

ORIENTATION GUIDE 2020

AFTRS

Our Values: Mastery Daring Merit Generosity Together

WE STRIVE FOR MASTERY:

We know that mastering this craft is a life-long endeavour. There is always more to learn.

WE ENCOURAGE DARING:

Nothing great ever came from playing it safe. We are bold. We take risks.

WE BELIEVE IN MERIT:

Talent always gets a fair go here, wherever it comes from.

WE PRACTICE GENEROSITY:

We are open to the world and to each other. The stories we share nurture our culture.

WE WORK TOGETHER:

We are in this together, working to create a whole that's bigger than ourselves.

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Welcome

This guide contains essential information you need to support your time at AFTRS.

It covers information about the Student Centre, student support, IT support including logins, 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.

You should also make yourself familiar with the 2020 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, please contact the Student Centre.

Seven Things you Need to do in O-Week

1. Log in to your network account, student email account, and Moodle
2. Collect your Student ID Card
3. Access your Student Timetable
4. Attend the welcome event for your program and orientation activities
5. Apply for a concession travel card (eligible for full-time students only)
6. Take a campus tour
7. Visit the Library and activate your Library Card

Key Contacts

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.

The Student Centre is located on the ground floor near Reception. To make an appointment outside regular hours contact the Student Centre.

Hours: Monday–Friday
9am–5pm

Phone: (02) 9805 6444
Email: studentinfo@aftrs.edu.au

When you pick up your Student ID you will also receive a small card with security information on it.

This card provides you with telephone numbers you can call in an emergency or where you need support. It includes the following information:

Student Centre: (02) 9805 6444
Service Desk: (02) 9805 6456
Reception: (02) 9805 6611
Tech Store: (02) 9805 6630
AFTRS Security: (02) 9805 6577
EQ Security: (02) 8117 6718
Associated Counsellors: (02) 8205 0566

Student Life

Student 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:

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

If you lose your card or it is stolen, report it immediately to Reception (ext. 611). There is a cost to replace lost cards.

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 lines of communication are kept open between you and the school.

Student Records

You can access your student record through the Paradigm student portal. Your student record holds all your personal information and academic documents, and it 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

Paradigm Portal

Paradigm is the access point to manage your course enrolment:

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

The default username is your student number. For assistance with this system, please contact the Student Centre.

Student Forms

Forms are required to be completed for a variety of requests, borrowing computers, financial hardship and more.

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

→ aftrs.edu.au/students/current-students/student-policies-and-forms/

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, 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 contact 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.

Student Areas

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

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 operate the dishwashers each evening but you must clean up after yourself.

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.

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 available for Master students in the Masters area.

Lockers are allocated and keys issued by the Student Centre for the duration of your course. There will be a replacement fee required for lost keys.

Facebook Group: AFTRS Noticeboard

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

→ facebook.com/groups/aftrs.noticeboard

Student Societies

Australian Reflexxx is a weekly film club, run by 1students, for students. You suggest a movie and we show it... 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.

Stay Connected

Be sure to follow or subscribe to AFTRS social channels and stay up to date with events, alumni successes, behind the scenes on productions and industry news. You will find videos updated weekly such as Top Tips or Masterclasses from industry practitioners including AFTRS heads of department, lecturers, current students, alumni and visiting stellar industry professionals plus student productions, event invitations, news and more.

#AFTRS
→ facebook.com/aftrs
→ twitter.com/aftrs
→ instagram.com/aftrs
→ youtube.com/aftrsshows

Financial Assistance

AFTRS Scholarships

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. Scholarships include Equity and Indigenous scholarships.

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 is a brief guide only. For more information, visit the Human Services website.

→ humanservices.gov.au

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 max amount of \$1,000.

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

- A grant that does not need to be repaid.
- 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 or contact the Student Centre.

→ aftrs.edu.au/students/current-students/student-policies-and-forms/

You will need to make an appointment with a Student Engagement Manager to discuss your application. Support documents should be provided when you apply which may include bank statements and rental agreements. 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.

