TABLE OF CONTENTS

1. ORIENTATION 5
2. STUDENT CENTRE 7
3. STUDENT SUPPORT 9
4. JERZY TOEPLITZ LIBRARY 11
5. INFORMATION TECHNOLOGY 13
6. AFTRS CAMPUS 17
1. ORIENTATION

The purpose of Orientation is to introduce you to AFTRS, to your fellow students and to your teachers and to receive all necessary information you need to help prepare you for the year ahead.

This Guide to AFTRS contains all necessary administrative information to support your time at AFTRS including information about the Student Centre and the support it can provide you with; information about your student record and how to access your assessments; IT support including log-ins, booking systems and accessing student timetables; extensive Library resources; and ancillary facilities on the AFTRS Campus, what to do in an emergency and first aid.

Your Orientation Pack contains essential information to assist you through the week including:

- The Syllabus document for your course.
- Orientation timetable
- ‘Who do I Contact?’ information sheet.

The most significant documents you need for your year are your syllabus documents and the AFTRS 2014 Course Study Rules available on the ‘Information for Students’ page at:

http://www.aftrs.edu.au/about/current-students/policies-for-students.aspx

Syllabus documents

The syllabus for your course of study is included in your orientation pack. Make sure you read your syllabus documents to know what you can expect to learn, and what is expected of you to successfully complete your course and graduate.

At the end of each subject, you’ll have the opportunity, through the Student Evaluation Questionnaire (SEQ), to give anonymous feedback on your learning experience. Student feedback is an important component of the School’s commitment to continually improve its learning and teaching activities.

Course of Study Rules

The 2014 Course of Study Rules are the rules, the policies and procedures, which govern your enrolment, progression through, completion and graduation through your course of study. The Course of Study Rules also provide details about the processes you must follow should you be ill, late with an assignment, require special consideration, or have a grievance.

Please read the Course of Study Rules and be familiar with them.
2. STUDENT CENTRE

The Student Centre provides support to all award course students from initial contact during the application process, enrolment, orientation, and throughout the academic year through to graduation. This support includes assistance and information about all administrative matters that may assist you to successfully complete your degree.

All administrative forms can be obtained from the Student Centre or are available through the website: [http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx](http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx)

The Student Centre is located on the Ground Floor near the Library and is open Monday to Friday from 9am to 5pm.

To contact the Student Centre you can either phone (02) 9805 5444 or email studentinfo@aftrs.edu.au.

**Myaftrs portal and Student Records**

[http://myaftrs.aftrs.edu.au](http://myaftrs.aftrs.edu.au)

You will be familiar with myaftrs portal as this is the access point you used to apply for your course. The portal is also the access point for all students wishing to:

- Pay fees.
- Update contact details including address and emergency contacts.
- View assessment results.

The user name and password for this site was generated when you applied for the 2014 Award Course program. The **default username is your email address**.

For assistance with this system please email: studentinfo@aftrs.edu.au or contact the Student Centre on (02) 9805 6444.

The Student Centre maintains your student record within the student management system. You are entitled to view your own record upon request, and may contact the Student Centre to do so if required. You may also request copies of any documents in your file. Your student record is confidential.

Your personal information is only accessible to relevant AFTRS staff and must not be distributed without consent. Also, you must not distribute another’s personal information without their consent. Distribution of information without consent constitutes a breach of the Privacy Act.

**Personal and contact details**

It is your responsibility to ensure that all your personal and contact details that you provide at enrolment are kept up to date. This information includes your home address, your email address, postal address, mobile phone number, daytime and after-hours contact numbers and emergency contacts.

**Change of name**

All records held and all certificate documentation, including your testamur, academic history and statements issued by AFTRS will be in your legal name provided by you at enrolment. If you wish to change your name to something other than your legal name, photo ID or certified documentation of legal proof of name change must be provided.

In the case of a stage or writing name AFTRS will record this name in the student management system database and use it as appropriate. However any official AFTRS documentation will be in your legal name unless you have provided proof of name change.

**School communication**

On enrolment you are required to provide AFTRS with an email address that you access regularly. AFTRS will use this email address to issue official communications to you. AFTRS does not accept responsibility if you do not access this email address on a regular basis to receive such communications.

**ID cards**

AFTRS issues all students with photographic identity cards (ID card) in Orientation week. It is
a multi-purpose card used as a means of identification for AFTRS purposes including secure building access, printing and borrowing from the Library.

