway).

Taxi's are available from the busy thoroughfares and streets nearby such as City Road, George St (Broadway), and Cleveland St and Central Station

Parking is available in surrounding Streets near the College, but is subject to parking conditions (mostly 1 hour parking) there are some local parking stations (conditions apply and costs vary)

Concession Cards

Fulltime students of the college who are Australian citizens are entitled to a government travel concession which entitles the holder to discounted fares on State Bus, Ferry and City Rail Train services. Concession applications are available from the College Registrar.

Studying at Art Technology of Make-up College

Administration

College administration is available Monday to Friday: 9am- 5pm

Personal Record Keeping

Students are expected to take notes during lectures and they may be required to submit their notes for marking during the year. Always have a calendar or diary and notebook with you. Always check the student notice board for updates to timetables – usually two weeks in advance.

Students are expected to keep a record of work undertaken during the course. Students should always complete location, make-up, hair and continuity notes for each location or work placement for future reference or pickup shots. .

Where appropriate take photographs of all make-up, hairdressing, sculpture, special effects and location work. These photos will assist with class notes and contribute to a personal portfolio that the student can use as part of their CV. *NOTE: On many film sets and other large productions cameras are not permitted. Always check with the supervisor before taking photographs.*

The college may take digital still images of various works throughout the year. You may ask to purchase copies of your work on a CD at the end of the college year. These images are at your own cost and available only at the college's convenience. Please refer to the student disclaimer on digital images.

College Facilities

Student facilities are comprised of a fully equipped make-up studio, lecture demonstration area, photographic area, art & sculpture room, special effects make-up workshop, and an extensive reference library which may be accessed via the Course Co-ordinator.

The Art & Technology of Make up College is maintained as an authentic make up and effects workplace environment. The facilities and equipment are set-up, checked and maintained regularly to ensure effective and efficient operation.

Students have access to necessary instructional and assessment facilities, materials and equipment. Training facilities include:

- Specialist products and equipment
 - Adequate acoustics, ventilation and lighting
 - Amenities for coffee and lunch breaks
 - Toilet facilities
 - Accessible references and resources including an extensive, though restricted, library specialising in publications covering all aspects of make-up, hair and wig styling and special effects.
-

Classroom Maintenance

A clean and orderly studio/lecture room promotes a positive learning culture and the condition in which it is left after a class is everyone's responsibility.

- Please put all rubbish in bins provided
- Always leave your work surface clear and wipe down at the end of each lesson
- College equipment must be returned and appropriately stored at the end of each lesson
- Student materials and makeup kits must be secured in lockers at the end of each day (no kits or students personal equipment is to be left in makeup areas outside class hours)

Materials Resources and Equipment

Students will experience a wide range of different studio experiences each of which will require specific materials and equipment. It is the students responsibility to determine from the tutor and the subject timetable what equipment are required for each session and to come to each session with the correct equipment.

Specialised subjects may require additional materials and/or equipment (see Domestics list)

Text Book/ Reference Materials

The College has an extensive, though restricted, library specialising in publications covering all aspects of make-up. Some reference books from this collection are available to students for viewing whilst on College premises. Access is made via the course co-ordinator. Contact either the College Principal or course co-ordinator to arrange access to books or DVD's for viewing.

Visitors

Permission must be granted for all visitors to the College, including friends and family who may be attending class as models for your work.

All visitors are required to sign the visitor's book (located at the ground floor reception) on entering and leaving the building.

Dress Code

Students' clothing should be clean and presentable. Trousers or jeans and tee shirts are practical. You are expected to wear protective clothing during class time (duster coat or apron and closed in strong flat shoes – **no slip-ons, pointy toed shoes or high platform shoes or stilettos allowed**).

When on P.I.E students are expected to dress neatly and sensibly and closed-in shoes is a must. Make-up artistry is a professional career and artists working in the industry are required to be appropriately dressed at all times. As well as being expected to present a professional image, artists are frequently required to work in physically demanding situations, particularly when on location. For this reason clothing should not only be neat it should be comfortable, durable, and suitable for the prevailing weather conditions.

It is important to dress appropriately for the environment in which you will be working. For example, if working in a muddy paddock, gumboots and casual jeans should be worn. Dress in layers so that you can easily remove cardigans, etc as the temperature increases through the day. Always carry wet weather gear and sun block for sunny days. For studio work flat rubber soled shoes should be worn to protect the studio floors and for your comfort during long working hours. You may be asked to go home if you do not have suitable shoes because of OHS requirements.

Student Information

Timetables

Classes will normally be scheduled between 9.30am and 3.30pm Monday to Thursday and run in accordance with a pre-set timetable. Timetables are subject to change.

The roll is marked at the beginning of each lesson and it is your responsibility to ensure you are marked on the roll. Late arrivals (15 minutes) and early departures will detract from your attendance.

Attendance

Students are to arrive at the College around 9.00am to set up ready to start by 9.30am.

The only exceptions to this are when a student is on professional work experience, ill, or has given prior notice of an appropriate reason for their lateness. It is the students responsibility to report to the person marking the roll if they are late for class otherwise they could be marked absent.

Students who attend less than 80% of classes may not be eligible to graduate from the course.

Because of the reliance on all team members within the film, television, theatre and fashion industries, punctuality is vital and regarded as essential. Poor attendance and lateness reflects on the College and the student. The industry motto of "time is money" indicates the seriousness with which the industry views attendance patterns, and you do yourself and your client a disservice by making them wait for you. Students must develop good practices at the undergraduate level in preparation for the expectations that will be asked of them once they enter the industry.

Leave & Absenteeism

If a student is ill they must notify the College by 9.45am. Absences of more than two days require a doctor's certificate. Proof of absence such as a medical certificate cannot alter your attendance.

Appointments for medical/dentist visits or personal issues must be made outside class hours.