Support Programs

Transitioning to higher education study, whether you are straight from high school or haven't studied for some years, can be a challenging experience. We all have different learning experiences, skills and knowledge and it takes each person a different amount of 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 at AFTRS including:

- Student support (pastoral and learning support)
- Medical condition and access support
- Financial hardship
- 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 for advice or support.

If you are having persistent problems in your course speak to your Head of Discipline/Subject Leader or lecturer to work out strategies for addressing your issues. If necessary they 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 for your courses are also an excellent resource and can be found on the Library website at libguides.aftrs.edu.au.

Peer Support

A targeted Peer Support Program is available for students 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

Counselling Service

Free and confidential counselling is available to you to help with managing any personal 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
- 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 two days 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 the Associated Counsellors website or visit the AFTRS website.

→ www.counsellingsydney.com.au

Student Access

Access is available via the Ground Level & 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, please contact the Student Centre
→ aftrs.edu.au/students/current-students/student-policies-and-forms/

If you have a disability or medical condition which requires access support please 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.

We are committed to the provision of reasonable adjustments, in consultation with you, within a reasonable time after notification of the need for adjustments.

Reasonable adjustments are measures taken to enable you to participate fully and equally in areas of the School's operations on the same basis as a student without a disability. These include:

- Admission and enrolment
- Academic activities
- Curriculum development, assessment and certification requirements
- Physical access to buildings and facilities
- Information access
- A safe learning environment

You will be contacted by a Student Engagement Manager if you indicated you might require assistance.

If you haven't notified the Student Centre about your access needs, please complete the Student Access form located on the AFTRS website or contact the Student Centre to discuss.

→ aftrs.edu.au/students/current-students/student-policies-and-forms/

A Student Engagement Manager will arrange a meeting with you and devise a Learning Access Plan if required which may include adjustments that support you in your course.

Personal Safety, Sexual Assault and Harassment

Our interpretation of a risk to safety includes feeling threatened or harassed, feeling unsafe, or you experience any sexual behaviour that makes you feel uncomfortable, frightened, intimidated or threatened. This includes sexual behaviour that you have not agreed to, where another person uses physical or emotional force against you.

Collection and storage of information about individual disclosures and reports of sexual assault and sexual harassment is confidentially maintained. Students will be provided counselling and an onsite counsellor is available one day per week.

AFTRS has a responsibility to promote and foster a safe environment for students both on campus and online and we want you to have a rewarding experience during your studies here.

The AFTRS 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, locations, classrooms and includes all interactions, including in person, phone calls, texts and online. This means that we expect everyone in the AFTRS community to behave in a respectful and safe manner.

Crisis Telephone and Counselling Services

NSW Mental Health Access Line:	1800 011 511	The NSW Mental Health Line is a state-wide telephone number to give NSW residents access to expert mental health advice, support and referrals for people dealing with a mental health problem and their families and carers. Where appropriate they can put you in contact with the local mental health crisis or acute care team. The Mental Health Line also provides advice about clinical symptoms, the urgency of the need for care and local treatment options for health and care service providers.
Lifeline:	13 11 14	Anyone across Australia experiencing a personal crisis or thinking about suicide can contact Lifeline for support.
Kids Helpline	1800 551 800	Provides specialised help for young people aged 5 to 25 years and is staffed by professional counsellors.
1800 011 511	1300 659 467	The Suicide Call Back Service provides crisis counselling to people at risk of suicide, carers for someone who is suicidal and those bereaved by suicide. People who are not linked in with current professional support can also access up to six sessions of ongoing counselling with the same counsellor at scheduled times.
1800 011 511	1300 78 99 78	For men of any age who would like support, information or referral to assist them to deal with relationship problems in a practical and effective way.
1800 011 511	1800 424 017	For anyone in Australia who has experienced or is at risk of sexual assault, family or domestic violence and their non-offending supporters

Safe Conversation Initiative

The AFTRS Charter was developed and launched in 2018 after school-wide consultation. Part of the Charter includes the appointment of Safe Conversation Officers (SCO).

SCOs is a network of specially trained staff who will listen to you and help you access information about support and reporting. They are not counsellors but can provide an appropriate initial response to your concerns and guide you to the right services.

All SCOs are available for conversations with all students, however when it comes to productions and radio issues there are specified SCOs per course and year. See chart below and more information provided on the following page.