You are required to wear your ID card at all times while on AFTRS premises and must present the card when you pass security checkpoints as you enter or re-enter the School. If you cannot present your card you must sign in at the Information Desk and receive a temporary visitor pass.

If you lose your ID card or if it is stolen or otherwise misplaced please report it to Central Services immediately. New and replacement ID cards are issued by Central Services – ask at the Information Desk.

**Travel concessions**

If you are enrolled in a full-time award course you are eligible for student travel concessions. Your ID card has the travel concession logo embedded.

The concession is available during the period of your study at AFTRS which includes Orientation week and the week you exit AFTRS at the conclusion of the course.

Please ensure you have your ID card with you when using public transport as hefty fines apply if you are asked to produce it and you cannot do so.

**Lockers**

Lockers are available to all full-time students as well as part-time students on a first-come, first-served basis. The lockers are located outside the large studios on the ground floor and near the editing suites on level 1.

Lockers are allocated and keys issued by the Student Centre. A $50 locker key replacement fee is payable for lost locker keys. Failure to pay the replacement fee is considered a debt to AFTRS and may impact on your ability to graduate.

Please call into the Student Centre to be allocated a locker.

**Hours of study**

AFTRS degree courses are intensive and require full commitment. You are advised if you are enrolled as a full-time student it is difficult for you to maintain regular part-time work.

Foundation Diploma, Graduate Diploma and Master of Screen Arts classes are generally held from 9.30am to 5pm, Monday to Friday, during each semester. Graduate Certificate courses are generally held at night and on weekends.

**Communication with outside parties**

No student is allowed to make or enter into a contract which relates to their course of study or student productions at AFTRS.

**Student exit process**

You have one week after classes end to finalise all administrative matters related to your time at the School. The deadlines are:

- **Friday 20 June**: For students finishing at the end of Semester 1
- **Friday 7 November**: For students finishing at the end of Semester 2.

You are no longer considered a student after these dates. The administrative matters you must finalise include:

- the repayment of any outstanding monies owed to AFTRS
- the return of all resources borrowed including Library items and any IT equipment.
- the return of your Student ID pass and your locker key to the Student Centre.

The return of all property and repayment of outstanding monies is a requirement for you to graduate.

Once you are no longer deemed a student your student access to the facilities and equipment of the School ceases. However, you may continue to access the School on a day pass available from the Information Desk.

For the period between completion of the exit process and the conferral of your degree your status is that of a graduand of AFTRS.
3. **STUDENT SUPPORT**

### Counselling Service

AFTRS provides up to three free counselling sessions with an external counselling service, if you are experiencing difficulties that are impacting on your ability to participate in the course. The sessions are confidential and you may self-refer.

Locations are across the Sydney metropolitan area and include Bondi Junction, Surry Hills, Glebe, CBD and Gosford. Counselling sessions may also be available on-site, at AFTRS.

You can contact Associated Counsellors directly through the Central Booking Line (02) 8205 0566, identifying yourself as a student of AFTRS.

For more information go to Associated Counsellors website is: [www.counsellingsydney.com.au](http://www.counsellingsydney.com.au), contact the Student Centre or visit the AFTRS website: [http://www.aftrs.edu.au/about/current-students/support-for-students.aspx](http://www.aftrs.edu.au/about/current-students/support-for-students.aspx)

### Access and Equity Policy

AFTRS is committed to providing equality of opportunity to suitably qualified applicants for placements on award courses. Access to training opportunities will not be affected by age (provided over 16 years), sex, sexual orientation, transgender status, marital status, family responsibilities, pregnancy, colour, ethnic or national extraction, social origin, religion, political opinion, or mental or physical disabilities (subject to the application of reasonable adjustment).

AFTRS selects award students on the basis of merit (skills, ability and experience) through non-discriminatory selection procedures. Curriculum, policies, procedures, literature, publicity and training material are regularly reviewed to ensure it is non-discriminatory. AFTRS also supports training specifically aimed at designated groups such as Indigenous training programs.

The Student Centre Manager can provide advice on matters relating to access and equity. The Access and Equity Policy can be found on the AFTRS website.

### Students with a Medical Condition or Disability

When enrolling you are asked to indicate whether you have a disability or medical condition. This information is collected primarily for government statistical purposes. However you are given the opportunity to inform AFTRS of a medical condition which may affect your course of study progress, if you wish.