Contact Details

Students must advise the college Registrar of their contact details and report any relevant changes. Contact details include:

- Local & mailing address
- Phone numbers
- Email address
- Emergency contact details

Art & Technology of Make up College assumes that recorded contact details are correct and is not liable for any information which is not received due to change of contact details not given in a timely manner.

Accommodation

Interstate and country NSW students must make their own accommodation arrangements. There is a high demand for accommodation in Sydney, particularly among students at the beginning of

the school year. Students are advised to allow 3 to 6 weeks to find suitable accommodation. We recommend you speak to specific real estate agents in the suburbs you are looking to move to. The Sydney Morning Herald on Saturdays has a comprehensive list of rentals and there are many web rental search engines such as www.domain.com.au that can help students find accommodation.

A variety of high standard student accommodation is available to suit different budgets and needs. Students can opt to live in university accommodation or shared accommodation with other students is common and popular.

Temporary accommodation can be arranged before you leave home allowing you time on arrival to consider where and how you would like to be accommodated in the longer term.

Hostels and guest houses A From \$135 a week

Hostels are usually run by organisations such as Youth Hostels Australia (www.yha.com.au) and the Young Men's Christian Association (www.ymcasydney.org). Students share kitchen and bathroom facilities.

Share accommodation AU \$100–A\$200 a week

Rental accommodation AU \$250–A\$400 a week

Accommodation arranged through a Real Estate agent will be subject to a standard lease. A bond, usually equal to 4 weeks rent is lodged with the Rental Bond Board.

If you have any rental problems contact the Tenants Advice Advocacy Service on (02 9251 6590)

Occupational Health and Safety

NSW Occupational Health and Safety Act 2000 and Work Cover NSW

The provisions of the NSW OH&S Act cover every employer, employee and client at a place of work. For the Art & Technology of Make up College this extends not only to staff, but also to students and visitors to the College. The main objective of the Act is to safeguard the health, safety and welfare at work of all workers and to maintain for them a healthy working environment.

The Art & Technology of Make up College 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.

In case of fire, the trainer and students are to make their way to the nearest exit via the fire-isolated staircase, following the illuminated exit signs, and meet on the corner of Shepherd and Myrtle Sts.

The College is a **NON SMOKING** environment. Both students and staff are forbidden to smoke whilst on College premises and should refrain from smoking on the footpath outside the college.

Preventing Disease Transmission

Skin that is intact, without cuts, abrasions or lesions, is a natural protective barrier against infection. Penetrating the skin can introduce infective micro-organisms into the body. Infection can occur if equipment that pierces, punctures or penetrates the skin is contaminated, or can occur from person to person contact with blood or other body substances. The use of infection control techniques this can reduce the potential for cross infection.

Unhygienic practices and procedures may affect the health of both the make-up artist and the actors

Skin infections can also occur without breaking the skin. For this reason all equipment is to be cleaned between actors to eliminate the potential to spread infection. Equipment that does not penetrate the skin, but comes in contact with the skin can spread staphylococcal, streptococcal and pseudomonas infections, all of which are bacterial infections. Other types of skin infections can include herpes (a viral infection), ringworm or Tinea (fungal infections), scabies (a form of mite infection).

Micro organisms are everywhere; they live on the skin, in food and dirt. They are easily spread between clients and operators and are easily transferred by contact with unwashed hands, soiled equipment, or contact with blood or body substances.

Make-up artists must assume that all blood and body substances are potential sources of infection. To prevent the transfer of micro-organisms, make-up artists must perform procedures in a safe and hygienic manner that include standard infection control procedures, maintaining clean premises, equipment and safe work practices. Clean garments should be worn at all times, cotton buds straight into bin, styptic liquid on cuts.

Hand washing

Hand washing and hand care are the first steps in any infection control program. Cuts and abrasions on exposed skin of make-up artist should be covered by a waterproof dressing which should be changed as necessary and when soiled. The surface of hands and nails must be cleaned immediately before and after treatment of each actor.

To protect the make-up artist and actors from micro-organisms, hands must be cleaned:

- Before and after make-up of each actor (wash hands under running water)
- After contact with any blood or body substance
- After touching the eyes or mouth
- Before and after smoking, eating and drinking (smoking in make-up room/bus is prohibited)
- After going to the toilet
- The following is the recommended method to clean hands:

Wet hands;

- Use liquid soap with warm running water
- Rub hands vigorously
- Wash hands all over, including backs of hands, wrists, thumbs and between fingers for 10 –15 seconds

Rinse hands well, and

- -Thoroughly dry hands with a single use paper towel, cloth towel –one person use only
- -Alcohol based lotions can be used but periodic access to a tap is necessary.
- -Use hand cream at least four times a day. Look after your hands, they are your means of employment
- -If alcohol based rubs are used they must be used in the same circumstances as when hand washing is required. A sufficient quantity of cleanser must be used to allow for the entire surface of the hands, fingers, wrists to be cleaned.
- -Hands should be allowed to air dry.

Clean Equipment

Make-up workstations must always be clean and tidy

All equipment must be cleaned prior to and during use

Tile or palette to be used for crème or liquid bases. (Must be thoroughly cleaned between talent)

Brushes, sponges and powder puffs to be used on one actor only

LIPSTICKS – Measure lipstick onto palette, one use only 1 lip brush per actor

EYELINER, EYESHADOW – Wipe with alcohol between actors

MASCARA – disposable wands to be used at all times, no double dipping

EMERY BOARDS / NAIL FILES

Emery boards and nail files must be single client use or disposable due to the potential to spread fungal infections.

Tweezers should be washed in warm soapy water between actors and wiped with alcohol

RAZORS AND CLIPPERS

It is not recommended to use manual clippers with non-detachable blades as they cannot be easily changed. Detachable clipper blades must be cleaned with soap and water before re-use

Disposable shavers are recommended for shaving. They should be used once and then thrown out. Electric razors should be one person use only.

COMBS, BRUSHES ETC

All equipment should be cleaned between use, including combs, brushes, rollers, clippers and scissors.

Equipment should not be soaked in solutions of disinfectants unless specified by manufacturers instructions.

