Welcome to the Queensland School of Film & Television

Mission Statement

Queensland School of Film and Television (QSFT) strives to set the international standard for excellence across every aspect of training in film and television production.

Through broad-based, relevant theoretical study and practical training, delivered by enthusiastic and supportive lecture staff, QSFT students gain the skills, knowledge, professional competence and personal confidence required for a highly successful career in the film and television production industry.

Location

The QSFT production facility is located at 7/35 Ethel Street, Yeerongpilly, which is just seven kilometres south of Brisbane CBD. Yeerongpilly train station and bus stops are within easy walking distance.

Facilities

QSFT’s dynamic and hands-on classes are conducted in fully-equipped classrooms and green screen studio. We have a sound proof recording booth and editing suites with up-to-date industry standard software. A large range of cameras, sound, lighting and a variety of other equipment is used consistently for the practical application of theory.

Trainers

QSFT trainers are highly recognised industry professionals with extensive professional experience. It is QSFT policy that all trainers are committed to every student’s professional and academic success.

Trainers continually provide students with advice including: career prospects, industry knowledge, and professional etiquette.
QSFT Course Offering

Qualification

Diploma of Screen and Media (CUF50107)

Career paths

QSFT Diploma of Screen and Media graduates are qualified and equipped to pursue exciting and successful careers as:

- Art Directors
- Assistant Directors
- Camera Operators
- Directors of Photography
- Directors
- Editors
- Assistant Editors
- Gaffers
- Producers
- Production Managers
- Production Assistants
- Post-Production Assistants
- Sound Recordists.

Start Dates / Duration / Delivery Mode

Start Dates for 2014

- Semester 1: 3rd March 2014 – 27th July 2014
- Semester 2: 28th July 2014 – 21st November 2014

Please note that we also accept mid-year entry.

Duration

18 months full-time study.

Students may choose to study the 15 required Areas of Study at their own pace (i.e. part-time).

Delivery mode

Full-time students undertake a workload of between 3 and 5 Areas of Study per semester. Therefore approximately 20-35 hours per week should be allocated (this includes classes, demonstrations, field trips, assignments and home study). Part-time students undertake 1 or 2 Areas of Study per semester.

Classes are normally held from 6:00pm to 9:00pm, Monday to Friday (class timetable and availability is subject to change. Please enquire the most up-to-date class information by contact our friendly staff). Field trips are likely to be held outside of usual teaching times.

Students are encouraged to contact QSFT staff for guidance when selecting their Areas of Study.
Synopsis

The QSFT Diploma of Screen and Media (CUF50107) course equips students with a thorough working knowledge of the film and television industry and its requirements. Students will comprehensively learn about the technical, organisational, creative, and fundamental aspects of filmmaking in a highly supportive environment.

The Areas of Study include:

Foundation
- Business Essentials for Creative Industry (Core unit)
- Information Technology for Production
- On Set Techniques and Safety (Core unit)

Technical
- Advanced Post-Production
- Camera Operation
- Cinematography
- Directing
- Editing
- Production Coordination
- Art Directing
- Production Management (Core unit)
- Script Writing
- Sound Production

Portfolio development
- Film Production (Core unit)
- Television Commercial Production (Core unit)

Please refer to Areas of Study Covered for more Unit information.
Prerequisites

When entering the Diploma program student are expected to

- have completed High School or a Certificate III level qualification
- **OR** - be of mature age (18 or over)
- **OR** - have relevant industry experience

It is recommended that applicants have received passing grades for English and Mathematics at year 12-level (or equivalent).

QSFT also accepts portfolios of work, which can used to give applicants additional consideration.

If you are unsure if the prerequisites can be met, please contact QSFT to discuss your options.
Assessment

Students will be examined for their understanding of course content and ability to perform typical industry tasks through practical assignments (individual and group), written assignments, reports, presentations, and simulated environments (role-play).