You can do this by completing a Medical Condition Questionnaire which is available from the Student Centre or on the website: [http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx](http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx)

The information allows the School to appropriately assist you. If you have a disability you may request reasonable adjustments to study requirements and methods. Please note however, the submission of an application for reasonable adjustment does not automatically mean it will be approved.

For more detailed information please refer to the Disability Policy and Access and Equity Policy. Both can be found on the website: [http://www.aftrs.edu.au/about/current-students/policies-for-students.aspx](http://www.aftrs.edu.au/about/current-students/policies-for-students.aspx)

### Financial Assistance

If you are enrolled in the Foundation Diploma, a full-time Graduate Certificate or Graduate Diploma you may be eligible for AUSTUDY, Youth Allowance or ABSTUDY.

The following information on AUSTUDY, Youth Allowance and ABSTUDY are a brief guide only. For more information please refer to the following website:


#### AUSTUDY and Youth Allowance

If you are aged 25 years and over you may be eligible for support through AUSTUDY.

If you are aged between 15 to 24 years you may be eligible for support through the Youth Allowance.

To be eligible for AUSTUDY or Youth Allowance you must be:
• an Australian resident, and
• enrolled in a full-time award course; and
• enrolled in an undergraduate or appropriate postgraduate course (up to Graduate Diploma level).

There are other eligibility requirements depending on your personal situation including partners and their income and assets, dependent children, living at home or away, home ownership, etc.

**ABSTUDY**

To be eligible for ABSTUDY you must be:

• an Aboriginal or Torres Strait Islander Australian;
• able to meet residence requirements;
• enrolled in an approved course (undergraduate or postgraduate course up to Doctorate level), and;
• not receiving any other government assistance to study.

There are other eligibility requirements depending on your personal situation including age, partners and their income, dependent children, living at home or away, etc. You will also be subject to a personal income test and a personal asset test if you are independent.

**Special Financial Assistance**

If you are experiencing severe or sudden financial hardship that may affect your ability to take up the offer of a place in your course of study, or continue in your course of study, you may apply for special financial assistance up to a maximum amount of $1,000.

Depending on your circumstances, the financial support may be available as:

• a grant that does not need to be repaid; or
• a personal loan with a schedule of repayments to be negotiated by AFTRS with you.

If a grant is made, it may need to be declared as income to the Australian Tax Office or to Centrelink as relevant.

The following criteria applies to the Financial Policy without exception:

• You will not be provided with financial assistance for the purpose of paying rental bonds or rent.
• You will not be provided with assistance for repayment of debts or loans, or HECS or Fee-HELP.

All applications are assessed on a case-by-case basis. Applications will be approved or declined within 10 working days from receipt by the Student Centre. Decisions will be made at AFTRS’ discretion on the merits of each case and are dependent on availability of funds. You will be advised in writing as to whether your application is approved. AFTRS’ decision is final.

**Financial Assistance for Master of Screen Arts**

AFTRS offers limited financial assistance to Master of Screen Arts (MSA) students who meet the eligibility criteria, to assist them during their course of study.

Application forms are available from the Student Centre or the website: [http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx](http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx)

**Academic support**

AFTRS expects all students to be highly motivated to achieve the highest creative and academic standards. This includes full commitment to the discipline of articulating your knowledge and creative vision in the form of essays, reports, case studies, as well as in your practical work.

If you are experiencing difficulties in your coursework, for example, with essay-writing skills or study-skills or confidence in class presentation, your Head of Discipline will assist you in identifying if you need additional support and refer you to the Division of Education, or to the Library for assistance, as appropriate.
4. JERZY TOEPLITZ LIBRARY

The Jerzy Toeplitz AFTRS Library is the best library in Australia for education and research resources relating to film, television, radio and emerging technology production. The library is here to support your creative endeavours both during your course and beyond.

Visit its extensive resources at http://aftrs.edu.au/searchlibrary

Library Hours
Monday - Friday: 9.00 am–6.00 pm
Wednesday: 9.00 am–7.00 pm
Saturday: 12 noon–4pm
Vacation hours:
Monday–Friday: 9.30am–4.00 pm
Please check the Library website for additional opening hours.

Key Aspects of the Collection

Student Films
Most student film productions made at AFTRS since its inception in 1973 are available in the library.

DVDs and Videos
There are over 12,000 titles in the collection of DVDs, Blu-Rays and Videos.

Streaming Videos
The Library has a number of feature films and TV programs available for viewing remotely. Login with your AFTRS username and password to access them either from the library catalogue or through the EduTV database.

Books and Reports
There are over 25,000 books, ebooks and reports relating to filmmaking, television and radio production.

