

**AUSTRALIAN FILM TELEVISION
AND RADIO SCHOOL**

AFTRS

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GUIDE 2018**

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CEO'S WELCOME

With all the staff, I would like to congratulate you on your successful application, which has led to you becoming part of the AFTRS story.

When the Australian Film Television and Radio School was established by the Federal Government in 1973, it opened its doors during a period when few Australian accents were heard on our big and small screens. A time when Australian stories were the exception to the rule, not the norm.

Since its first intake, AFTRS has played a major role in changing that. Our graduates have shaped the Australian stories we are all now familiar with and that have helped define the nation. Its purpose today remains the same as then: to develop the future talent of the screen and broadcast industry and, in doing so, help define Australian culture, whilst growing the industry it was set up to serve.

Our School is an exciting place to learn, to be challenged and to grow. You will experience an environment that encourages you to explore ideas and take creative risks. Your teachers are highly experienced industry practitioners, and your fellow students share your creative aspirations. You will learn, collaborate and network with each other, and build professional relationships that will continue into the future.

AFTRS' close relationship with industry creates a route for you into it, either through internships, masterclasses or networking at the numerous industry events we hold. We also have the privilege to have facilities built specifically for teaching screen and broadcast, providing spaces for learning, creating and collaborating, as well as housing extensive resources to bring your ideas to life.

I urge you to take advantage of all these opportunities. Use your time here to experiment and learn from both your successes and failures as you continue your journey towards becoming Australia's next generation of storytellers.

But with these privileges and opportunities come responsibilities. Firstly, as a School of excellence we expect you to apply yourself at the highest level. Secondly, the School expects its students and staff to be inclusive and act respectfully. AFTRS welcomes the most talented regardless of background, gender, sexuality or disability, valuing each individual equally. We expect our students and staff to do the same.

As you are aware through the #MeToo movement, our industry has started to grapple with the unacceptable behaviour and prejudice that currently exists within it. We want you to be the generation that changes that mind-set and those behaviours. We want you to work with us and help us make that change towards an inclusive and tolerant creative industry.

This year, the School is introducing protocols that clearly state our zero-tolerance policy towards any form of disrespectful behaviour, both on-set and in the classroom. To support this, an AFTRS Charter has been developed by staff across the entire School to demonstrate our commitment to an inclusive culture. This will guide everything we do.

This Charter is a commitment from all our staff and students that our school is a safe creative space to work in. It extends to our sets, our classrooms and the online space. As a school, we are committed to the pursuit of creative excellence, but this pursuit of excellence must not cause harm to other people. As staff and students, we can expect to conduct our work and studies free from physical, emotional or psychological harm and free from harassment or bullying. Our school is a space where everyone is treated fairly and without discrimination. We are all responsible for holding ourselves and each other to this standard of respect and behaviour.

You have the chance to grow your craft and creativity at AFTRS. You have the chance to produce content that reaches and affects people. Above all you have the opportunity to lead by example and show the local and international industries what a respectful culture looks like and the great work it can produce.

I look forward to getting to know you all and seeing the boundless creativity you will show through your work whilst you are here, and after you graduate.



Neil Peplow
Chief Executive Officer



THE BASICS

The AFTRS Orientation Guide contains essential information you need to support your time at AFTRS. This guide covers information about the Student Centre, student support, IT support including log-ins, booking systems and accessing student timetables, how to access your assignment grades, using the Library resources, what to do in an emergency and first aid, and information about access to facilities.

2018 Student Handbook

You should also make yourself familiar with the 2018 *Student Handbook*, which contains important information such as the Student Code of Conduct and the rules and policies you need to be familiar with. The *Student Handbook* tells you what to do and who to talk to if you are ill, think you'll be late with an assignment, require special consideration, or have a course-related problem.

The *Student Handbook* is available on the AFTRS website. If you have any questions contact the Student Centre.

Subject and Course Outlines

Your course of study is made up of several distinct subjects. Your subject or course outline contains all the relevant information about your course requirements including your assignments, due dates, and weekly schedule.

This can be found on the main page for each subject in Moodle.

Student Email

When beginning your course you will be issued with an AFTRS student email account. All primary information regarding progression on your course is sent to that account. You are required to monitor this email on an ongoing basis.

Ensure you respond to any request for information as soon as you can to ensure that lines of communication are kept open between you and the School.

Student Centre Noticeboard

The Student Centre regularly updates noticeboards around the School. You can post accommodation requests, for example, on the noticeboard outside the Student Centre or upload it to the AFTRS Noticeboard Facebook group.

Facebook Group: AFTRS Noticeboard

AFTRS also has a Facebook group where call outs and other information about upcoming opportunities are posted.

facebook.com/groups/aftrs.noticeboard

Stay Connected

You can follow AFTRS on a number of channels.

#AFTRS



facebook.com/aftrs



twitter.com/aftrs



instagram.com/aftrs



youtube.com/aftrsshowcase

ORIENTATION CHECKLIST



Collect your Student ID card



Attend the welcome event for your program



Check your orientation timetable for your full list of course activities



Apply for a concession travel card
(eligible full-time students only)



Log in to your network account, student email account, and Moodle



Access your student timetable



Visit the Library and activate your library card



Take a campus tour

STUDENT CENTRE

The Student Centre is your key information hub. If you have any questions or issues, or if you just need someone to talk to, the Student Centre is here to assist.

