

Screen & Media Team Orientation

Semester 2, 2018

CRICOS No. 03020E, 02444M, 02007K
RTO No 0275, 30837, 31397



Welcome

- **Welcome to the Screen Media programs.**

- CUA51015 Diploma of Screen and Media (Interactive Media)

- ICT50215 - Diploma of Digital and Interactive Games

- CUA51015 Diploma of Screen and Media (Animation & Visual Effects)

- CUA31015 Certificate III in Screen and Media (Multimedia)

Staff

Gerard Cosgrove

Mark Hoey

Michel Glover

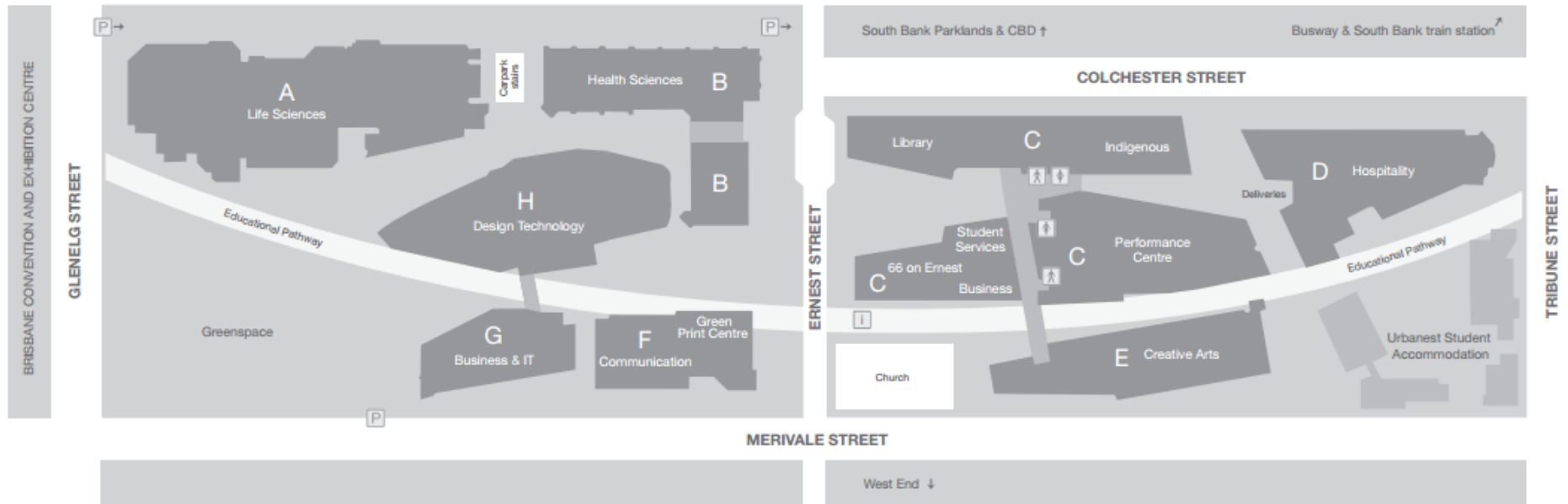
Hannah Day

Josh Llewellyn

Josh Parkin

All staff emails end with @tafe.qld.edu.au
e.g. Gerard.Cosgrove@tafe.qld.edu.au

South Bank campus map



A - Block

- Beauty Therapy
- Dental Services
- Sport, Fitness and Recreation

B - Block

- Applied Sciences
- Nursing
- Children and Social Services

C - Block

- Library
- Student Services
- Adult Tertiary Preparation
- Indigenous Centre
- Performing Arts
- 66 on Ernest Restaurant

D - Block

- Hospitality Management
- Tourism
- Meat Trades
- Bakery
- Floristry

E - Block

- Fine Arts
- Contemporary Music
- Jewellery and Watchmaking
- Production Workshop

F - Block

- Communication and General Education
- Literacy and Learning Centre
- English Language Programs
- TAFE English Language and Literacy Services (TELLS)
- RICOH Green Print Centre

G - Block

- Business
- Information Technology

H - Block

- Photography
- Digital Media, Animation and Graphic Design
- Civil Engineering
- Architectural and CAD

13 72 48

tafebrisbane.edu.au

South Bank campus
66 Ernest Street
South Brisbane Qld 4101

MAKE
GREAT
HAPPEN

tafe
Brisbane

The Southbank Campus

- Key Areas:
- H Block Level 1 - Classrooms
- H Block Level 5 - Administration (Megan Crook– 3244 5275)
- C Block Business centre
 - » Student Services
 - » Student Support
 - » Security
- C - Learning Common
 - » Library Services
 - » Student Administration

The Southbank Campus

- Students will be primarily based at the Southbank campus in building H level 1.
- Bachelor of Games and Interactive Design classrooms located level 1 & 3.
- Diploma is the first year of the Degrees.

Open Learning Environment

- Due to the unique nature of our learning environment (open environment) some simple rules need to be adhered to in order to ensure a positive experience for all.
- Keep noise to a minimal
- When watching or previewing media use headphones
- Be punctual arrive to class on time
- Do not enter another class without gaining permission from the teacher first

Enrolment

- Are you enrolled into the correct course?
 - If you are unsure ask one of the teachers, or check with Megan.
- Complete your BKSB asap!
- Visit student services to speak about extra support.
- If after today you feel the diploma is too big a step, look at the Certificate III as a stepping stone. It isn't too late.

Course Requirements

- Non-text book reliant.
- Students require:
- External storage USB stick of at least 8GB/Portable hard drive.
- Headphones (long lead best)
- You will be advised at the beginning of class if you require any other assets for that particular subject e.g. software.