Scripts
One of the most popular areas in the library is the extensive collection of film and television scripts.

Journals
Thousands of ejournal titles are accessed through the library catalogue using your AFTRS username and password.

Databases and other online services
The library has subscriptions to a variety of databases and e-journals/newsletters including Ebsco, the Australian database Informit, newspapers from around the world with Factiva and other specialist databases such as BBC College of Journalism.

Library Catalogue and Remote Access
The Library’s catalogue is available on the web at http://aftrs.edu.au/searchlibrary
Or click on ‘Library’ from the left hand side of the AFTRS homepage to take you through to the catalogue. Enter your AFTRS username and password to access the streaming videos and the hundreds of thousands of journal articles to which the library has licences.

Borrowing
Your AFTRS security ID card is also your Library card.

Here to help you!
Our priority is to help you!
Please come and see us, chat with us on Skype, ring us or email us to ask us any question you have about your project or assignment. Make a booking with one of our experienced librarians for an individually tailored research consultation or a training session on Mendeley.

Library desk phone number: (02) 98056440
Email: library@aftrs.edu.au
Skype: Aftrslibrary

Libguides
The Library produces a number of Libguides for highly pertinent viewing and reading material. These supplement the AFTRS curriculum and are accessed at http://libguides.aftrs.edu.au

Viewing Rooms
There are three viewing rooms available for viewing DVDs, videos, and for playing
computer games. As the viewing rooms are a popular facility it is recommended that you book a room at the library desk.

**Closed Reserve**

Closed Reserve is for DVDs and books that are in high demand. You can access item/s for periods varying from 3 hours in the library, overnight, two days, weekly, or for a fortnight. Ask for them at the library desk.

**eReserve**

eReserve is a digitised collection of resources including book chapters, journal articles and media files. Access to eReserve is restricted to AFTRS students and teaching staff for that particular course and access to material is limited to a term or semester.
5. INFORMATION TECHNOLOGY

We recommend you keep this guide as a future reference and remember to contact ServiceDesk@aftrs.edu.au if you need assistance.

Information and Communication Technologies (ICT) User Policy

The ICT User Policy contains guidelines on what to do and what not to do when using these resources such as conditions of use, security, privacy, confidentiality, monitoring and breaches, etc. In order to access AFTRS computer resources, you must first read, understand and then sign the ICT User Policy. A softcopy can be downloaded from AFTRS main website:

http://www.aftrs.edu.au/about/current-students/policies-for-students.aspx

Hard copy of the ICT User Policy can be obtained from the Student Centre.

Technical Support

Service Desk is located on Level 1 North near Finance. The hours are from:

Monday to Friday, 8am-8pm
Saturday and Sunday, 8am-4pm
Service Desk Phone: x456 (or 02 9805 6456)
Production Systems Phone: x471 (or 02 9805 6471)
Email: servicedesk@aftrs.edu.au

Network login

AFTRS computer resources are protected and monitored. A relevant valid user name and password must be obtained from ICT Services to access the AFTRS general network.

Shared network storage

Shared network storage is available for general use by students. Shared storage for productions and major projects is made available upon request.

Accessing an assigned “File Share”

On Windows computers, click My Computer icon and then double click on the appropriate drive.

On a Mac computer, press Command + K keys and type the given network path of the drive.

Access to the Foundation folder

The Foundation folder is available to only Foundation students and can be accessed using http://folder.aftrs.edu.au over the File Transfer Protocol (FTP). You will need to be authenticated to the wireless service prior to be able to access this service. Authentication details will be issued during Orientation week.

Please note that the Foundation laptops have been pre-configured with CyberDuck FTP software. Simply launch CyberDuck software, double-click on the AFTRS FTP bookmark, type in your AFTRS user credentials to access the iFolder (this may take a minute to connect).

Printing and scanning

AFTRS uses Canon and Uniflow secure printing systems. Swipe your AFTRS security ID card to authenticate your login for printing or scanning services. This resource allows you to print or scan at any of the Canon multifunction printers which are distributed around AFTRS campus.

Please use double-sided printing to save paper, and to note copyright notices posted at each printer.

To Use the Printer

- Swipe AFTRS ID Card at card reader.
- Select the “Arrow” icon on the top right of the LCD screen to retrieve your print jobs.
- Select “Desired Jobs” from the list and press “Print + Delete” button on the LCD screen.
- Press the “ID” button to logout.