Student Forms

All forms can be obtained from the Student Centre or are available through AFTRS website:

aftrs.edu.au/student-centre

This information can also be found in the Student Centre section of Moodle on the home page.

myAFTRS Portal

myaftrs.aftrs.edu.au

myAFTRS is the access point you used to enrol in your course and you use it to:

- Pay fees
- Access your student record
- Update your contact details
- View your assignment results.

The user name and password for this site was generated when you applied for your course. The default username is your personal email address.

For assistance with this system please contact the Student Centre.

Student Records

You can access your student record through the myAFTRS portal. Your student record holds all your personal information and academic documents and is confidential.

Your personal information is only accessible to relevant AFTRS staff and must not be distributed without consent. In addition, 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 are accurate and kept up to date. This information includes your home address, your personal email address, postal address, mobile phone number, daytime and after-hours contact numbers and emergency contacts.

These details will be used by the School to communicate with you after your course ends. It is important to make sure they are up to date and accurate.

Change of Name

Your student record and all official certificate documentation, including your testamur and your academic transcript, are in your legal name provided by you at enrolment.

All official AFTRS documentation will be in your legal name. You are not able to change your name to a stage or writing name unless you provide certified proof of your legal name change.

Contact the Student Centre

Phone: **(02) 9805 6444**

Email: **studentinfo@aftrs.edu.au**

Hours: **Monday to Friday, 9am-5pm**

To make an appointment outside these hours please contact the Student Centre. The Student Centre is your key information hub. If you have any questions or issues, or if you just need someone to talk to, the Student Centre is there to assist.

STUDENT CENTRE

ID Cards

AFTRS issues all students with photographic identity cards (ID card). It is a multi-purpose card used as a means of identification for AFTRS purposes including:

- Secure building access
- Printing
- Using equipment from Tech Store
- Borrowing from the Library.

You are required to wear your ID card at all times while at the School premises, to transit security checkpoints as you enter or re-enter, or move around the School.

If you cannot present your card you must sign in at Reception and receive a temporary visitor pass.

If you lose your ID card or if it is stolen report it immediately to Reception extension 611.

Lockers

Lockers are available to all award course students on a first-come, first-served basis. To be assigned a locker visit the Student Centre.

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.

Travel Concessions

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

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

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.

The Student Centre will send you an application form for the Opal Card. You need to complete and return it to the Student Centre to enable us to release your personal details to Transport NSW. Once that process is complete you will be able to apply for an Opal Card as a student.

Student Areas

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

There are also other student areas around the building with a sign saying "Student Area" for you to access and use at any time.

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.

Student Exit Process

When your course is finished you need to ensure you have repaid any outstanding debts owed to AFTRS and returned all property once your course is finished.

You have one week after classes have finished to do this.

Exit dates in 2018 are as follows:

Semester 1: **Sunday 24 June**

Semester 2:

Sunday 4 November (Master of Arts Screen, Year 2)

Sunday 18 November (Bachelor of Arts Screen: Production, Year 3)

Sunday 11 November (All other courses)

Access to AFTRS facilities and equipment ceases on the exit date.

You need to have repaid all debts and returned all equipment, your Identification Card and your locker key by this date.

Ensure you have:

- Repaid all monies owing to AFTRS
- Returned all resources borrowed including Library items and any IT equipment
- Returned your Student ID pass and your locker key to the Student Centre.

You will not be able to graduate or receive your academic transcript or testamur until all outstanding debts and equipment loans have been repaid and returned.

You will have access to your AFTRS email account and Moodle up until the following dates:

Semester 1: **Sunday 26 August 2018**

Semester 2: **Sunday 16 December 2018**

NEED HELP?

AFTRS provides a range of services and activities as part of its Student Support Program to help you achieve your goals while you are at the School.

Transitioning to higher education study - whether you are straight from high school, haven't studied for some years, or are enrolled in online courses - can be a challenging experience. We all have different learning experiences, skills and knowledge and it takes each person a different time to adjust to the excitement and challenges of the new.

The Student Centre has a range of services to help you get the most out of your course and to support you including:

- Medical condition and access support
- Financial hardship
- Equity scholarships
- Indigenous scholarships
- Counselling
- Dealing with course issues and complaints.

Learning Support

You may need assistance with some of your assignments in terms of writing or approach. You may also need advice about study timelines and time management. You can contact the Student Centre who may be able to assist you. If you are having persistent problems in your course speak to your Subject Lecturer or Head of Discipline to work out strategies for addressing your issues. If necessary the Head of Discipline / Lecturer may recommend you attend a workshop, or refer you for one-to-one learning support.

Library Services can also be contacted for assistance with information literacy and research skills. Handy Lib-guides to your courses are also an excellent resource and can be found on the Library website at libguides.aftrs.edu.au

Peer Support

For Bachelor of Arts Screen: Production students, the AFTRS Student Centre runs a targeted Peer Support Program at the beginning of each year.

If you are a first year student you will be asked if you would like to be partnered with a second year student (mentor), who will help you get to know the School. Mentors will be able to provide you with peer support and practical guidance on your course and the use of AFTRS facilities.

Student Access

If you have a medical condition or require access support contact the Student Centre. It is essential that you register with us as soon as possible in order to receive additional help and support. Our aim is to ensure students requiring support realise their full academic potential.