The table below is a list of Safe Conversation Officers and their contact details.

Annie Wright	Props Maker and Property Master Located at Production area near Studios	BA Year 3 MA Year 2	annie.wright@aftrs.edu.au (02) 9805 6536 (02) 9805 6368
Leuke Marriott	Technical Course Support Located at Production Office	BA Year 2	leuke.marriott@aftrs.edu.au (02) 9805 6554
Taryn La Fauci	Radio Coordinator Radio Officer Located on Level 1	Grad Dip Radio	taryn.lafauci@aftrs.edu.au (02) 9805 6671
Sue Elphinstone	Indigenous Unit Located on Level 2	MA Year 1	sue.elphinstone@aftrs.edu.au (02) 9805 6498
Alex Hardaker	Technical support supervisor Located at Production Office		alex.hardaker@aftrs.edu.au (02) 9805 6541
Gary Paramanathan	Outreach Manager – Engagement Team Located on Level 2		gary.paramanathan@aftrs.edu.au (02) 9805 6486
Louise Hope	Director People & Performance Located on Level 2		louise.hope@aftrs.edu.au (02) 9805 6466

SCO Role

The network provides points of contact to all students so you can feel safe to disclose any issues arising or if you need someone to have a conversation with. It provides another layer of support across AFTRS. It does not replace the work of the Student Centre – it complements it.

SCOs provide:

- Confidential, non-judgmental listening and support.
- Information and referrals.
- An opportunity to chat with staff who are trained.
- Advocacy on behalf of you if required for example they can act as a first responder to complaints.
- Information to Student Centre on developing issues if you give permission to disclose this.

Hours

SCOs are available during school core hours, normally Monday to Friday 9am–5pm. If you are a part-time student or online you can access them by calling, contacting them online or by email.

After Hours

If you need to access support outside these hours there are key people that can assist you.

PRODUCTIONS

SCOs will be available for students when they are out on location however this will only be during school core hours. You can discuss an issue with the SCOs over the phone or call in to see them once you are back at the School within school core hours.

- If it is an emergency or you require support, follow the normal procedures in terms of escalating the issue. Phone numbers are on call sheets so please use them.
- The Head of Production is your go to person if you have serious issues or incidents on location.

PART-TIME OR ONLINE STUDENTS

Students attending classes in the evenings, on weekends or online can contact their Course or Program Leader. If you need to talk to someone who is independent of your course you can of course talk to SCOs during school core hours.

Privacy

SCOs are committed to maintaining your privacy and confidentiality. They will ask you if they can disclose your information but there may be instances where they need to disclose information as follows:

- The incident is misconduct under the Student Code of Conduct and may need to be dealt with under Misconduct guidelines.
- The incident is serious and AFTRS may make a decision on further action.
- The incident may cause harm to you or other students.

The SCO will ask permission to disclose the information you give them and you can request to remain anonymous. In that instance they will discuss this with the Head of Student Services who will take action. All material will be dealt with sensitively and confidentially.

For more information about AFTRS Privacy policy see the AFTRS website or the Privacy Act 1988.

- aftrs.edu.au/governance/privacy
- oaic.gov.au/privacy-law/privacy-act

Indigenous Unit

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

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

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.

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 workshops and the Shut up and Write workshops.

Indigenous Pathways Programs

This program connects emerging practitioners with established industry stakeholders.

Contact

Email: indigenous@aftrs.edu.au
Phone: (02) 9805 6514



BlackShot cinematography talent lab practitioners

Building Information

Hours of Operation and Access

Mon–Fri: The building is accessible via the front entrance from 8am–9pm.

Sat–Sun: 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 6pm, 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. Changes will be notified.

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 contact (02) 9805 6577
- EQ security contact (02) 8117 6718 (24 hours)

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 on the phone

Transport and Parking

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

BY BUS: You can catch buses and alight at Anzac Pde or Lang Rd (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 on the AFTRS website.

→ aftrs.edu.au/about/get-involved/contact-us

The first two hours parking, outside of special event days, is free. When there is a special event, car parking rates increase. You are able to validate your parking ticket at AFTRS Reception to pay a reduced day parking rate. 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/map

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

Security of Belongings

We suggest you ensure you look after your belongings when attending classes. Leaving them unattended provides opportunity for thieves to steal.

