

## STUDENT ACCESS TO EQUIPMENT & FACILITIES PROCEDURE

### 1 Purpose and Scope

This document provides detail for students on access to equipment and facilities. It is to be read in conjunction with the *Student Access to Equipment and Facilities Policy*.

### 2 Permissions Scheme

The Permissions Scheme is used to manage access to equipment and facilities for the primary purpose of ensuring the safety of students and others and the care of the equipment. All students must be granted Permissions in order to borrow equipment and book facilities. Bookings cannot be accepted in anticipation of attaining Permissions.

The Permissions Scheme is not a substitute for training. If a student requires training in how to use equipment and that training is not already part of coursework, the student will need to make arrangements with their Course Coordinator or Subject Leader to receive the appropriate training.

#### 2.1 How to gain Permissions

Before a Student can be given Permission, they are required to have passed the online Work Health & Safety Quiz, Copyright Quiz and Studio Induction.

1. **General Access Permission** is granted for the duration of any enrolled course once the Student has successfully completed the on-line prerequisites and the Camera/Sound On Campus Inductions. The equipment and facilities in this group is outlined in section 4.
2. At the outset of their course-work, students may receive training, as is relevant to their course, in how to use some or all of the equipment and facilities available to them. The type of equipment and facilities actually covered during training depends upon the course and may include equipment and facilities not part of the General Access Permission.

Once the staff member(s) conducting the training is satisfied that the students have reached the required level of competency, the Technical Store is notified in writing of the names of the students that can receive **Course Specific Permission**. This information is then recorded in the Booking System.

3. **Lighting and Grip Permission** is gained by satisfactorily completing a session with the AFTRS Gaffer and Grip. The Technical Store is informed which students have successfully completed the session and allocate Lighting and Grip Permissions accordingly. If a student has not attended this course, he or she will not be given access to lighting or grip equipment.
4. **Equipment or Facility Specific Permission** as appropriate for the level of study may be obtained by a pre-arranged session with the Technical and Tutorial Support Office. Every effort will be made to accommodate requests to gain Equipment or Facility Specific Permissions subject to operational requirements and capacity.

#### 2.2 How Permissions are lost

A student will lose their Permissions if he or she fail to take appropriate care and responsibility for the equipment and facilities and do not comply with AFTRS equipment and facilities policies and procedures. Loss of Permission will be reported to the relevant Subject Leader and will be recorded on the student's file.

1. If equipment or part of the equipment is lost, stolen or damaged or the facility is damaged and the student fails to inform the Technical Store, either in writing prior to the return or in person at the time of return, he or she will lose their Permissions.
2. Any unprofessional conduct in relation to equipment and facilities borrowing may result in loss of Permission.
3. Late return of equipment will result in suspension of all bookings until all late equipment is returned.
4. Severe breaches, including but not limited to deliberate misuse of equipment or facilities, breaching WHS policies and procedures or repeated breaches of equipment and facilities policies and procedures will be considered misconduct.

### **3 Technical Store Procedures**

The Technical Store operates at the following times:

- Monday to Friday 8am to 6pm
- Saturday 8am to 1pm (during semester)
- After Hours returns are possible with assistance from the Technical Store in the first instance.

The following procedures outline how to access equipment in the Technical Store.

#### **3.1 Bookings**

1. Bookings must be made at least 24 hours in advance, including any changes or cancellations.
2. All students are responsible for the management of their own bookings. This includes cancellations.
3. Ensure your booking includes time to pack equipment properly, transport or ship equipment, transfer data and wipe drives, charge batteries and so on.
4. Bookings will be reviewed and approved by the Technical Store. If unusual, a booking may be queried. Equipment will be issued for approved bookings only.

#### **3.2 Collecting Equipment**

1. The student is required to collect booked equipment on the Due Out Date or the booking will be cancelled. If the student is unable to collect the equipment as booked, they must notify the Technical Store as soon as practical.
2. The student is responsible for checking the equipment and raising any issues prior to leaving the Technical Store.
3. If equipment is shipped to a student it will be shipped on the Due Out Date. The student is responsible for ensuring this allows sufficient time for the equipment to arrive. The student must check the equipment upon receipt and notify the Technical Store immediately should any issues arise.