Students requiring support or access may include those with:

- Mental health issues
- Chronic illness and pain
- Sensory impairments
- Physical impairments
- Learning impairments
- Temporary impairments
- Carers of people with a disability

You will be contacted by the Head of Student Services if you completed the medical question when you enrolled.

If you haven't notified the Student Centre about your access needs complete the Student Access form located on the AFTRS website: aftrs.edu.au/student-centre/forms-for-students or contact the Student Centre to discuss.

The Head of Student Services will arrange a meeting with you and devise a Learning Access Plan if required which may include adjustments that support you in your course.

Access is available via the Ground Level and Level 1. Accessible parking is available in the Ground Level of the Entertainment Quarter multi-level car park. There is limited accessible parking at the rear of the building with access via Level 1. If you require access contact the Student Centre.



Counselling Service

Free and confidential counselling is available to you to help with managing any personal or mental health issues that could affect your studies. If you are experiencing difficulties that are impacting on your ability to participate in the course AFTRS provides up to three free counselling sessions with an external counselling service. The sessions are confidential and you can contact the counsellors directly.

Counsellors assist students with a wide range of issues including:

- Assisting with personal issues affecting your studies
- Adjusting to change (new culture, higher education, new city, learning expectations)
- Managing stress, anxiety and depression
- Learning about motivation, time management and exam stress
- Offering support following a crisis or trauma
- Managing a personal or family crisis.

AFTRS counsellors are Associated Counsellors. You can seek assistance from the Student Centre

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

Counselling sessions are available on-site at AFTRS one day per week by appointment. To make an appointment, call the Central Booking Line and state that you would like to attend counselling on campus.

AFTRS counsellors are also located across the Sydney metropolitan area and include Bondi Junction, Surry Hills, Glebe, CBD and Gosford.

For more information go to Associated Counsellors website: counsellingsydney.com.au or visit the AFTRS website: aftrs.edu.au/student-centre

FINANCIAL ASSISTANCE

AFTRS Scholarships

The AFTRS Equity Scholarships are open to students enrolled in the Bachelor of Arts Screen: Production and the Master of Arts Screen. The scholarships aim to assist students from low socio-economic backgrounds who may be experiencing other forms of disadvantage which make it difficult to achieve their educational goals. There are also a number of targeted scholarships available to Graduate Diploma in Radio and Master of Arts Screen students.

Applications for the scholarships are open towards the end of each year. All current and new students are informed of the dates and application process by email prior to the scholarship closing date.

Indigenous Scholarships

AFTRS Indigenous Scholarships are awarded on the basis of merit or equity.

The scholarships are intended to assist Australian Aboriginal and Torres Strait Islander award course students, who may otherwise be under-represented, with the costs associated with higher education at AFTRS.

If you are interested in applying for a scholarship you need to:

- Identify as an Australian Aboriginal or Torres Strait Islander person and be accepted as such within your community; and
- Be an Australian citizen or Australian permanent resident or a New Zealand citizen; and
- Be enrolled in an AFTRS' Diploma, Advanced Diploma, Bachelor of Arts Screen, Graduate Certificate, Graduate Diploma, or Master degree;
- Show you are in need of financial support to meet the costs of or associated with studying at AFTRS; or show significant artistic merit and that your career aspirations would benefit; and
- Show you would be likely to complete the course.

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 apply 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.

If you need special financial support you need to complete the Special Financial form which you can download from AFTRS website aftrs.edu.au/student-centre/forms-for-students or contact the Student Centre.

You will need to make an appointment with the Head of Student Services to discuss your application. Support documents should be provided when you apply. All details of your financial situation are strictly confidential.

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.

AFTRS Student Discount for Short Courses

AFTRS students and any of their immediate family members are entitled to a 15% discount on all AFTRS Short Courses. For multiple bookings (two or more courses) that are paid for simultaneously, a 20% discount will apply.

In the event of a refund being requested, the booking will no longer be classified, as 'multiple' and therefore the 20% discount will no longer apply. The remaining course will be eligible for a 15% discount only.

Government Income Support

If you are enrolled in a full-time award course you may be eligible for government income support such as AUSTUDY, Youth Allowance or ABSTUDY.

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

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; and
- Able to meet residence requirements; and
- 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 to establish whether you are considered to be independent.

If you are eligible for ABSTUDY, you may be able to choose the Residential Cost Option, which directly pays costs for accommodation, meals (if provided), laundry and compulsory fees if you are living away from home and live in a residential college attached to an Australian education institution (this includes the UNSW colleges that accept AFTRS students) or in a hostel. You should consider your options before applying - contact the Department of Human Services for more information.

INDIGENOUS UNIT

AFTRS has a long history of supporting Aboriginal and Torres Strait Islander storytellers across a range of disciplines in film, TV and radio.

Many AFTRS Indigenous graduates have achieved international recognition and national acclaim for their work including: **Warwick Thornton** (*Samson and Delilah*), **Rachel Perkins** (*Redfern Now*), **Ivan Sen** (*Mystery Road, Goldstone*), **Catriona McKenzie** (*Satellite Boy*) and **Cornel Ozies** (*Krial Kitchen*, NITV).

The Indigenous Unit supports and identifies pathways for talented Indigenous voices. The unit implements programs that are focused on enhancing the number of Aboriginal and Torres Strait Islander students across all levels of study at the School. It also provides professional development opportunities for mid-level Indigenous screen and broadcast practitioners via a number of programs.