Cleaning equipment in warm water and detergent and allowing to air dry should be sufficient.

LINEN

Where linen towels are used, it should be cleaned between clients. Single user paper towelling or liners can be used on benches instead of linen.

Used clean linen must be stored separately. All linen must be washed with laundry detergent and water, rinsed dried and stored in a clean, dry dust free location.

CLEANING

Cleaning involves the use of water, neutral detergent or cleaning agent, and physical or mechanical action and allowed to air dry.

All cleaned equipment must be stored clean and dry. Damaged cleaning equipment does not clean effectively and can transfer micro-organisms to equipment being cleaned and other surfaces.

Cleaning items should themselves be cleaned regularly and stored clean and dry.

STERILISATION NOTES:

TOWELS & FABRICS:

Wash in Napisan (or similar) solution – leave soaking for at least one hour. Launder as usual.

Small stains may need removing with Sard's Wonder soap (or similar), Rinse in Hot water, allow to dry.

BRUSHES:

Sterilize with a professional brush cleaner. Then clean using a professional hairdressing shampoo.

Allow to air dry. Do not force dry make up brushes with a hairdryer as hairs will split causing a change in brush shape and quality.

SPONGES:

Wash and remove make up from sponges using soap. Soak in sterilizing solution containing sodium hypo chloride following manufactures instructions. After soaking for a minimum of one hour, rinse thoroughly and allow to air dry before storage in a dust free, airtight container.

Class Participation

It is a course requirement that all students participate as models for make-up applications by fellow students. Students who have a condition, which prevents the application of make-up to their face and neck by other students, will not be able to use fellow students as models for their own work and will instead be required to provide their own models for all class work. If a student knows of a particular allergy/ potential allergic reaction to certain hair and make up products or a contagious disease/infection they should advise their trainer or the head teacher/course coordinator immediately or preferably in advance of any lesson where reaction may occur.

Professional Industry Experience (P.I.E)

Students are expected to do a minimum of twenty-five vocational placements or professional industry experience sessions per year. The range of vocational placements for Certificate 1V in Makeup students will generally include make-up for secondary school productions, film & TV student productions and work in the fashion and photography industry. Second year students will generally undertake placements on film and TV features or commercial shoots. All students are encouraged however to gain the widest possible range of experience whilst at the College.

Learning support

The Art & Technology of Make up College provides equal access to training delivery and assessment services for all students. Where possible, we conduct flexible training to meet specific needs of individual students.

After submitting a student enrolment form the college requires potential students to sit an assessment to gain entry to the college, this may include the presentation of a portfolio of work.

The learning support strategies used by trainers at Art & Technology of Make up College include:

- Pre-teaching technical terminology.
- Demonstrating procedures.
- Audio-visual lessons-where students are able to discuss and develop critical thinking and discussion techniques for supervising and developing their own work and work of their peers.
- Providing maximum opportunities for 'hands-on' experience and practice.
- Ensuring individual support and advice to students.
- Encouraging students to work at their own pace.
- Where necessary inviting students to record training session on an audiotape or taking photos to document the process.
- Providing written learning material and illustrations to reinforce the learning.
- Encouraging students to develop their research skills.

Students with learning difficulties beyond our areas of expertise will be referred to external specialist agencies.

Recruitment to the Art & Technology of Make up College is carried out in an ethical manner in accordance with Access and Equity principles

Support Services

The Art & Technology of Make-up College recognises its duty of care to it's students, at times situations beyond your control may make it difficult for you to concentrate on your studies, you may require access to different services to assist you to make the most out of your time at the ATMC. To confidently discuss the any additional support you may require this should be first discussed Course Coordinator. Please make sure you discuss any issues of concern at your earliest convenience

Areas of Support may relate to any:-

- . Career & course decisions
- . Health Issues
- . Options for resolving grievances and conflicts
- . Referral to professional support services, as required
- A local community service directory is located on the Student Notice board and is also available via the College Registrar.

Local Service Directory

MULTICULTURAL SERVICES

Adult Migrant English Program

Tel : 02) 9289 9222

www.nsw.ames.edu.au

Central Sydney Health Care Interpreter Service

Level 6 Queen Mary Building

Grose Street, Camperdown

Tel: 9515 3222

Translation and Interpretation Service

(Department of Immigration and Multicultural Affairs)

Ground Floor

26 Lee Street

Sydney.NSW.2000

Tel: 131 450

MENTAL HEALTH SERVICES

Mental Health Information Services

62 Victoria Rd Gladesville

Tel: 9816 5688 or 1800674 200

Mental Health Coordinating Council

PO Box 668 Rozelle

Tel: 9555 8388

HELP AND ADVICE

Credit Line Helpline- Financial Counselling

14 Belvoir Street, Surry Hills

Tel: 1800 808 488 & 9951 5544

Eastern & Central Sexual Assault Service

Royal Prince Alfred Hospital

Missenden Road, Camperdown NSW 2050

Tel: 9515 3680

Gay & Lesbian Counselling Service

Tel: 8594 9596

Lifeline

Tel: 13 11 14

LEGAL SERVICES

Legal Aid

Ground Floor,

323 Castlereagh Street, Sydney.

Tel: 02) 9219 5000

Inner City Legal Centre

50-52 Darlinghurst Rd, Kings Cross. Sydney

Tel: 9332 1966

Redfern Legal Centre

73 Pitt Street Redfern

Tel: 9698 7277

Women's Domestic Violence Court Assistance Scheme

Redfern Legal Centre

73 Pitt Street Redfern

Tel: 9698 7277

Women's Legal Resource Centre

PO Box 206 Lidcombe

Advice Line. Tel: 9749 5533

(Mon-Fri: 9:30am-12:30pm, 1:30pm-4:30pm, closed Wed afternoons)

or for Indigenous Women Tel: 1800 639 784

Welfare Rights Centre

Level 5, 414 Elizabeth Street, Surry Hills

Tel: 9211 5300

Rental Bond Board

Renting Services Branch

Department of Fair Trading

Level 4, 234 Sussex Street, Sydney

Tel: 9377 9000

Legal Help

Tel: 1300 888 529 (Referrals to private solicitors)