All QFTS students receive feedback sheets for each assessment item to assist them with their learning, and will be awarded with their Statement of Academic Record/Statement of Attainment/Qualification within 21 days of receiving the final satisfactory feedback sheet or satisfactorily undertaking the final assessment.

Grading System

At the end of each semester students will receive two sets of results – an official Competency result and an unofficial PLA (Performance Level Assessment) result.

An official result involves one of following grades for each Unit completed:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>J</td>
<td>competency achieved / pass</td>
</tr>
<tr>
<td>K</td>
<td>satisfactory to date</td>
</tr>
<tr>
<td>M</td>
<td>not yet competent</td>
</tr>
<tr>
<td>L</td>
<td>unsatisfactory to date</td>
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<tr>
<td>R</td>
<td>RPL</td>
</tr>
<tr>
<td>C</td>
<td>credit transfer</td>
</tr>
<tr>
<td>W</td>
<td>withdrawn</td>
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</tbody>
</table>

A Performance Level Assessment (PLA) is an added value component to provide students with a more comprehensive assessment of their abilities, and, to recognise their efforts. It is a supplementary report that provides additional information regarding student achievement.

Students who receive a Competency result of ‘C’ will be allocated one of the following PLA reporting codes:

**High Distinction**
Student has demonstrated an industry-standard of performance

**Distinction**
Student has demonstrated a professional level of performance

**Credit**
Student has demonstrated an advanced level of performance

**Pass**
Student has demonstrated competency at the required AQF level
Tuition fees

**Tuition fee:** $1145 per Area of Study  **Application fee:** once-only fee of $75 (non-refundable)

**Resource:** Any required textbook, printout, class note are included in the tuition fee.

Fees are payable 4 weeks prior to the start of a semester.

<table>
<thead>
<tr>
<th>Areas of Study</th>
<th>Tuition Cost</th>
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<tbody>
<tr>
<td>5</td>
<td>$5,725</td>
</tr>
<tr>
<td>4</td>
<td>$4,580</td>
</tr>
<tr>
<td>3</td>
<td>$3,435</td>
</tr>
<tr>
<td>2</td>
<td>$2,290</td>
</tr>
<tr>
<td>1</td>
<td>$1,145</td>
</tr>
</tbody>
</table>

**Payment methods:** Cash, Cheque, Money Order, Direct Deposit/Internet Transfer, Credit Card - MasterCard or Visa (1.5% fee applies to credit card payments).

**Note:**
- tuition fees do not cover hard drive, tapes, memory cards, stationaries, 3rd party camera hire, printing, and any other consumable items. Indicative costs for specific Areas of Study are outlined in the enrolment form and subsequent unit selection forms. Beyond what is supplied by QSFT, students will need to cover general incidental costs relating to their training, e.g. stationery, external hard drive, props/set dressing requirements etc. Students will also be required to supply their own headphones for editing and sound work.
- to keep pace with ongoing operating costs, tuition fees maybe subject to an increase of approximately 4% each year.

**Payment plans**

At QSFT we recognise that not all students have the financial resources to pay tuition fees upfront, therefore we offer an accommodating payment plan for each semester (using direct debit billing) for students undertaking **3, 4 or 5 Areas of Study** in the Diploma of Screen and Media.

To apply for this payment plan, please contact QSFT to request and complete a FFA PaySmart form.

**Austudy/Youth Allowance**

QSFT Students enrolled in 3 to 5 Areas of Study are eligible a Translink concession card, and can apply for Austudy and/or Youth Allowance. Please contact Centrelink for further details.
How to apply

Prospective students should complete the Queensland School of Film and Television Application Form and submit it with the deposit and application fee. We will send you an acknowledgement letter when we receive your application, and you’ll be notified by mail on the outcome of your application as soon as possible.