Elder in Residence: Uncle Bruce Pascoe

AFTRS Elder in Residence offers all students and staff an opportunity to engage with and encourage an Indigenous perspective across the entire school.

Koori Club

All commencing Indigenous undergraduate and postgraduate students are invited to a Koori Club get together. This is an opportunity for Indigenous students to meet their peers, support staff and key lecturers of the School.

Educational Mentor

Academic support, assessment and project delivery guidance to support student's full potential and success.

Black Talk

Black Talk is a series of free talks throughout the year with leading Indigenous practitioners and their industry peers. This series provides the opportunity to engage with Indigenous filmmakers about their craft and practice. All AFTRS students are welcome to attend.

Talent Labs

The Indigenous Unit organises practical talent labs offering deep learning experiences. These have included the Black Shot Cinematography Workshop.

Indigenous Pathways Program

This program connects emerging practitioners with established industry stakeholders.

Contact the Indigenous Unit

Email: indigenous@aftrs.edu.au

Phone: (02) 9805 6514



JERZY TOEPLITZ LIBRARY

The Jerzy Toeplitz 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 during your course and beyond.

Library Catalogue

The Library's catalogue is available 24/7 online: aftrs.edu.au/supersearch

DVDs, Blu-Rays and Videos

There are over 20,000 titles in the Screen Collection as well as a number of streaming feature videos available online. Login with your AFTRS username and password to view streamed films.

Books and Reports

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

Journals

Thousands of film and broadcast industry specific ejournal subscriptions are accessed through the library catalogue using your AFTRS username and password. Ask us how at the Library's Information Desk.

Student Films

Most student film productions made at AFTRS since its inception in 1973 are available to borrow as DVDs in the Library. Some are also available to view on AFTRS website.

Borrowing

Your AFTRS security ID card is also your Library card. You can place a "hold" on books, DVDs and Blu-rays if they are either on the shelves, on loan, or need to be retrieved from the Stack. Once you place an item on "hold", you will receive a SMS that they are available for loan. Ask for "held" items at the Library's Information Desk.

Libguides

The Library produces a number of subject-specific Libguides for highly relevant viewing and reading material for your assignments. These supplement the AFTRS curriculum and are accessed online: libguides.aftrs.edu.au

Viewing Room

There is a viewing room available for viewing DVDs, Blu-Rays and videos, and for playing computer games. As the viewing room is a popular facility, it is recommended that you book it at the Library's Information Desk.

High Demand Collection

The High Demand collection comprises DVDs and books while EReserve comprise book chapters and articles posted on Moodle. Find them in the Library catalogue or ask for them at the Library's Information Desk. Access to eReserve is restricted to AFTRS students and staff

Here to help you!

Come and see us, chat with us on Skype, ring or email us to ask us any questions you have about your project or assignment. Make a booking with one of our experienced librarians for help with your individual assignments, videoessays and more

Contact or Visit the Library

Phone: **(02) 9805 6440**

Email: library@aftrs.edu.au

Skype: **Aftrslibrary**

Semester hours: **Monday to Friday, 9am-6pm & Saturday, 9am-1pm**

Vacation hours: **Monday to Friday, 9am-4pm**

BUILDING INFORMATION

Hours of Operation and Access

Monday to Friday

The building is accessible via the front entrance from 8am - 9pm.

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.

Note opening times may vary throughout the year. You will be notified of changes.

On-site Security

AFTRS has on-site security in the building at nights and weekends. The Entertainment Quarter (EQ) also has on-site security 24 hours a day.

If you have any concerns regarding your safety or that of others call:

AFTRS Security

(02) 9805 6577

EQ Security

(02) 8117 6718 - 24 hours

Emergency Evacuation

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

The evacuation alarm will say evacuate.

Leave by the nearest available exit.

Proceed directly to the Meeting Point in front of Brent Street dance studios.

Smoking

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

Transport and Parking

AFTRS is centrally located in the Entertainment Quarter at Moore Park.

By Bus

You can catch buses and alight either at Anzac Parade or Lang Road (ask your driver for the closest stop).

Parking at EQ

Parking is only available in the EQ multi-storey car park on-site. Rates are listed online: aftrs.edu.au/about/contact-us

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).

By Bike

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: sydneycycleways.net

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

Environmental Management

- Remember to turn off lights and equipment when finished
- Do not open doors to the outside in air conditioned areas
- Report leaking taps and toilets to the Information Desk
- 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.

Health and Safety (WHS)

AFTRS has policy and procedures concerning WHS and you have a responsibility to ensure you comply with WHS policies and that your acts do not cause harm to yourselves or others.

For more information contact any staff member or:

Facilities Services Manager

(02) 9805 6421

Head of Student Services

(02) 9805 6444

Hazards, injury and incidents are reported directly to any staff member: centralservices@aftrs.edu.au

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, seek the assistance of AFTRS' First Aid Officers who have current certified qualifications. The names of AFTRS' First Aid Officers can be found on noticeboards and near photocopiers. They are also listed next to the first aid kits. If you can't locate help, ask your lecturer to help with finding first aid assistance, or call Reception on extension 900.

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

Lifts

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

The goods lift (near studios 4 and 5) will only operate with a ID access card.

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.