Anti Discrimination Board of NSW

Level 17, 201 Elizabeth Street, Surry Hills

Tel: 9268 5544

Off Campus Resources**Libraries**

	Campus	Address	Telephone
Fisher Library	University of Sydney	City Road Chippendale	02 9351 2993
State Library of NSW	Mitchell Library	Macquarie St Sydney	02 9273 1414
AFTRS Library (Jerry Topelitz)	Film, TV and Radio School	Fox Studios Sydney	02 9805 6611
City of Sydney Library	Haymarket Branch	cnr George & Hay St Sydney	02 9281 9491
	Town Hall Branch	456 Kent St Sydney	02 9265 9053
Stanton Library	North Sydney	234 Miller St North Sydney	02 9936 8400
National Art School Library	East Sydney College of TAFE	Forbes St Darlinghurst	02 9339 8666
COFA Library	College of Fine Arts, University of NSW	Selwyn St Darlinghurst	02 9339 9555
Woollahra Municipal Council Libraries	Public Library	548 Old South Head Road Double Bay	02 9391 7100
NIDA Library	Kensington (opposite UNSW)	Anzac Parade Kensington	
Sydney College of the Arts	Rozelle	Darling Street Rozelle	
Ultimo TAFE	Ultimo Campus	Ultimo	

Bookshops

A number of bookshops are located near the College and throughout Sydney. The bookshops listed below include general bookshops and specialist bookshops. They generally have a good range of books covering aspects of make-up, media, cinema and the arts, particularly the performing arts and visual arts.

Bookshops	Address	Telephone
Abbey's Bookshop	131 York St, Sydney	02 9264 3111
Angus & Robertson	168-174 Pitt St, Sydney	02 9235 1188
Ariel Booksellers	42 Oxford St., Paddington	02 9332 4581
Art Gallery of NSW Bookstore	Art Gallery Rd, Sydney	02 9225 1718
Bridge Bookshop (specialising in ESL and foreign language)	10 Grafton St, Chippendale	02 9211 1660
Barnes Products (Not a book shop, but has good Make up/ SFX books)	6 Homedale Road, Bankstown	02 9793 7555
Barnes Products	53 King Street, Newtown	02 9557 9056
Borders	Pitt Street mall, Sydney	02 9235 2433
Basement Books (Bargains)	2 Lee St, Central Station (under street line)	02 9211 7726
Berkelow (new & 2nd hand)	19 Oxford Street, Paddington	02 9360 3200
Berkelow (new & 2nd hand)	70 Norton Street, Leichardt	02 9560 3200
Co-op Bookstore	Level 10, 235 Jones St, Ultimo	02 9325 9600
Dymocks Booksellers	424 George St, Sydney	02 9235 0155
Elizabeth's Bookshop (2nd hand)	197 King Street .Newtown	02 9557 9524
Gleebooks Bookshop	49 Glebe Point Rd, Glebe	02 9660 2333
Gould's Book Arcade (specialising in 2nd hand books)	32 King St, Newtown	02 9519 8947
Galaxy	143 York St, Sydney	02 9267 7222
Kinokuniya	500 George St, Sydney	02 9262 7996
Performing Arts Bookshop	Level 3, Pilgrim House 262 Pitt St, Sydney	02 9267 2257
Published Art	Mary St, Surry Hills	02 9280 2839
MCA Bookstore	140 George St, The Rocks	02 9250 8458

Medical

The following medical services and public hospitals are available within close proximity of the College. The College endorses no particular medical services and hospitals and only provides the following information to assist students to make their own decision as to the suitability or otherwise of any service on offer.

Hospital	Address	1.1.1.1.1.1 Telephone
Broadway Medical Centre	Broadway Centre Broadway	02 9212 2733
Royal Prince Alfred Hospital (closest to the college)	Missenden Rd Chippendale	02 9516 6111 02 9516 8141 Emergency
St Vincent's Public Hospital	Victoria St Darlinghurst	02 9339 1111 02 9361 2520 Emergency 02 9361 2439 Drug & Alcohol Services

		02 9361 2625 Smokers Clinic
Sydney Eye Hospital	Macquarie St Sydney	02 9382 7111
Sydney Hospital	Macquarie St Sydney	02 9382 7111 02 9382 2066 Sexual Health Centre
King George V Memorial Hospital	Missenden Rd Chippendale	02 9516 6111 Help Centre for Victims of Sexual Assault
United Dental Hospital	2 Chalmers St Surry Hills	02 9282 0200
Broadway General Practice	Level 1, Broadway Shopping Centre 1 Bay Street, Broadway	02 9281 5085

Text books / Reference Material

The College recommends the following references as a guide to suitable books for students:

Area of Specialty	Title	Author	Publisher	ISBN
MAKE UP	The Face as a Canvas	CORREY, Irene		
	Masks of Reality	CORREY, Irene		
	The Technique of the Professional Make-up Artist	KEHOE, Vincent J R	Focal Press	0-240-80217-9
	Fashions in Make-up	CORSON, Richard		
	The Face of the Century-100 years of make up & style	CASTELBAJAC, Kate De	Thames & Hudson	0-500-01677-1
	Make up for Theatre, Film and Television	BAYGAN, Lee	A&C Black London	0-7136-2430-2
	The Art & Science of Professional Makeup	PLACE CAMPBELL, Stan	Milady Publishing Company Delmar Publishes	0-873-50361-9
	The Make up Artist Handbook	Gretchen Davis & Mindy Hall	Focal Press	978-0-240-80941-0
	Stage Make up: The Actors Complete Step by Step Guide to Today's Techniques and Materials	THUDIUM, Laura		
	Stage Make up (9th Edition)	CORSON, Richard		
	The Complete Make up Artist 2E: Working in Film, Television & Theatre	DELAMAR, Penny		
	Stage Make up Step by Step	SWINFELD, Rosemarie		
HAIR	Manual of Wigmaking	BOTHAM, Mary		
	HAIRDRESSING The Complete Guide	CUTTING, Peter ROSS, Renie	Pearson Education Limited (Longman)	0-582-35798-5
	An Illustrated History of Hairstyles (1830-1930)	DOYLE, Mariah I	Schiffer publishing Ltd	0-7643-1734-2
	Good Hair Days-A History of British Hairstyling	COX, Caroline	Quartet Books Ltd	0-7043-8111-7