Study

- Focus on self directed work.
- Expectation that all students spend time externally to college on related course content.
- Students to have capability to complete work outside of schedule classes.
- Onsite opportunities to access equipment outside of class time on request.
- Students to communicate to their teachers and support staff

Census dates

- Census dates – last day to withdraw without incurring the fees for that unit (VSL students)
- Applies to students who are using a VET Student Loan only (not anyone who paid upfront for the whole semester or International students)
- Must have submitted eCAF (electronic Commonwealth Assistance Form) before this date to have loan approved

Communication

- Contacting a teacher:
- Ask during class if possible.
- Email Megan Crook to make an appointment
- All teachers have varying times of availability therefore you must make an appointment

- General Enquiries
- Megan Crook (3244 5275)
- Megan.Crook@tafe.qld.edu.au

Communication

- We may try and contact you from time to time and we will use: SMS (based on the information you enrolled with) & Email.
- Please check that Administration has your current personal details.
- We can also contact via Connect so ensure you check for notifications.

Connect

- Connect is where you will find:
 - Course Content
 - Lesson Resources
 - Assessment Items
 - Discussion forums
- Connect is also where you:
 - Submit your assessments
 - Gain feedback for your assessments
 - View your results

Access connect here: <https://connect.tafeqld.edu.au>

Competency standards

- For each qualification in the package there is a set of competency standards.
- You will be assessed against these competency standards
- To be declared competent you must therefore complete all assessment tasks.

Assessment task instructions

- You will be provided with assessment task instruction sheets which show:
- Contact details for the Teacher/Assessor
- Instructions to perform the assessment task
- Criteria that will be used to deem your performance satisfactory

Assessment & Backups

- It's expected that all assessment and files of importance are regularly saved and backed up in more than one location.
- Progressive saves are expected.
- Files will be lost, corrupted and misplaced, therefore plan for disaster and minimise the loses.
- Save regularly.
- Notifying staff that you lost your files on the day of submission and you don't have a backup won't be accepted.

Feedback and Result codes

- Feedback and a result for that assessment task

Per assessment item:

- S - Satisfactory Assessment
- U - Unsatisfactory Assessment

Per unit:

- J - Competency Achieved
- M - Competency Not Achieved

Please communicate with your teachers and our support staff if you're experiencing difficulties.

Resubmits

- If your assessment is unsuccessful, the Teacher will discuss with you how these may be overcome.
- One resubmit opportunity only.
- Please note that resubmits and re-enrolment in a unit is not an automatic process.
- If you are unavailable to receive your feedback at the time offered it is your responsibility to negotiate with your Assessor to receive your feedback.
- Ensure you are aware of your final results, don't just submit your assessment.

Special consideration

- If you feel disadvantaged in any way by the assessment tasks based on learning difficulties or a disability you may have, please discuss your concerns with the Teacher/Assessor so that they can accommodate your concerns.

Re Enrolling in units

- If you're not competent in a subject, you must re-enroll and pay up-front the full cost of the unit/units.
- Some subjects are clustered, therefore you may be required to re-enroll in more than one unit for the subject area.

Attendance & academic performance

- All courses have a minimum level of academic performance expected.
- It is therefore important to attend all sessions on your timetable.
- To successfully complete your Diploma you are required to meet all of the required outcomes.

Attendance & academic performance

- If you are unable to make a class it is your responsibility to catch up on the session you have missed and communicate with your teacher.
- By the end of the semester if your academic performance is below the expectation for 2nd semester you will be required to meet with your teachers to discuss a plan of action.
- Classes may be scheduled from 8:00am – 6:00pm

Assessment, Academic appeals, misconduct & appeals

- Communicate if you are experiencing difficulties in meeting assessment time frames ahead of the due date.
- Follow all instructions for assessments, clarify with the assessor if needed.
- If you don't agree with an assessment grade or with a misconduct decision, you have the right to appeal using the institute's academic and misconduct appeals processes.
- If you are found to have broken the institute's academic or behavioural rules you may be subject to a misconduct process, which can result in suspension or exclusion from the institute.

Student Rules

- The Student Rules outline your responsibilities and apply whether you are on campus or undertaking a related activity off campus.
- If you break the Student Rules, disciplinary action may be taken against you.
- <http://tafebrisbane.edu.au/current-students/student-rules/>

Personal conduct and behaviour

- Respect and fairness
- No Bullying or harassment of students or staff.
- Follow the classroom rules.
- Unlawful activities, including possessing or using illegal drugs or carrying weapons, will be reported to the police.
- Treat all institute equipment with care, and report any damage to institute computers and other equipment to your teacher.

Timetable

A revised version of the timetable will be located at the following address:

<http://studiokaboom.com.au/diploma/>

Please visit the website on Saturday the 8th of July for the latest release of your timetable.

<http://studiokaboom.com.au/attendance/>

tinyurl.com/y9quq7y4

Orientation Attendance

As part of recording your orientation attendance please goto the following url on the PC:

<http://studiokaboom.com.au/attendance/>

Or the following url on your phone:

tinyurl.com/y9quq7y4

Getting Started - checklist

- Ensure your enrolment is correct
- Communicate if you wish to withdraw or transfer your enrolment.
- Complete BKSB a.s.a.p.
- Familiarise yourself with the student rules
- Know where to find the timetable
- Completed orientation attendance on phone or a computer
- Communicate if you experiencing any difficulties

Let's talk about the courses

Digital and Interactive Games

Let's talk about the courses

Interactive Media

Let's talk about the courses

Animation and VFX

Let's talk about the courses

Certificate III Screen and Media (Multimedia)