Scanning and Sending Documents to your Email

- Place document to be scanned in the scanning area.
- Swipe card at card reader.
- Select the “Send” command on the LCD display.
- Select “send to myself” or you can enter the full email address manually by pressing "E-mail".
- Select the “Start” button to start the scanning and sending process.
- Press the ID button to log off.
Online Learning Environment (OLE)

The OLE is used to run online courses and to support the AFTRS award courses. The main areas your course may use include:

- **RESOURCES** is a global repository of content curated by teaching staff across the school. Students can browse resources outside their own area of specialisation and comment on them too.

- **MY CLASSES** is a personalised entry point to classes for staff and students. This area provides information on each teaching subject, subject resources, and assignments to be submitted.

Accessing the OLE

To access the OLE, go to [http://ole.aftrs.edu.au](http://ole.aftrs.edu.au). You can access this address from any computer with an internet connection. This should take you to a login page. Use your network login username and password to access the site. If you're unsure of your network details contact servicedesk@aftrs.edu.au

Accessing AFTRS phone directory

- Press the **Directory** button located on the right hand side of the phone.
- Press the down arrow ↓ (located on the middle of the phone).
- Select 6. **Corporate Directory** by pressing the **Select** button on the left hand side of the phone, and then use the keypad to select first name or last name.
- Press **Search** button.

AFTRS Laptop computers

Foundation Students are issued with a Mac laptop as part of their course work. These computers are on loan for the duration of the course and must be returned to ICT Services at the end of the course.

Booking system

AFTRS Equipment Booking System (EFBS) can be accessed by clicking the Booking System icon on all AFTRS windows computers. Equipment Booking System kiosk machines are available at Production Resources and the Technical Store.

The EFBS can also be accessed remotely by typing [https://rds.aftrs.edu.au](https://rds.aftrs.edu.au) in a web browser with the Citrix plug in.

You will be required to install a Citrix Client Plug-in for your Operating System to access the AFTRS Remote Desktop Service ([https://rds.aftrs.edu.au](https://rds.aftrs.edu.au)), which you can find at: [http://www.citrix.com/lang/English/lp/lp_2309126.asp](http://www.citrix.com/lang/English/lp/lp_2309126.asp)

A current valid username and password are required to access this service.

Student Timetables

Student timetables can be accessed via [http://timetable.aftrs.edu.au/](http://timetable.aftrs.edu.au/)

**Foundation students** can find their personal timetables using their AFTRS network login.

**Graduate Certificate, Graduate Diploma and Masters** students can view their timetable by searching for their course as demonstrated as follows:

Selecting your timetable for Graduate Certificate, Graduate Diploma and Masters

![2014 Timetables](image-url)
Guide to timetable information:

There is also an option to download the timetable as an Excel file.

A message will inform you ‘click here to download file’

Please contact AFTRS Service Desk if you are experiencing any technical difficulties: servicedesk@aftrs.edu.au

Data backup

Files that reside on the AFTRS shared storage network will be backed up onto tape on a regular basis. Note that files that reside anywhere else (e.g. a computer’s hard drive) will not be backed up. It is the user’s responsibility to arrange back up of these files.

Student online resources

AFTRS has a number of student systems: the following information clarifies what each system does and who you need to contact if you have any questions.

On the main website, there is a Current Students page www.aftrs.edu.au/about/current-students.aspx with links to student information, policies and the following sites.

Wireless service

A secure enterprise grade Wi-Fi service has been setup within the AFTRS Moore Park building and also covers Heritage Park area in front the building. An AFTRS Network Login is required to access this service.

Mac platform

The following instructions are for 10.5 Mac OS and above.

On the menu bar, click the wireless icon and make sure that Airport is turned on.

Select Airport icon again and choose “WirelessData”.

Type you username and password in the WirelessData login window and click OK.

Verify 802.1x RADIUS authentication by clicking continue (note that the Airport icon is now active).

Windows platform

The following are instructions for Windows 7 (or Vista)

Go to Control Panel then Network and Sharing Centre. Click on Setup a new Connection or Network.