Phone: (07) 3392 7788
Email: applications@qsft.com.au
General Enquiries: info@qsft.qld.edu.au

Other items

Recognition of Prior Learning (RPL)

QSFT recognises demonstrable expertise and relevant study or experience that is consistent with the maintenance of established academic standards/competencies measured against the Performance Criteria of the Unit(s) in the course. Applications for RPL will be accepted from current students or those who have submitted an application for admission. An application fee plus an RPL assessment fee will apply. For more information please be sure to contact us.

Credit Transfer

QSFT recognises the Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by any other Registered Training Organisation (RTO). QSFT will offer mutual recognition of a result for a common Unit(s) of competence gained from another RTO through Credit Transfer. There is no charge for a Credit Transfer application, however they will only be accepted from current students or from those have submitted an application for admission to the QSFT.

English Requirement

Prospective QSFT students whose first language is not English will be asked to sit the International English Language Testing System (IELTS) test and obtain a result of at least 5.5, or the equivalent from another recognised English testing facility. If further assistance is necessary, QSFT is able to refer students to other agencies on a Fee-for-Service basis.

Applicants who have recently undertaken formal secondary or tertiary studies in the English language for at least two years may be exempt from taking the IELTS test.
### Units with NO pre-requisites

<table>
<thead>
<tr>
<th>Semester</th>
<th>Area of Study</th>
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<tbody>
<tr>
<td>1</td>
<td>Camera Operations</td>
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<tr>
<td></td>
<td>Art Directing</td>
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<tr>
<td></td>
<td>Production Coordination</td>
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<tr>
<td></td>
<td>Business Essentials for Creative Industry (Core unit)</td>
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<tr>
<td></td>
<td>On Set Techniques and Safety (Core unit)</td>
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<table>
<thead>
<tr>
<th>Semester</th>
<th>Area of Study</th>
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<tbody>
<tr>
<td>2</td>
<td>Sound Production</td>
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<tr>
<td></td>
<td>Editing</td>
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<tr>
<td></td>
<td>Script Writing</td>
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<td></td>
<td>Production Management (Core unit)</td>
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<td></td>
<td>Information Technology for Production</td>
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</table>

### Units with pre-requisites

<table>
<thead>
<tr>
<th>Semester</th>
<th>Area of Study</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 and 2</td>
<td>Directing</td>
<td>Production Co-ordination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Camera Operations</td>
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<td></td>
<td></td>
<td>On-set Techniques and Safety</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Film Production (Core unit)</th>
<th>All areas of study from Semester 1 and Semester 2</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Advanced Post-Production</td>
<td>IT for Production</td>
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<tr>
<td></td>
<td></td>
<td>Editing</td>
</tr>
<tr>
<td></td>
<td>Television Commercial Production (Core unit)</td>
<td>Camera operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Editing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business essentials</td>
</tr>
<tr>
<td></td>
<td>Cinematography</td>
<td>Production co-ordination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Camera operations</td>
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<tr>
<td></td>
<td></td>
<td>On-set techniques and safety</td>
</tr>
</tbody>
</table>
Diploma of Screen and Media - Areas of Study

Advanced post-production

Unit: CUFANM402A – Create digital visual effects

This Area of Study provides the skills and knowledge required to edit complex productions in film, television and interactive media. A high degree of technical competency is expected, along with a high level of creativity.

Topics include:
- Chroma key and motion tracking
- advanced editing techniques
- colour correction and grading
- motion graphics and animation
- post-production supervising and workflow management

Business essentials for creative industry

Unit: BSBREL401A – Establish networks (core unit)

This Area of Study provides the skills and knowledge required to develop and maintain effective work relationships and networks. It covers networking and negotiation skills required by freelance filmmakers to succeed in the business.

Topics include:
- market research and analysis
- marketing and promotional materials
- business network strategies
- business plan development
- negotiation / pitching
- financial reports and cost calculation

Camera operation

Unit: CUFCAM401A – Shoot a wide range of television content

This Area of Study provides the skills and knowledge required by a camera operator to shoot a variety of content for film and television, using professional HD digital video equipment. A comprehensive combination of theory and practical work provides an essential foundation of skills for success in the camera department.