	Fashions in Hair	CORSON, Richard		
	Daring Do's (A History of Extraordinary Hair)	TRASKO, Mary	Flammarion	2-08013-549-X
	Hair & Wigs for the Stage	SWINFIELD, Rosemarie	Betterway Books	1-55870-513-9
FANTASY BODY PAINTING	Verushka- Trans-figurations	LEHNDORFF, Vera TRULZSCH, Holger	Thames & Hudson	0-500-23466-3
	Metamorphoses	DIAKONOFF	Dell'arte	Out of print
	Decorated Skin: A World Survey of Body Art	GRÖNING, Karl	Thames & Hudson	0-500-0177-5
FASHION	Serge Lutens	ASSOULINE	Thames & Hudson	2-84323-066-7
	The Art of Make up	AUCOIN, Kevyn	Harper Collins	0.06-017186-3
	Making Faces	AUCOIN, Kevyn	Little, Brown & Company	0-316-28686-9
	Face Forward	AUCOIN, Kevyn		
	X-Ray	FRANCOIS, Nars	Thames & Hudson	0-00-54235-X
	Make-up Make Overs	Robert Jones	Fair Winds Press	1-39233-182-3
SFX	Metamorphase	KRUK, Reiko	Bijutsu Shuppan-Sha Ltd	4-568-17045-1
	Special Effects Make-up	KEHOE, Vincent J R	Focal Press	0-240-80099-0
	Making Faces, Playing God: Identity and the Art of Transformational Make up	MORAWETZ, Thomas	Univ of Texas Press	0-292-75247-4
	Special Effects Make up	VINTHER, Janus		
	Grande Illusions (out of print)	SAVINI, Tom		
	Grande Illusions Book 2	SAVINI, Tom		
	Dick Smith Monster Make up Handbook	SMITH, Dick		
	Prop Builders Molding & Casting Handbook			
	Men, Make up & Monsters Hollywoods Masters of Illusion and FX	TIMPORE, Anthony		
	Making a Monster	TAYLOR, Al and RAE Sue		0-517-52862-2
INDUSTRY DIRECTORIE	Encore Directory		Reed Business Information Ltd	
	Production Book			

Magazines that are valuable for maintaining your knowledge of production, make-up & special effects techniques are:

MAKE-UP ARTIST MAGAZINE www.makeupmag.com	
ENCORE MAGAZINE www.encoremagazine.com.au	CINEFANTASTQUE
FANGORIA MAGAZINE	CINEFEX MAGAZINE
OYSTER MAGAZINE	INSIDE FILM MAGAZINE
VOGUE (Australian, Italian, German, Korean, French) www.vogue.com	IN STYLE (commercial product reference)
NYLON MAGAZINE	HARPERS BAZAAR MAGAZINE

Books can be ordered through the University Co-operatives. The Co-op Bookshop administers this service. Students can join once for life, and get a discount on purchases every time the membership card is used.

* Some magazines and publications are available from the college shop- 3 Arts Makeup Centre located on the ground floor.

Websites that are valuable for books include:

www.amazon.com

www.ebay.com.au

www.buyaustrian.com

www.barnesandnoble.com

www.bestwebbuys.com/books

www.ablebooks.com

Representative Organisations

Media Entertainment and Arts Alliance (MEAA)

MEAA (Media Entertainment and Arts Alliance) is the trade union representing make-up/special effects artists. MEAA has a number of chapters within its structure. The Screen Technicians Association of Australia (STAA) is the chapter to do with film, television and multimedia production. HAMA (Hair and Make-up Association) [the name is subject to final confirmation] has been established within STAA to represent make-up, special effects and hair professionals. The union represents all people working in the industry, whether they are self employed (freelance) or employed by a company.

Address: 245 Chalmers St, Redfern NSW 2016
Phone: 02) 9333 0999

Student Feedback

Students are encouraged to participate in all aspects of college life and that includes the opportunity to contribute their opinions by way of completion of student surveys conducted periodically during the year.

Business Information

Tuition Fees

Fees are payable in advance at the beginning of the year or with the option of a payment plan. For any matters regarding payment, please contact the College Registrar to discuss your options on a confidential and personal basis.

The college reserves the right to exclude any student who is outstanding on their fee payments. Continued failure to pay fees will jeopardise the students progress through the course and in extreme circumstances could result in the College refusing to award qualification to a student with unpaid fees.

The payment of all fees and charges is receipted and dated at the time of payment. Records of fees receipted and dated are maintained and secured.

Fee Schedule 2010

A deposit is required to secure a place of enrolment and should accompany enrolment forms. The balance of fees is due 10 days before the commencement of the course unless using the Payment Plan Option (see Payment Plan)

Advance payment of fees in full will secure a \$250 College shop credit.

Fees may be paid directly to the College by credit card, by cheque, cash or through direct deposit. Please ask for bank details.

Contact College Registrar for a current fee schedule.

Fees paid in advance are held and secured in a student fee account until after the commencement of the students study.

Payment Plan

The college has a structured payment plan for payment of fees over the length of the course. Documentation is provided to each student indicating the amounts and dates for payments to be made. The payment plan incurs a \$300 administration fee.