INFORMATION TECHNOLOGY

Information technology plays a key role in facilitating communication, study and collaboration at AFTRS. Be familiar with the following information and always use IT resources responsibly.

Information and Communication Technologies (ICT) Acceptable Use Policy

The ICT Acceptable Use policy contains guidelines on what to do and what not to do when using these resources including information on conditions of use, security, privacy, confidentiality, monitoring and policy breaches.

Before you are able to access ICT resources at AFTRS you must confirm that you have read and understood the Acceptable Use Policy by completing an electronic form available when you configure your network login.

A soft copy can be downloaded online:
aftrs.edu.au/student-centre/policies-for-students

Network Login

AFTRS computer resources are protected and monitored. A relevant valid user name and password must be used to access all services.

You will be provided details to obtain your network username and password before the course starts either in person during Orientation or by email. If you are unsure of your network details contact Service Desk on x456 (or 02 9805 6456).

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 of the building. An AFTRS Network Login is required to access this service.

Contact Service Desk if you require assistance with connecting your device.

Your AFTRS email address

You will be provided with an email address in the form firstname.lastname@student.aftrs.edu.au

This is hosted through Microsoft Office 365.

All course communications is conducted through this email account. It is your responsibility to ensure that you check this email address regularly.

You must also ensure that you do not exceed the capacity of this mailbox as you may not receive important messages if the mailbox becomes full.

AFTRS will still use your personal email address as provided during application and enrolment when required. You must ensure your personal email records are kept up to date.

Microsoft One Drive

Students also have access to online storage provided through Microsoft Office 365. Use of this storage is at your own risk and it is not backed up or accessed by AFTRS. You must manage it within the allocated capacity.

Production Network Storage

AFTRS uses the EditShare network shared storage system for productions and major projects. Access is assigned as required.

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 or the Office 365 online storage) will not be backed up. It is the user's responsibility to arrange back up of these files.

Printing and Scanning

You can print from the wireless network from your laptop or print from a public computer from the Library or mezzanine student area, and copy and scan at the printers. Swipe your student ID card at the printer to print, scan or copy. Check the print costs at your selected printer before accepting and confirming your print jobs.

Add credit to your account (minimum of \$1) by:

- Using PayPal: printerpayment.aftrs.edu.au
- Paying by cash or credit/debit card (Visa/MasterCard) at the Finance office (Room 1.45) and taking the receipt to the Service Desk across the corridor (Room 1.44).

Printers are located at:

- The Library (colour and black and white)
- Mezzanine Student Area (black and white).

AFTRS Telephone Use

Phones are available in common areas for internal use only. AFTRS internal numbers are listed in the Corporate Directory that can be accessed by pressing the Directories button.

Equipment Booking System

AFTRS Equipment Booking System can be accessed online: efbs.aftrs.edu.au

There is also an Equipment Booking System kiosk available at the Technical Store.

Your Network Login is required to access this service. You will be able to book equipment according to your level of permissions (see Production Services).

Moodle

The AFTRS Moodle site delivers and supports your learning at AFTRS. It contains all your course information and resources, including assignments, and it is also where you will submit your assessments.

You can log into Moodle from a computer, tablet or smart phone at moodle.aftrs.edu.au using your network login details.



Service Desk Technical Support

Phone: **(02) 9805 6456**

Web: **servicedesk.aftrs.edu.au**

Location: **Technology & Infrastructure on Level 1 North near Finance**

Hours: **Monday to Friday, 8am-8pm
Saturday to Sunday, 8am-4pm**

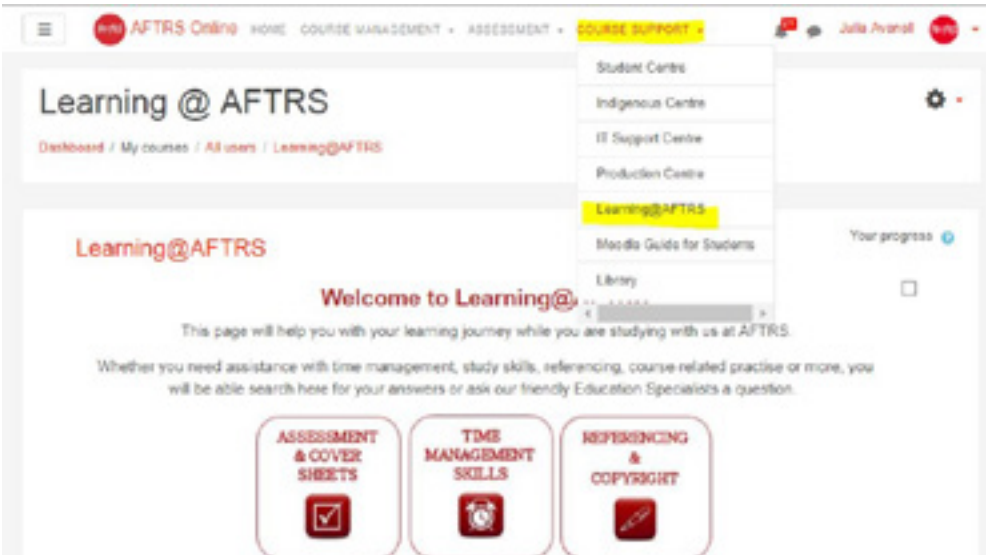
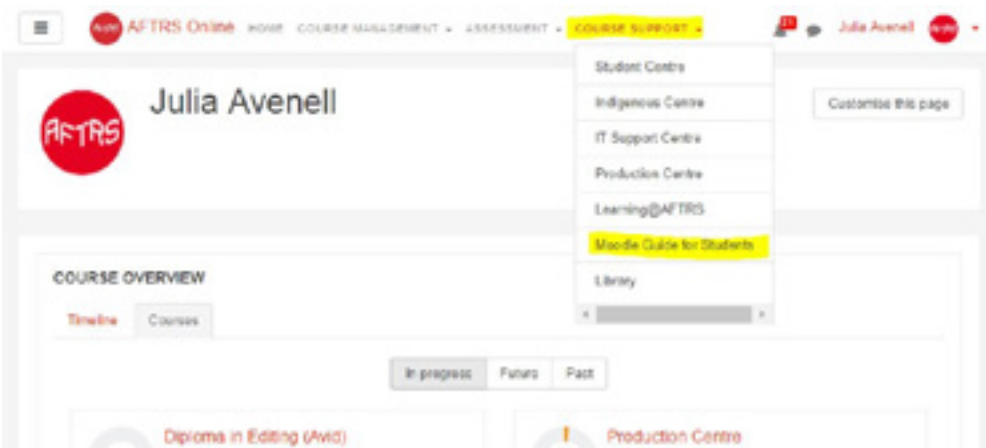
Moodle