- If you are leaving your lecture room, desk or work area, do not leave your belongings unattended. Leave them with a friend.
- Keep bags and valuables in sight or with you.
- Lock items up in your student locker which you can keep for the duration of your course (see Student Centre for allocation).
- Don't leave items in rooms or studios as others may be able to enter the rooms with security passes.

If you cannot locate your property, check with Security or Student Centre to see if someone has handed it in. Should a theft or an incident occur, report it to Security located at Reception.

On-site Café

The AFTRS café is located in the foyer and is open 8am–3pm Monday to Friday during semester periods. There is a snack vending machine also located in the café.

Environmental Management

AFTRS is committed to conserving our natural resources and recycling wherever possible. You are asked to assist in this by:

- Remembering to turn off lights and equipment when finished.
- Keeping doors closed to the outside in air-conditioned areas.
- Reporting leaking taps and toilets to Reception.
- Putting ONLY good waste paper in the paper only recycle bins and nothing else. Cardboard boxes can be left next to paper bins.
- Using 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:

Head of Facilities: (02) 9805 6421
Student Centre: (02) 9805 6444

Hazards, injury and incidents are reported directly to any staff member and using the online incident report.

Building Maintenance

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

Smoking

Smoking is not permitted in any AFTRS building or within 10 metres of any entrance. There is a designated smoking area at the rear of the building.

First Aid

You can access a current list of emergency phone numbers and first aid at AFTRS Reception 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 611 or Security on 577.

If you are injured or ill at AFTRS outside normal hours you can contact Security as all 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 an ID access card.

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

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.

Information about emergency procedures are located around 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.

Technical Support

Service Desk is located in the Technology department on Level 1 North near Finance. Opening hours are:

Mon–Fri: 8am–6pm onsite
6pm–8pm phone support
Sat–Sun: 8am–4pm onsite

Online: servicedesk.aftrs.edu.au
Phone: x456 (or 02 9805 6456)

ICT Acceptable Use Policy

The Information & Communication Technology (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 PDF can be downloaded from AFTRS website.

Microsoft One Drive

Students also have access to 1TB 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.

Your AFTRS email address

You will be provided with an email address in the form of `firstname.surname@student.aftrs.edu.au`. This is hosted through Microsoft Office 365.

All course communications should be 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.

Production Network Storage

AFTRS uses the Isilon network shared storage system for productions and major projects. Access is assigned as required. If you require access that has not been assigned to you, your lecturer must give permission via Service Desk Portal.

Data Backup

Files that reside on the AFTRS shared storage network (Isilon) will be backed up on a regular basis. 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 as AFTRS computers are wiped and cleaned of data regularly.

Wireless Service

A secure Wi-Fi service has been setup within the AFTRS Moore Park building and also covers the Heritage Park area in front of the building

Eduroam is a world-wide internet network for the Education and Research sectors allowing staff members, students and researchers seamless internet access across 12,000 institutions worldwide.

This means there's no need for multiple credentials when connecting to eduroam, if you are visiting another institution just plug in your AFTRS credentials and away you go!

→ To connect to Eduroam, on your phone or computer via your wireless network, enter your `studentnumber@student.aftrs.edu.au` (and password)

Network Login

Your student number & password must be used to access the following AFTRS systems: you will create a single password to use across all systems

AFTRS STUDENTNUMBER@STUDENT.AFTRS.EDU.AU + PASSWORD

Office 365
Wireless (Eduroam)

AFTRS STUDENTNUMBER + PASSWORD

Moodle
Computer Labs
EFBS (Equipment Booking System)
Room Booking system

If you need to reset your password, you can do reset via the password reset server:

→ Passwordreset.aftrs.edu.au

Printing and Scanning

AFTRS has a number of printers around the building, which can be used by Students and Visitors to the School.

EMAIL PRINTING

You can send your print job through to `printing@aftrs.edu.au` from your AFTRS email account. From there your print job will be added to your print queue.