Additional Costs

Students are required to obtain various additional items for the course. Please refer to the 'Domestics List' for exact items required and advisable places of purchase. Students may additionally need to purchase materials if their stock runs out or they have a specific project/experience, which requires the use of bulk quantity of colour or product

Refund Policy

With respect to a student being accepted into a course, the student agrees to the following: A non refundable deposit of (\$3,500) of the course fees must be paid within 7 days of you (as the student) receiving our formal letter of acceptance into the College.

The balance of the fees payable for your course must be paid by the first Friday of February (unless paying by payment plan).

The payment of all fees and charges is receipted and dated at the time of payment. Records of fees receipted and dated are kept maintained and secured by the College.

In all cases where a student does not complete a course the total cost of the course remains payable by the student.

** In exceptional circumstances refunds may apply*

Withdrawals

If a student chooses to withdraw from the course less than 30 days prior to its commencement; or after course commencement, the student must pay the total cost of the course and accordingly will not receive any refund in whole or in part.

Deferrals

No application will be accepted for deferral if received by the college within 30 days of the start date of a course. Deferral will only be valid for a period of up to 12 months and provided that the Art & Technology of Make up College ("ATMC") is offering such a course and a place is available and all fees paid including where applicable the cost of the make-up kit* (\$1,800.00) that would have been supplied to the student will not be refunded once opened. Subject to deferral approval by the advisory board all monies paid to this point will be rolled over into the following academic year. Should the fee increase from the year originally enrolled to the deferred year the difference in fees will need to be paid on return to course not less than 30 days before the deferred course commencement date.

If a student chooses to defer the course less than 30 days prior to its commencement; or after course commencement the student must pay the total cost of the course. Deferrals must be undertaken within 1 year of the initial intended course commencement date provided the ATMC is offering such a course and a place is available.

Course Variations

The ATMC reserves the right to change course dates and venues or to cancel courses if necessary. In the event that a course is cancelled the ATMC will relocate the student to a course of equivalent qualification that the ATMC approves. The student agrees to accept such a transfer, however if the ATMC is unable to procure such a transfer, then the student will be entitled to a full refund of any fees paid.

Arrears & Attendance

The ATMC reserves the right to expel any student who is in arrears on their fee payments, does not attend classes, or is in breach of the College's Student Conduct Code. Upon attending the first class of the course, the student agrees that they have read and understood the Colleges Student Conduct Code available from the Registrar's office or online at www.makeupeffectscollege.com.

Any expulsion will only occur after a student is given written warning by the College, and the student fails to make good his/her default within the time stipulated in the warning. In the event a student is expelled, the student must pay the total cost of the course immediately upon receipt of written letter of demand from the College and no refunds will be given. Such circumstances could result in the College refusing to award qualifications to a student.

** Once the professional make-up kit has been opened by the student it cannot be returned in exchange for a refund*

"This agreement, and the availability of complaints and appeals processes ,does not remove the right of the student to take action under Australia's consumer protection laws".

Tuition Assurance

Art & Technology of Make up College has met the tuition requirements as a member of the Australian Council for Private Education and Training (ACPET) and is compliant with the Australian Student Tuition Assurance Scheme (ASTAS) for domestic students.

Academic Matters

Trainer Qualifications

Trainers at the Art & Technology of Make up College must have the minimum trainer qualifications stated in the training package documents and as required by the AQTF. This means Certificate IV in Training and Assessment (TAA/40104) from the Training and Assessment Training Package, or hold the Certificate 1V in Assessment and Workplace Training from the superseded Training Package for Assessment and Workplace Training (BSZ98) plus technical competence and a minimum of 5 years industry experience and relevant work experience in the last 5 years at or above the level they are training and/or assessing.

Guest speakers will be brought in for training in areas of specialist knowledge and for providing additional information for industry practice. These guest speakers are required to have at least 5-years industry experience in their chosen field.

Assessments

Assessment is conducted in accordance with Standards 1 and 2 of the *Australian Quality Training Framework for Essential Standards for Registration*.

Assessment is competency based against the standards outlined in the units of competency in the CUF07 Screen and Media Training Package qualifications. It includes:

- Diagnostic assessment to determine training needs
- Formative assessment during the training
- Summative assessment of performance at the completion of training
- Recognition of prior learning or recognition of current competency

Assessment is conducted in a simulated workplace and involves the collection of sufficient evidence to demonstrate competence. This may include:

- Measurement of products made or services delivered
- Observation of processes carried out
- Measurement of knowledge and understanding
- Observation of attitudes demonstrated.

Assessment methods may include:

- Demonstration of skills
- Production of a piece of work
- Written and oral questions
- Group discussions
- A portfolio of work
- Oral presentations

The outcomes of assessment are *Competent* or *Not Yet Competent*. Those assessed as *Not Yet Competent* can request a re-assessment. Through the duration of the course, the Course Co-ordinator and the College Registrar maintains individual student assessment records, in hard and soft copy.

Assessment Appeals

Students who are dissatisfied with a *Not Yet Competent* decision can appeal the decision. This involves speaking to the Course Co-ordinator or the assessor to request a review of the evidence. If required the Course Co-ordinator may organise a re-assessment with an independent assessor. Refer to Complaints and Appeals policies and procedures.

Testamurs/Certificates and Statements of Attainment

The Art & Technology of Make up College issues qualifications and Statements of Attainment that meet the requirements of the *AQTF 2007 Essential Standards for Registration* and the CUF07 *Screen and Media* Training Package qualifications on our scope of registration.

During the conduct of the course students' assessment outcomes are entered into the database. On successful completion of all assessment tasks the assessment records are collated and the appropriate qualification is issued.

Where a student does not complete the entire course of study a Statement of Attainment is issued for successful completion of individual units of competency.

The units of competency that have been achieved are identified on the testamur by the national code and title.

The qualification issued uses the national provider number for the Art & Technology of Make up College.

The students' records remain confidential and are archived for 30 years.

Academic transcripts

Academic transcripts are issued at the conclusion of studies. This transcript will list units of competency achieved.