After you login for the first time you can learn more about how Moodle works by visiting the Moodle Guidebook for Students. The Welcome to Moodle section will introduce you to its key features and functions.

You can access the Moodle Guidebook for Students from any page by clicking on the Course Support Menu > Moodle Guidebook for Students.

We recommend that you start in Section 1, Welcome to Moodle. Then return to the Guidebook at any time during your course for more information on using Moodle and other technologies at AFTRS.

You can get further academic support in Moodle by visiting Learning at AFTRS. This can also be accessed from any page via the Course Support Menu > Learning @ AFTRS



STUDENT TIMETABLES

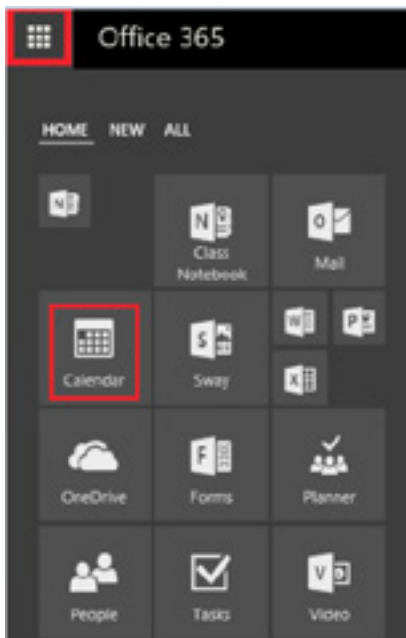
Accessing Your Timetable on a Computer

Your timetable is accessed through your Office 365 account via login.microsoftonline.com or by clicking on the Timetable link from your Moodle course page using this link



Steps for accessing your timetable:

1. Open a web browser
2. Log in to Microsoft Office 365
<https://login.microsoftonline.com>
3. Login with your AFTRS username FirstName.LastName@student.aftrs.edu.au
4. To switch between Mail and Calendar click on the menu tiles icon



Accessing Your Timetable on a Mobile Device

You can also access your calendar by using the Office 365 app on your mobile device. Download the appropriate app:

- Microsoft Outlook app for Android.
- Microsoft Outlook - email and calendar app for iPhone.
- Mail and Calendar app for Windows Phone.



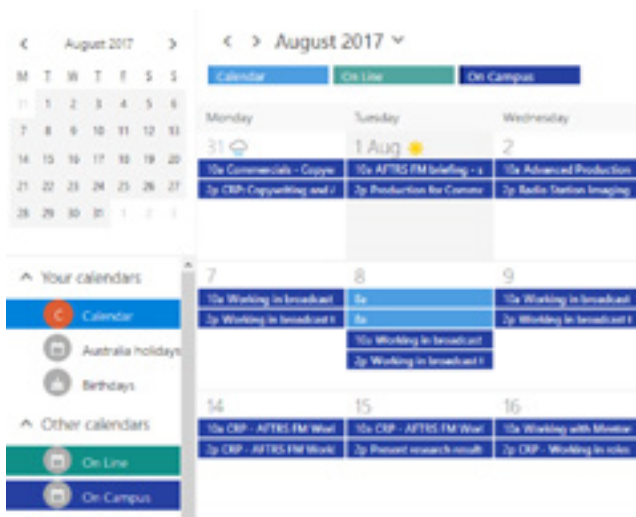
Android



iPhone



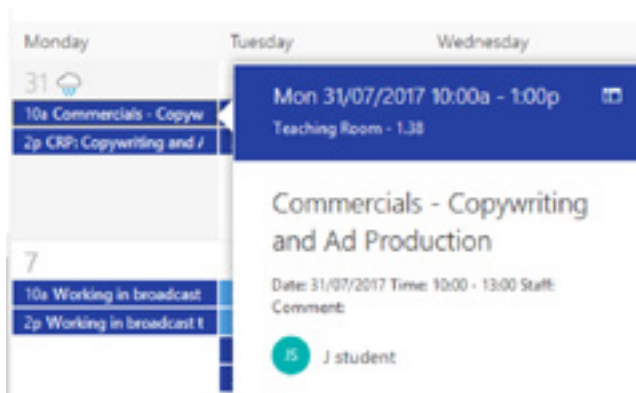
Windows



The timetable is made up of two Calendars **On Campus** and **Online**:

- On Campus displays your lectures, tutorials and workshops.
- Online displays events listed in Moodle such as assignment due dates, Zoom video conferences and online quizzes.