Topics include:
- shooting formats and styles
- lighting theory and technique
Cinematography

Unit: CUFCAM601A – Direct cinematography for screen productions

This area of study will focus on the role of the DOP (Director of Photography) who is responsible for providing screen productions with their unique visual look. Composing shots, choosing angles and lighting scenes are imperative to this creative role.

Topics include:
- photographic principles
- subject practice / framing and composition
- define visual style
- blocking scene
- shooting coverage
- choosing camera equipment, media / film stock and lighting equipment
- cinematography language
- advanced colour grading

Directing

Unit: CUFDRT501A – Direct rehearsals of performers

This Area of Study provides the skills and knowledge required to direct screen and media projects. Directors are responsible for directing the cast, and crew, and for the overall vision and direction of the project.

Topics include:
- making creative decisions
- liaising with heads of departments
- directing techniques for talent
- storyboarding
- production brief
- communication and collaboration with the team

Editing

Unit: CUFPOS401A – Edit screen content for fast turnaround

This Area of Study provides the skills and knowledge required to edit screen content using non-linear editing facilities. Editors are involved in day-to-day editing for productions such as news, current affairs, television programs, corporate productions and feature films.

Topics include:
- why preparing shot lists is essential
- how a cutting technique can change the
  parallel editing
  continuity
story
- timing
- split editing

- the grammar of editing
- post-production etiquette

Film production

Unit: BSBCRT402A – Collaborate in a creative process (core unit)

This area of study is completely devoted to creating a short film. Producing a short film requires collaboration with multiple cast and crew. From writing a script, auditioning actors, and sourcing locations, to the final render of the colour grade, a crew devotes their time to creating a polished, professional product.

Topics include:
- script development
- film scheduling and location scouting
- managing resources and team collaboration
- production design
- production meeting reports
- deliver product on time, on budget

Information technology for production

Unit: CUFPOS402A – Manage media assets

This Area of Study provides the skills and knowledge required to manage media assets for screen and media productions. Computers are becoming the basic tool in the film production industry whether you are writing a script, editing video or audio, authoring a DVD, compressing video/audio for broadcast or internet delivery, grading and special visual effects.

Digital asset management becomes a critical skill for filmmakers, and consists of management tasks and decisions surrounding the ingestion, annotation, cataloguing, storage, retrieval and distribution of digital assets. This includes computer software and/or hardware systems that aid in the process of digital asset management.

Topics included:
- overview of film / video production technologies
- file formats and compression techniques
- digital asset management
- DVD authoring
- overview of editing, grading and visual effect softwares
- data wrangling (footage organisation to an industry standard)
On set techniques and safety

Unit: BSBOHS509A – Ensure a safe workplace (core unit)

This Area of Study provides the skills and knowledge required to establish and maintain a safe film set. The film and television industry offers diverse environments, from large scale shoots down to small corporate productions. Having an understanding of how a film crew and film set operates is vital in ensuring safety for everyone.

Topics include:
- OHS regulations and systems
- in lighting and grip departments / crew roles and safe operation of equipment
- electricity safety knowledge (e.g. power factors, current capacities, distribution circuits)
- special circumstances (e.g. underwater, rain, camera-sync strobe, moving vehicles)
- controlling light sources (e.g. gels, diffusers, scrims, snoots)
- on set etiquette

Production coordination

Unit: CUFPPM403A – Coordinate film and media production services and resources

This area of study provides a foundation to understand what is needed to organise and co-ordinate a project. A Production Coordinator works directly with the Production Manager in fulfilling the day to day business of running the production office on any project.

The role of the Production Coordinator has a direct bearing on the smooth running of any successful project.