#### **3.3 Store Issue Sheet**

1. The student borrower must sign the Store Issue Sheet when picking up equipment. If the equipment is shipped, then the student borrower must acknowledge receipt to the Technical Store.
2. The student signing the Store Issue Sheet, or advising receipt of shipped equipment, acknowledges that they are responsible for the equipment. Collecting equipment on behalf of someone else is only permitted by prior arrangement where necessary.
3. The student will be provided with a copy of the Store Issue Sheet on collection of the equipment. This sheet can be used to ensure that all equipment is correctly packed and returned.

### 3.4 Returning Equipment

1. Students are required to return equipment on the Return Due Date. If the equipment is going to be returned late, the student is required to notify the Technical Store as soon as practical (preferably in writing).
2. To request an extension for a booking, contact the Technical Store as soon as practical. Rebooking the equipment after the original return date does not constitute an extension.
3. Any kit containing external media, such as CF Cards, are to be returned with the media. The Technical Store will not accept any kit that is incomplete.
4. Any internal or external recording media must be erased of data prior to return.
5. The student who signed the Store Issue Sheet or advised receipt of shipped equipment is responsible for returning the equipment in the same condition in which it was issued.
6. Students are required to fully charge any rechargeable batteries before returning equipment to the Technical Store.
7. If the equipment has not been returned in a satisfactory condition, the Technical Store may request, where practical, that the student return to the Technical Store, collect the equipment and return it later in a satisfactory condition.

### 3.5 Loss or Damage to Equipment

The student is responsible for reporting any theft, loss or damage to the equipment or part of the equipment or damage to the facility either prior to (in writing) or upon return of the equipment. An Incident report must be completed as soon as practical including as much detail as possible about the incident. At AFTRS sole discretion, students will be charged for any loss or damage.

### 3.6 Freight

All freight costs are the responsibility of the student.

## 4 **General Access Equipment**

Equipment and facilities are provided according to the level and specialisation (if relevant) of the course in which the student is enrolled, and may be detailed in guidelines issued from time to time.

The following table provides a summary of equipment from the Technical Store included in the General Access Permission.

| <b>Group</b>   | <b>Equipment</b>   |
|----------------|--|
| Cameras/Lenses | Stills Cameras (including DSLRs and Powershots)<br>Sony NX70<br>Canon XF305 camcorders<br>Go Pro + accessories<br>Stills Lenses<br>Director's viewfinders<br>Canon flash / LED light |

|                              |   |
|------------------------------|---|
| Sound                        | Zoom & Tascam audio Recorders & Flashmics<br>Headphones<br>Beachtek Audio Interfaces<br>Boom poles<br>Shotgun mics<br>Radio Microphones<br>Rode Smartlav iPhone microphones<br>Rode USB microphones<br>Rode video microphones |
| Storage                      | Data storage cards & readers  |
| Accessories & Camera Support | Slates<br>Standard tripods<br>Monopods<br>Hot wings<br>Fig rig<br>Pogo-Cam<br>Green Screens   |
| Facilities                   | Film / TV Studios<br>Teaching Rooms<br>Computer Labs  |

## 5 Authorisation and Distribution

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|---|---|
| <b>Authorisation</b>                        | CEO   |
| <b>Date</b>                                 | 17 November 2015  |
| <b>Responsible Officer</b>                  | Director, Technology & Infrastructure   |
| <b>Contact Officer</b>                      | Technical Store Offices<br>Production Resources   |
| <b>Effective Date</b>                       | 17 November 2015  |
| <b>Distribution</b>                         | Intranet, AFTRS website, Moodle.  |
| <b>Review Date</b>                          | One year from effective date; earlier or later dependent on external factors such as legislative reform.                              |
| <b>Current version</b><br><b>Supersedes</b> | v4.0<br>Student Access to Equipment and Facilities Procedures v3.2 and before<br>Access to AFTRS Equipment and Facilities Policy 2010 |
| <b>Associated Documents</b>                 | Student Access to Equipment & Facilities Policy   |