When you click on an event in the Calendar, the details, including location and start and end times, will be displayed in a pop-up box.



For help accessing Office 365 or setting up your mobile device contact AFTRS Service Desk

Web: servicedesk.aftrs.edu.au

Phone: 02 9805 6456 or extension 456 from an internal phone

Email: servicedesk@aftrs.edu.au

PRODUCTION SERVICES

AFTRS is one of the most well equipped film, television and radio schools in the world, with five studios, three recording studios, a theatre, 25 edit suites, props and staging facilities, and a full range of equipment and technical expertise available to help students grow their technical and creative knowledge and skills.

Permissions

To be able to access facilities and equipment each student must complete three online inductions - Studio Induction, WHS and Copyright. In addition, to be able to borrow equipment, each student will need to gain their relevant 'permissions' by attending technical inductions.

Students can book rooms via the Room Booking System: timetable.aftrs.edu.au/roombookings

Permissions to book specialised rooms (excluding studios) associated with your course, will be granted once the relevant inductions are complete.

The Technical Store

Phone: **Ext 512 or 513**

Email: **TechStore@aftrs.edu.au**

Semester Hours: **Monday to Friday, 8am-6pm & Saturday, 8am-1pm**

Closed: **Sundays and Public Holidays**

Technical Support

Phone: **Ext 499**

Email: **TechnicalSupport@aftrs.edu.au**

Hours: **Monday to Friday, 9am-6pm**

Props & Staging

Phone: **Ext 542**

Email: **PropsandStaging@aftrs.edu.au**

Hours: **Monday to Friday, 8am-6pm**

The Technical Store

The Technical Store is where technical equipment can be borrowed and returned. The staff at the Tech Store also provide general assistance and advice on equipment, and can help you access training if needed.

Once you have your permissions for equipment, bookings can be made via computer terminals at the Tech Store and Technical Support Office or online: efbs.aftrs.edu.au

Technical and Production Support

Located beside the Tech Store, the Technical and Production Support team is available to help with technical and production enquiries. Queries and advice concerning technical issues from lighting to editing, using the studio, shooting, recording, using different software etc. can be answered by the team.

Props and Staging

Props and Staging, including the Prop Store, are located on Level 1, with entry via the stairwell next to the kitchenette in the rear loading dock.

The team can provide advice regarding sets and props and answer any queries.

Production Centre on Moodle

There is a wealth of useful and important information regarding production at AFTRS. It includes tips and hints on production and also outlines the rules and requirements around production, like Work Health & Safety, location releases, risks assessments, insurance information and much more. The Production Handbook and associated paperwork is also a very useful and important reference to read.



STUDENT GROUPS & REPRESENTATION

Student Representative to AFTRS Council

Each year the student body at AFTRS elects a representative to the AFTRS Council. Eligible students will be notified when nominations open and ballots will be posted to all currently enrolled students early in the year.

Student Representative Committee

The AFTRS Student Representative Committee is responsible for providing student feedback to AFTRS staff about their experience at the school. One representative is elected from each degree program at the school, with the exception of the BA program, which nominates two students per year cohort. The SRC meets regularly during the year, with minutes reported directly to the AFTRS CEO.

The SRC is chaired by the student member of AFTRS Council.

Student Societies

Australian Reflexxx is a weekly film club, run by student, for students. You suggest a movie and we show...simple as that. Ever wanted to see Sky High on the big screen? Now's your chance. With themed nights and free food and drinks. It's better than crying in your room because your parents changed the Netflix password.



NEW TO SYDNEY?

Local Medical Practices

There are a number of health services located near the School in surrounding suburbs and city area.

Bondi Junction 7 Day Medical Centre

Bulk billing, no appointment required.

(02) 9291 9888

Bourke St Medical Centre

Bulk billing available.

(02) 96670803

Waterloo Medical Centre

Bulk billing available, no appointment required, open 7 days.

(02) 9699 1261

Redfern Medical Centre

Bulk billing available.

(02) 9698 5763

Redfern Station Medical Centre

Bulk billing available, appointment required.

(02) 8313 2999

Hyde Park Medical Centre

Bulk billing, appointments can be made online.

(02) 9283 1234

Facebook Group: AFTRS Noticeboard

AFTRS also has a Facebook page where call outs and other information about upcoming opportunities are posted:

facebook.com/groups/aftrs.noticeboard/

Disclaimer

This publication contains information current as of January 2018. Changes in circumstances after this date may impact upon the accuracy or currency of the information. While AFTRS take all due care to ensure that the information contained in this publication is accurate, it reserves the right to vary any information described here without notice.

Culture in Sydney

Details of film and dance festivals, museums and galleries, talks and events & more. Visit the website: aftrs.edu.au/student-centre

Accommodation

While AFTRS does not provide student accommodation, the Student Centre maintains an Accommodation Information Sheet listing nearby short- and long-term housing options ranging from hostels to residential colleges affiliated with nearby universities.