Supported Formats
doc, docx, xls, ppt etc. PDF, JPEG, GIF, TIFF

WIFI PRINTING

You are able to upload your printing jobs via our Internet Gateway; <https://printing.aftrs.edu.au/ig/secureprint> this can be done when you are connected to anywhere you have an internet connection.

Supported Formats
doc, docx, xls, ppt etc. PDF, JPEG, GIF, TIF

TO PRINT

Swipe your Student ID card at the printer and choose the option to print, scan or copy.

Check the print costs at your selected printer before accepting and confirming your print jobs. You can add credit to your account (minimum of \$1) by either:

- Using a PayPal account at 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)

All printers are black/white & colour and are located at:

- The Library
- Level 1
- Masters Space

Moodle

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

You can log into Moodle from a computer, tablet or smartphone at <https://moodle.aftrs.edu.au>, using your network login details.

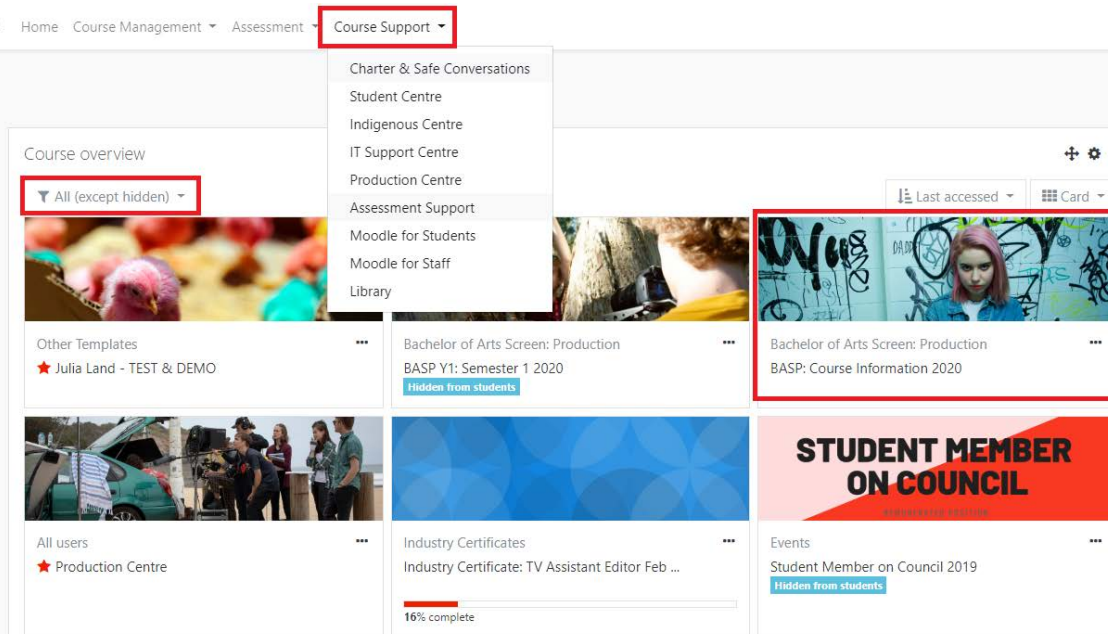
Your current courses can be found on the dashboard. You can filter the view and may need to select "All" or "Future" if your course has not started yet. Courses are available from O week.

Click on your course to open. Once inside your course, you can access your course outline, course content, and assessments.

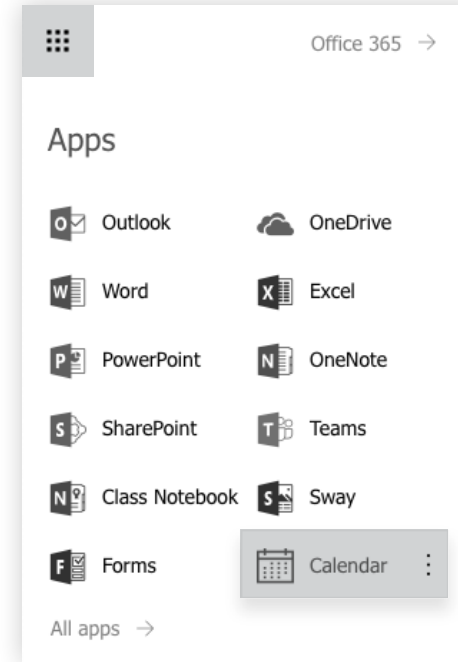
There is a section for each teaching week. Note that in some courses the weekly section will become available the Friday before the teaching week starts.