Topics include:
- the production process and paperwork
- project scheduling
- location scouting and management
- call sheets

Art directing

Unit: BSBDES402A – Interpret and respond to a design brief

This Area of Study provides the skills and knowledge required to interpret and fulfil production design requirements for various film and television projects. The Art Department is responsible for ‘the look’ of a production and does this through colour, texture, and patterns. The Production Designer oversees set dressings, props, wardrobe, locations and production design.

Topics include:
- using models and drawings for set design
- design department roles
- location surveys
- set dressing
- script breakdown for design
- material listing for props and wardrobe

**Production management**

**Unit: BSBPMG510A – Manage projects (core unit)**

This Area of Study provides the skills and knowledge required to manage a wide range of screen, media, and entertainment activities. Production Managers are responsible for supervising a team and reporting to the producers.

Topics include:
- project budgeting
- funding applications
- understanding cost reporting
- management of a project
- understanding awards, deal memos and contracts

**Script writing**

**Unit: CUFWRT501A – Develop storylines and treatments**

This Area of Study provides the skills and knowledge required to develop a narrative or storyline. Writers take script development from concept to treatment, outline or storyline, to script. They work collaboratively with story editors, script producers, and script editors.

Participants will learn the technical knowledge and skills involved in script writing, script structure, character development, rules of dialogue, and genres.

Topics include:
- develop short narrative scripts
- develop concepts
- correctly format
- develop characters
- write dialogue
- story structure

**Sound production**

**Unit: CUSSOU504A – Create a final sound balance**

The Area of Study will emphasise the skills required to be a location recordist and post-production mixer. Sound Production explores a wide range of sound equipment and techniques for location and studio recording, mixdown, and creates sound effects in sound post-production.

Topics include:
- signal to noise ratios
- vision and sound synchronization
- Foley
- sound FX
• pre-production, production and post-production sound
• ADR
• mixdown

Television commercial production

Unit: BSBCMM401A – Make a presentation (core unit)

This Area of Study provides the skills and knowledge required to produce Television Commercials in a competitive production environment, and to liaise successfully with advertising agencies.

Topics include:
• elements making TVCs effective
• budgeting/scheduling of TVCs
• pitching and providing treatments to clients/agencies
timing/pacing considerations
• TV commercial classification
• broadcast distribution. timing/pacing considerations

Other courses on offer

In addition to our Diploma of Screen and Media course, QSFT has a number of exceptional, accredited courses and training programs, designed to be student-friendly and to meet the demands of this competitive industry.

Certificate III in Media (High School Program)

The Certificate III in Media High School program is for secondary school students interested in pursuing a career in the film and television industry. This qualification requires a one day per week attendance over a period of 4 school terms (1 year).

Certificate III in Media (Digital Media Program)

The Certificate III in Media program is one semester in duration and is open to anyone aged 16 years and older. This is a general course that covers the basics of filming, editing, industry knowledge, sound and lighting. Mid-year entry is also available.

Weekend Workshops

As an introduction to the Diploma course, QSFT’s weekend workshops are ideal for teachers, communications personnel, or those desiring a better understanding of film and video production. The workshops introduce new film makers to the basic principles and practices involved in lighting, shooting, sound recording, editing, directing and script writing.

See www.qsft.com.au to register for Weekend Workshops. It is essential that you register online for Open Days and Workshops as places are limited.
Glossary

**Area of Study:** Each semester a number of Areas of Study are taken. Each Area of Study is based on Units from the Screen and Media training package. Descriptions for the Areas of Study are in the section titled Unit Synopses.

**Course:** A course consists of a number of defined Units. An example of a course is the Diploma of Screen and Media.

**Unit(s):** The Unit of competence from the Screen and Media training package. A Unit(s) is/are used as a basis for the curriculum for an Area of Study.

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**Mailing address:** PO Box 2378 GRACEVILLE QLD 4075 AUSTRALIA
**Telephone:** (07) 3392 7788
**Fax:** (07) 3392 7511
**Email:** info@qsft.qld.edu.au
**Web:** www.qsft.qld.edu.au