Many students who are new to Sydney opt to organise short-term accommodation on arrival and then move into share housing when more familiar with the city. Share housing listings can be found on noticeboards including:

gumtree.com.au

flatmates.com.au

flatmatefinders.com.au

realestate.com.au

Legal Advice

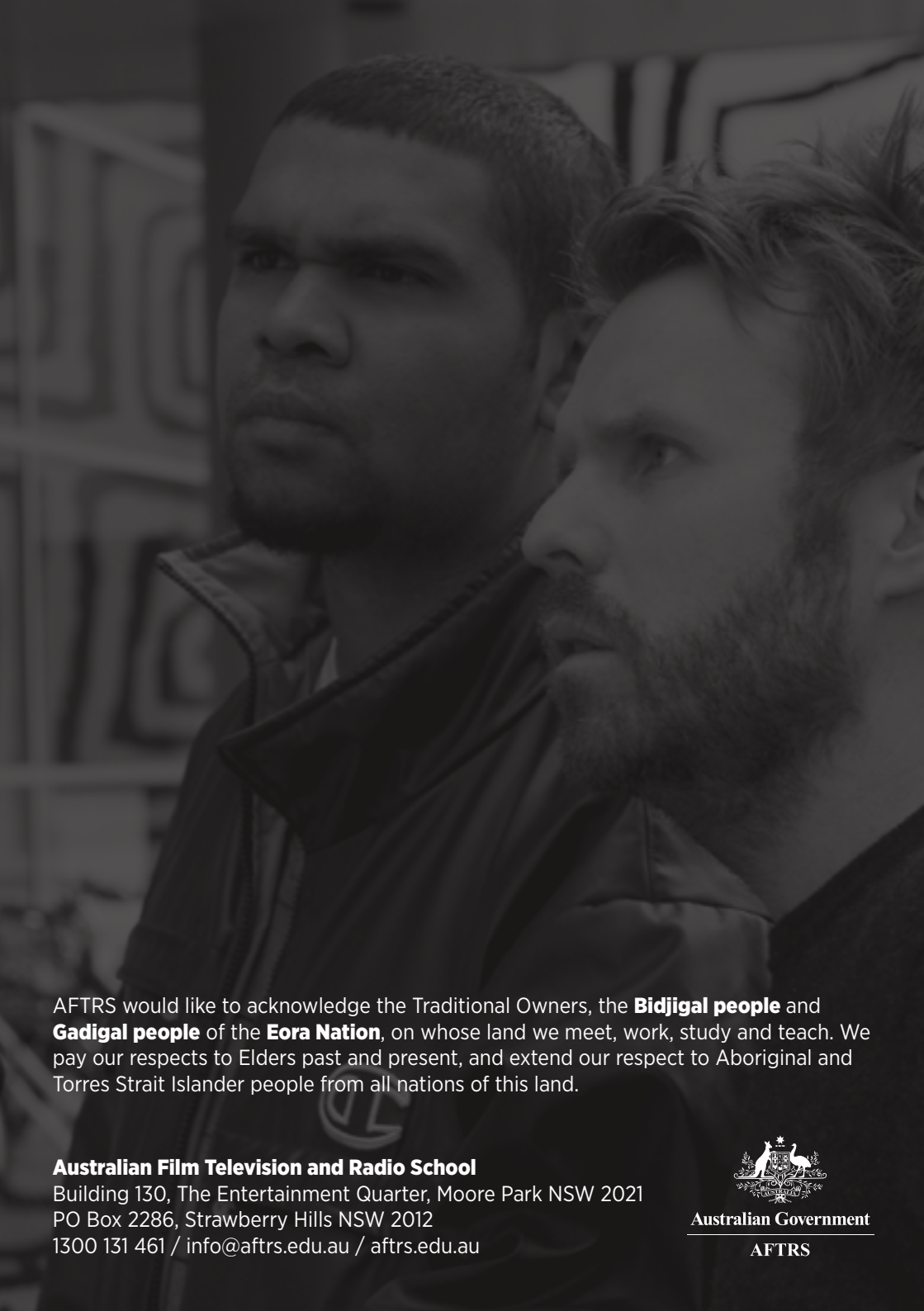
Redfern Legal Centre provides free legal advice and casework, along with publications on issues like housing, domestic violence, police complaints and money problems: rlc.org.au

Community Legal Centres NSW maintains a directory of other not-for-profit legal centres around the state: clcnsw.org.au

Not Settled But Need a Mailing Address?

If there is post you need to receive in Sydney prior to establishing a new home address, it can be sent to the School addressed to your care of the Student Centre:

Your name
c/o AFTRS Student Centre
PO Box 2286
Strawberry Hills NSW 2012



AFTRS would like to acknowledge the Traditional Owners, the **Bidjigal people** and **Gadigal people** of the **Eora Nation**, on whose land we meet, work, study and teach. We pay our respects to Elders past and present, and extend our respect to Aboriginal and Torres Strait Islander people from all nations of this land.

Australian Film Television and Radio School

Building 130, The Entertainment Quarter, Moore Park NSW 2021
PO Box 2286, Strawberry Hills NSW 2012
1300 131 461 / info@aftrs.edu.au / aftrs.edu.au



Australian Government

AFTRS