You can get help in the Moodle Guidebook for Students, which can be accessed via the Course Support menu on the top navigation bar, or on your dashboard

Under the Course Support menu, you can also find Assessment Support and the Production Centre, two useful spaces that will support your learning. Visit the Production Centre when you are ready to get your "Permissions".



Timetables



Accessing your Timetable on a Computer

Your timetable is accessed through your Office 365 account or by clicking on the Timetable link from your Moodle course page.

→ login.microsoftonline.com

Login with your AFTRS student number - studentnumber@student.aftrs.edu.au.

To switch between Mail and Calendar click on the tiled menu icon in the top left.

The timetable is made up of two Calendars:

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/end time, will be displayed in a pop-up box.

Accessing Your Timetable on a Mobile Device

You can also access your calendar by using the Microsoft Outlook app on your mobile device.

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

Online: servicedesk.aftrs.edu.au
 Phone: (02) 9805 6456 or



Production Operations

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 online inductions, such as; Work Health & Safety (WHS), Studio Induction and Lighting Safety Induction. The other permissions you need will depend on the course you are enrolled in. Students are able to book teaching rooms by logging on to 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. See your tutor or Production Operations Help Desk.

The Tech Store

The Tech Store is where technical equipment can be borrowed and returned. The staff at the Tech Store also provide general assistance and advice on equipment. Once you have your permissions for equipment, bookings can be made online or at the Tech Store and Production Operations Help Desk.

→ efbs.aftrs.edu.au

Tech Store hours during semester are:

Monday–Friday:	8am–6pm
Saturday:	8am–1pm
Sundays:	Closed
Public Holidays:	Closed

Email: techstore@aftrs.edu.au
 Phone: x512 and x513

Technical and Production Support

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

Production Operations Office hours are:

Monday–Friday: 9am–6pm

Email: techcoursesupport@aftrs.edu.au
 Phone: x499

Grip and Lighting

There is a dedicated Grip who is available for technical support on productions and studio work. (Telephone ext. 588).

The Lighting Store is currently operated on an ad hoc basis, but support is available. Contact the Production Operations Help Desk on ext. 499.

Props and Staging

The Props and Staging office is located between Studio 2 and the Workshop accessible via the Loading Dock. The Props and Costume Store is located on the Mezzanine Level, down the hall from the student area near the lift. The team can provide advice regarding sets, props and costume.

Props and Staging hours are:
 Monday–Friday: 8am–6pm.

Email: productionsupport@aftrs.edu.au
 Phone: x542 or x600 (Props and Costume Store)

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, including WHS, location releases, risk assessments, insurance information and much more. The Production Handbook and associated paperwork is also a very useful and important reference to read.

Jerzy Toeplitz Library

The Jerzy Toeplitz Library is Australia's premiere library for the development of learning, teaching, research, creativity and innovation of the screen arts and broadcasting industries. The library has an extensive and unique collection of film, television and radio specific resources, both on premise and online. This growing collection is regularly highlighted through rotating displays.

Opening Times

Weekdays: 9am–6pm
Saturday: 10am–2pm

Our Collection

- Over 18,000 titles of DVDs and Blu-rays
- Over 23,000 titles of books & eBooks
- Over 3,000 film and television scripts and screenplays
- Over 1,000 CD titles
- Over 2,000 Journal titles
- Over 75,000 streaming videos accessible both at the school and at home
- Over 100 computer game titles & VR apps
- AFTRS student films, scripts and research papers
- Daily newspapers
- Online databases

What can I Borrow?

- 10 DVDs or Blu-rays for 7 days
- 10 books for 21 days
- 4 CDs for 7 days
- 2 Games for 7 days
- eBooks, streaming videos and other e-resources can be accessed using your Network/Moodle login at the school or at home

What can the Library do for me?