Student Records

The Art & Technology of Make up College abides by the National Privacy Principles. Student records are confidential and available to the student only and on request by legislation. Records of attendance, assessment outcomes and qualifications issued are kept accurate, up-to-date and secure.

The college is required to keep copies of student records for a period of 30 years. Students must bear the cost for re-issue of records and awards.

The Art & Technology of Make up College training records include:

- Student enrolment and fees
- Student attendance details for each session
- Class timetables detailing date and time of training session and trainer
- Records of assessments that include records of formative and summative assessment of competencies and reports of all RPL/RCC assessments
- Transcripts of students' outcomes

Computer records are backed up fortnightly and stored on CD. Archived records are secured and stored off-site.

The Art & Technology of Make up College reserves the right to verify student results and qualifications presented by prospective students by checking with the issuing body and/or contacting referees nominated by the applicant. Individual student files are stored in the college administration office on the second floor. These contain records and/or copies of:

- Application of enrollment
- Contact details
- Course payment details
- All correspondence e.g. email, fax, letters
- Student results and academic transcripts
- Record of liaison details with course coordinator
- Signed student contract

Graduation

Graduation is the formal acknowledgement of academic achievement in the completion of studies and to celebrate that achievement, Art & Technology of Make up College invites students due to graduate to attend a ceremony on completion of their studies to award their qualification.

Graduation is usually held in the last week of the academic year.

Policies and Procedures

Student Conduct

Art & Technology of Make up College expects students to adhere to the highest standards of conduct in relation to their studies. This includes:

- A commitment to learning, working to the best of their ability and make genuine attempts to progress successfully by meeting course requirements, assessment deadlines and punctual attendance .
- An ethical approach to study by refraining from plagiarism, falsification of data or unauthorised use of facilities, equipment or other students work.
- Students need to make themselves aware of their rights and responsibilities under all relevant government legislation and College policy outlined in the student handbook.
- Students must show respect for fellow students, instructors and staff at all times. It is the duty of the College to protect students and staff from harassment of any kind and any such problems should be reported to the Director without delay
- Behaviour which is discriminatory or aggressive towards a tutor, student, group of students or employee of Art & Technology of Make up College will not be tolerated.

Discrimination on the following grounds is prohibited at ATMC:

- Gender
 - Pregnancy
 - Race, colour, nationality, ethnic or ethno-religious background
 - Marital status
 - Physical , intellectual or psychiatric disability
 - Homosexuality
 - Age
-
- All mobile phones are to be switched off upon entering the classroom. No private phone calls are to be taken through the college during class, Messages will be taken by College staff and calls can be returned during breaks. Calls relating to locations may be made during class time with the instructor's permission.
 - Students are entitled to ask questions about any part of the curriculum they may have difficulty with, or request assistance with any specific learning problems. Do not hesitate to contact the Course Coordinator if you have any of these needs.
 - This is a NO SMOKING BUILDING. Fire safety regulations must be observed at all times. Students should refrain from smoking outside the college on the footpath.
 - Students are encouraged not to eat in the building.(weather permitting).If they are having lunch inside the building, they are responsible to clean-up after themselves .
 - Tea and coffee making facilities are available in the student common area and may be used during breaks. Students must provide your own tea, coffee, milk etc and are responsible for cleaning up after themselves. Students are prohibited at all times from using the staff kitchen facilities.
 - Strict hygiene must be observed at all times in use and care of equipment, brushes, lipsticks, etc. All equipment must be kept clean and well maintained and a high standard of personal hygiene is a necessity.
 - Equipment, hair and make up materials must not leave the building under any circumstances without specific permission. Written requests for the loan of items of equipment may be

approved. After permission has been given you must sign the loan book when taking the equipment and on returning it.

- The studio and equipment must be treated with respect at all times. When using irons, hair dryers, heaters and chemicals, you must observe all safety precautions out of consideration of yourself, others and the College building.
- Students must be aware of appropriate dress requirements when on P.I.E. It is important that all students present and deport themselves in a professional manner both as representatives of the College and as prospective members of a demanding and highly competitive industry and respect OHS requirements.
- It is the students' responsibility to catch up on missed classes. Friday is set aside for this purpose as well as for conducting unsupervised research for assessment and portfolio development.

Complaints

In the event that a student has a grievance/complaint concerning any matter in relation to the College, there is a process in place to ensure that the complaint can be resolved amicably and finalised as soon as practicable. Students have access to a grievance procedure if they feel they have been unjustly treated or have a serious complaint.

Complaint Procedure

- Speak directly with the person concerned to resolve the problem informally within 7 days
- If unresolved, lodge complaint in writing with college registrar within 14 days of the matter arising. Complaint forms can be obtained from the Registrar or Course Co-ordinator. Documentary evidence should accompany the complaints form where relevant. The college treats all grievances in confidence and must seek the permission of the student before discussing the grievance with relevant staff.
- An interview will be conducted with the Course Co-ordinator within 10 days of the lodgement of the complaint form to resolve the issue.
- If the issue is not resolved, an interview is conducted with the College Principal.
- Where this fails to resolve the issue the matter will be referred to the College Advisory Board for comment and resolution. The Advisory board may ask for further written evidence or hold interviews with relevant parties at their discretion.
- Each party may be accompanied and assisted by a support person at any relevant meeting.
- The Advisory board will consider the matter within ten working days of the date of submission to the Board.
- The Board, through the Principal, will advise the student of the resolution within five working days of the decision. The student will be given a written statement of the outcome, including details of the reason for the outcome. There shall be no further right of appeal within the RTO.
- If the student is not satisfied with the result or conduct of the internal complaint handling and appeals process, the Principal will advise the student of his/her right to access the external appeals process at minimal or no cost with a mutually agreed mediator/adviser to resolve the issue.eg ACPET

- If the student chooses to access the complaints and appeals process, the student's enrolment will be maintained while the process is ongoing.
- If the internal or any external complaint handling or appeal process results in a decision that supports the student, Art & Technology of Make up College will immediately implement any decision and/or correction/preventative action required and advise the student of the outcome.