Click on Manually Connect to a Wireless Network.
- Enter the information as below, using the network name WIRELESSDATA
- Change: Security type: WPA2-Enterprise; Encryption type: AES

Once the network has been successfully added, click on Change Connection Settings

- In Wireless Network Properties, set the network authentication method to Microsoft Protected EAP (PEAP)
- Select Advanced Settings and make sure that no boxes are checked under the 802.1X tab

Come back to Wireless Network Properties and click the Settings button
- In Protected EAP Properties uncheck Validate Server Certificate
- Under Select Authentication Method select Secured Password (EAP-MSCHAP v2), then click Configure
- Make sure that Automatically use my Windows logon name and password is UNCHECKED

Click the pop-up message below when it appears

Enter your AFTRS network login details
6. AFTRS CAMPUS

Hours of operation and access

**Monday to Friday:** the building is accessible via the front entrance from 8am - 10pm.

**Saturday and Sunday:** access is between 8.30am - 5.30pm.

The School is closed on public holidays.

The rear dock vehicle entry is opened on request. Clearance from the Facilities Services Manager must be sought for entry outside these hours.

If you are in the building past 6.00pm, or on weekends and not part of a class, you must sign in at reception when you enter and leave the building.

**NB Opening times may vary throughout the year. Changes will be notified.**

Transport and parking

AFTRS Sydney is centrally located in the Entertainment Quarter, at Moore Park. You can catch buses and alight either at Anzac Parade or Lang Rd (ask your driver for the closest stop).

Parking is only available in the EQ multi-storey car park on-site. Rates are listed on the AFTRS website [http://www.aftrs.edu.au/about/contact-us/sydney.aspx](http://www.aftrs.edu.au/about/contact-us/sydney.aspx)

The first two hours’ parking, outside of Special Event days, is free. When there is a special event, car parking rates increase.

Fines will be issued if you park in restricted areas (approximately $195).

AFTRS is within cycling distance from areas such as North Sydney, Bondi, Botany, and the Inner West and is connected to many cycleways and low traffic cycle routes.

Details on cycle routes can be found on the City of Sydney website: [http://sydneycycleways.net/maps-and-tools/maps-routes-sydney-cycling-map](http://sydneycycleways.net/maps-and-tools/maps-routes-sydney-cycling-map)

AFTRS bike rack spaces are located at the front of the building.

Smoking

Smoking is not permitted in any AFTRS building. There is a designated smoking area at the rear of the building.

Emergency evacuation

When the initial evacuation alarm sounds await further instructions from staff emergency wardens.

The evacuate alarm will say evacuate.

Leave by the nearest available exit.

Proceed directly to the Meeting Point at the other side of the park in front of Brent Street dance studios.

Environmental management

Turn off lights and equipment when done.

- Do not open doors to the outside in air conditioned areas.
- Report leaking taps and toilets.

Please Recycle:

- Put ONLY good waste paper in the paper only recycle bins, and nothing else.
- Cardboard boxes can be left next to paper bins.
- Use identified bins for all other waste.

Facilities and services at AFTRS

Disabled access

Disabled access is available via the Ground Level and Level 1. Disabled access parking is available at the rear of the building with access via Level 1 and entry through the rear security card entry door. Disabled access parking is also available in the Ground Level of the Entertainment Quarter multi-level car park. If you require disabled access you should contact the Student Centre.

First aid

You can access a current list of Emergency phone numbers and First Aid at AFTRS’ Information Desk on the ground floor.

If you are injured or ill during normal hours and require First Aid, please seek the assistance of AFTRS’ First Aid Officers who have current certified qualifications. Ask your lecturer to help with finding first aid assistance, or call the Information Desk on extension 900. The names
of AFTRS’ First Aid Officers can be found on noticeboards and near photocopies. They are also listed next to the First Aid Kits.

If you are injured or ill at AFTRS outside normal hours you can contact security as all security officers are trained in first aid.

**Student area and noticeboards**

There is a student area located on the mezzanine level where you can access computers, read and work. There is access to a kitchen.

MSA students have a small area set aside on level 1 near Teaching Room 9.

Noticeboards, which are located around the building, are regularly updated with information that relates to course work, welfare and student support.

**Self-catering facilities**

Food and beverage points are equipped with refrigerator, microwave oven and dishwasher. Empty, plates, cups and glasses should be placed in the dishwasher. The cleaning staff clean sinks and surfaces and operate the dishwashers each evening. Filtered chilled drinking water and boiling water can be found in the water dispensers throughout the building attached to the sinks in the food and beverage points.

**Lift System**

The lift which is located in the foyer operates to Levels G, 1 and 2. Card access is then required to enter office areas.

The goods lift will only operate with a security card as it accesses office areas and all levels.

The goods hoist is for goods only and should only be operated by those who have training on its operation.

**Building maintenance**

Email building@aftrs.edu.au with any problems to do with the building.