- Research: Help you locate information for your assignments.
- Request resources: Request study related items to be purchased for the Library collection.
- LibGuides: Comprehensive subject guides compiled by your lecturers and library staff
- Searching and Referencing Skills: Experienced Library staff will show you how to search for information and reference your assignments correctly.

And now for something completely different...

The AFTRS Library is also a place to hang out and enjoy yourself. Be sure to come in with your morning cup of coffee and check out our:

- Curated Collection: Monthly themed displays assembled by our creative Library staff.
- New Titles: A fortnightly display of new additions to the Library collection.
- Staff Picks: Library Staff's recommendations from the Library collection.
- Indigenous Display: A selection of Library materials by Indigenous filmmakers.
- Events: Keep a look out for celebrations taking place in the library such as our Annual Oscar Day Screening and Halloween festivities.
- Competitions: PRIZES! PRIZES! PRIZES!

Be sure to come into the Library and meet your friendly Librarians.



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 (SRC) is responsible for providing student feedback to AFTRS staff about their experience at the school and for developing the extra-curricular activities. One representative is elected from each year group on a 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 Executive and Academic Board.

Student Curriculum Partners

Student Curriculum Partners (SCP) are made up of Student Representatives and other selected students. Whilst the school employs experts in screen education, we recognise that students are experts in the field of student experience and as such, a valuable resource. The group differs from the SRC, which is responsible for giving feedback, as it allows students to actively partner and collaborate with us in the process of continually improving our courses. This includes setting the agenda for discussion, digging deeper into feedback and suggesting innovative solutions to curriculum and delivery questions.

New to Sydney?

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 you care of the AFTRS Student Centre:

Your Name
C/O AFTRS Student Centre
PO Box 2286, Strawberry Hills
NSW 2012

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) 9667 0803

WATERLOO MEDICAL CENTRE (7 DAYS)
Bulk billing available, no appointment required
(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

ABORIGINAL MEDICAL SERVICE (AMS)
36 Turner Street, Redfern
Bulk billing, appointments can be made on arrival.
For Indigenous Australians access only
(02) 9319 5823 (also for dental appointments)

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

Contact the Student Centre for more information. You can post accommodation requests, for example, on the noticeboard outside the Student Centre or upload it to the Facebook page.

Other Housing Support

LAUNCHPAD COMMUNITY NOT-FOR-PROFIT ORGANISATION (ACCOMMODATION)

A community not-for-profit organisation that aims to provide opportunities and capacity to young people, so they can participate, engage and belong in the community.

Address: Shop 8-10
654-670 King Street, Erskineville
Phone: (02) 9557 2810
Website: launchpadyouth.org.au/about-us

FAMILY AND COMMUNITY SERVICES (FACS)

FACS provides support to young people who need a home or are at risk of not having a place to live anymore. This includes specific support for young parents, Aboriginal young people and people under 25 who identify as LGBTIQ.

FACS may be able to help you find a place to live, and help pay the rent.

Website: facs.nsw.gov.au/families/children/homelessness

TONY MUNDINE ABORIGINAL HOSTEL
(For Australian Indigenous students only)

Accommodation service for Aboriginal and Torres Strait Islander people pursuing tertiary education and training.

Address: 203 Catherine Street, Leichhardt
Phone: (02) 9043 9520

WOMEN'S HOUSING COMPANY LTD
(For women only)

The Women's Housing Company provides affordable and safe housing for women who meet their eligibility criteria.

Address: Suite 901, Level 9
418A Elizabeth Street, Surry Hills
Phone: (02) 9602 9160
Website: womenshousingcompany.org.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.

Website: rlc.org.au

COMMUNITY LEGAL CENTRES NSW

Maintains a directory on other not-for-profit legal centres around the state.

Website: clcsw.org.au

DISCLAIMER: This publication contains information current as of February 2020. 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.

Australian Film Television
and Radio School

The Entertainment Quarter
Moore Park
Sydney NSW 2021

studentinfo@aftrs.edu.au
1300 223 877
aftrs.edu.au

Facebook /aftrs
Instagram @aftrs
Twitter @aftrs
YouTube /AFTRSShowcase



Australian Government

AFTRS

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.