Academic Appeals

Any complaint about an Assessment will be treated seriously, investigated thoroughly and dealt with according to the merit of the complaint. Appeals must be made within 7 days of receipt of assessment.

All records of any appeals will be kept on file.

A student may appeal to the course coordinator against an assessment decision on the following grounds:

- Assessment requirements were varied without consultation or in an unreasonable way.
 - Assessment requirements were applied in a discriminatory way
 - An error has been made in the computation of a grade
 - Due regard was not paid to evidence of illness or misadventure submitted during the
 - Semester which is purported to explain poor performance in the unit.
- Assessment appeals may be referred to an external assessor for arbitration. Only one external assessment will be provided and the decision reached by that assessment would be final.
 - A student may appeal against a decision to exclude them from a course or unit on the following grounds:
 - Equal opportunity principles were not applied;
 - There were matters outside the student's control that contributed to the student's failure to meet the required standards for entry to the course/unit, and that those matters are unlikely to operate in the future
 - Incorrect information was supplied to the student during the selection process
 - The selection process was not followed correctly

Academic appeals forms may be obtained from the Course co-ordinator.

Appeal Procedure

- Notify Tutor/ Course Co-ordinator within 7 days of receiving results.
- Fill out an Assessment Appeals Form
- Course Co-ordinator will provide a written statement of outcome within a further 10 days.
- Seek reassessment or arbitration by a third party or panel acceptable to all parties to the appeal.
- If the appeal is still unresolved, the student will be advised of external organisations that may assist

Legislative and Regulatory Requirements

The Art & Technology of Make up College is bound by and operates within the following legislative and regulatory requirements:

- The NSW Occupational Health and Safety Act 2000
- Work Cover New South Wales
- Anti-Discrimination Act 1991
- Industrial and Commercial Training Act 1989 No 66
- Privacy and Personal Information Protection Act 1998
- NSW VETA Act, 1990
- Affirmative Action (Equal employment opportunity for women) Act, 1986

Copies of these are located in the college office and can be accessed via the College Registrar or Course Coordinator.

Anti-Discrimination Act 1991

The Art & Technology of Make up College is committed to providing a fair and equitable workplace and school for its staff, students and visitors. Any discrimination, harassment or bullying of staff, students or visitors because of their sex, pregnancy, race, colour, nationality, ethnic or ethno-religious background, marital status, physical or intellectual or psychiatric disability, sexual orientation or age will not be tolerated.

Students are responsible for:

- Ensuring non-discriminatory behaviour at all times and providing equal opportunities to all fellow students in our courses
- Actively discouraging any discriminatory behaviour, harassment or bullying of students in our courses
- Reporting any discriminatory behaviour, harassment or bullying to the principal or course coordinator.
- Students should refrain from using public social networks such as facebook or myspace to comment on fellow students or upload images of students without prior permission. Students should not display images of their work on social networks until the completion of their studies at ATMC.

Privacy

Privacy and Personal Information Protection Act 1998 is designed to protect privacy by regulating the collection, storage and use of personal information

As an education provider, the Art & Technology of Make up College is required to collect and record information about its activities, and the people involved in those activities. College staff adheres to relevant policies and procedures to ensure effective administration and records management systems are in place to secure the accuracy, integrity and currency of records to keep documentation up to date, and to safeguard any confidential information obtained by the College.

The College is required to collect information that relates to you, including your contact details, personal welfare and medical details, financial information and information relating to your academic progress for the purposes of maintaining your student records accurately during and after your studies.

Each time you are asked by the college for information about you, you will be told why it is required and to what purpose it will be used. The College will only use any information it collects about you for the purpose for which it was provided and to the extent required to fulfil the legitimate and authorised purposes of the College.

You may have supervised access to your student records at the after due application has been made to the college Registrar. No other party will be able to access your records, unless you have provided written permission for them to do so, or unless it is required or authorised by law.

Critical Incident

In the event of a critical incident, Art & Technology of Make up College recognises that appropriate infrastructure must be in place to ensure the provision of all necessary support services.

A critical incident is defined as a “traumatic event, or the threat of such which causes extreme stress, fear or injury”

Critical incidents may include, but not limited to:

- serious injury, illness, or death of a student or staff
 - Students lost or injured during Professional Work experience
 - A missing student
 - Severe verbal or psychological aggression
 - Physical assault
 - Student or staff witnessing a serious accident or incident of violence
 - Natural disaster e.g. Earthquake, flood, storm, or extremes of temperature
 - Fire, bomb-threat, explosion, gas or chemical hazard
 - Social issues e.g. Domestic violence, sexual assault, drug or alcohol abuse.
- Non-life threatening events could still qualify as critical incidents

Critical Incident procedure

- Identify the nature of the incident
- If necessary, contact emergency services. Emergency services contact numbers are clearly displayed in all common areas of ATMC.
- If applicable secure the area
- Ensure safety and welfare of staff and students
- Notification of Course Co-ordinator and principal
- Implementation of appropriate critical incident plan
- Liaison with emergency services, hospitals and medical services
- Manage media and publicity
- Contact and inform parents and family members
- Identify students and staff members most closely involved and at risk
- Assess the need for support and counselling for those directly and indirectly involved
- Restore ATMC to regular routine and program delivery as soon as practicable
- Completion of critical incident report. All reports are filed and secured
- After each critical incident, a meeting of the principal, Course Co-ordinator and relevant staff to evaluate the critical incident report and the effectiveness of the management plan and to make modifications as required.

A First Aid Kit is located in the college Administration Office.

Students are responsible for:

- ensuring the prevention of injury and disease to themselves, their fellow workers and visitors to our college.
- Report any injury to supervising trainer.
- identifying and reporting to the principal or course coordinator any possible hazards from equipment, facilities and the environment.
- advising on and supervising the safe and healthy work practices of other students.
- identifying and advising the college of any contagious diseases or temporary illnesses that they contract