Certificate III in Media (CUF30107) Digital Media Program

INFORMATION BOOKLET 2014

EduPro Australia Pty Ltd trading as Queensland School of Film and Television
A.B.N. 28 139 823 733 Provider No: 32265
7/35 Ethel St, Yeerongpilly QLD 4105, Australia

Diploma of Screen and Media CUF50107
Provider No: 32265
CRICOS Code: 03267D
Queensland School of Film & Television
An Overview

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 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

Certificate III in Media (CUF30107) - High School Program

Career Pathways

Upon completion, QSFT students will be qualified for the following positions:

- Camera/Lighting Assistant
- Editing Assistant
- Production Assistant

Typically, QSFT students will continue their film and television production studies and take on subjects from our highly regarded Diploma of Screen and Media (CUF50107). By doing so, students increase their career prospects and will be qualified for employment as:

- Director of Photography
- Producer
- Production Manager
- Assistant Director
- Editor
- Boom Operator / Sound Recordist.

Start Dates / Duration / Delivery Mode

Start date for 2014

We are pleased to offer this course for both Year 11 and Year 12 High School Students. The first day of the Certificate III is held on Wednesday the 12th February 2014. Students attend QSFT one day per week throughout the year and receive Certificate III in Media upon completion.

Duration

This course runs for one year and splits into 4 terms, with term breaks collating with most high school holidays. For more information on the Certificate III timetable please contact QSFT.

Delivery Mode

Classes are held once a week, on a Wednesday afternoon from 1:30pm until 4:00pm.
Synopsis

The QSFT Certificate III in Media (CUF30107) program is designed for people eager to pursue a career in the challenging and exciting film and television industry, and teaches students basic production skills and knowledge.

If graduates of the program wish to further develop their skills to enhance their career prospects, they are encouraged to undertake Subjects from the Diploma of Screen and Media course.

Please refer the Subjects Included for more Unit information.

Assessment

QSFT takes a holistic approach to assessment with this program and students will need to complete all assessment items satisfactorily to meet course requirements.

The majority of assessment involves practical work, and each Subject consists of several practical assessments, short answer questions, and project work.

Each practical assessment has not only been designed to assess the student's competency, but is also heavily linked to other assessments in other Subjects within the course. This encourages and enables students to take their work to the next level, and so that they can experience how industry departments interrelate.

Grading System

<table>
<thead>
<tr>
<th>J</th>
<th>competency achieved / pass</th>
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<tbody>
<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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<td>R</td>
<td>RPL</td>
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<tr>
<td>C</td>
<td>credit transfer</td>
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<tr>
<td>W</td>
<td>withdrawn</td>
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## Costs

**Tuition fee:** $2700  
**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.

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

### 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 Certificate III in Media students. For more information about this option, please request a Certificate III in Media Payment Plan information sheet.

### Prerequisites

**Required**

For entry into this program, the applicant needs to have completed or left high school. The minimum age for entry into this program is 16 years old.

**Recommended**

Assessment for this course contains both practical and written work. It is recommended by QSFT that applicants should have at least received a passing grade for English and Mathematics.

Having done Film and Television previously in high school can be advantageous however QSFT understands that not all high schools provide this elective. As such, we begin the program by covering the fundamentals before progressing to more advanced knowledge and techniques.

### 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.

If you have any questions on how to apply, literacy concerns or further questions about the course, we are able to discuss these with you and make recommendations.

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

*if your application to study at QSFT is not approved, the application fee and deposit will be refunded accordingly.*
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 who have submitted an application for admission to the QSFT.

Unit Information for Certificate III in Media (CUF30107)

<table>
<thead>
<tr>
<th>Unit of Competency</th>
<th>Subject</th>
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<tbody>
<tr>
<td>CUSOHS301A - Follow occupational health and safety procedures</td>
<td>Health and Safety</td>
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<tr>
<td>CUFCAM201A - Assist with a basic camera shoot</td>
<td>Camera Techniques</td>
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<td>CUFCAM302A - Rig camera infrastructure</td>
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<tr>
<td>CUFIN301A – Work effectively in the screen and media industries</td>
<td>Industry Knowledge</td>
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<tr>
<td>CUFLGT304A - Operate Floor electrics</td>
<td>Introduction to lighting</td>
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<tr>
<td>CUFPOS201A - Develop an extended critical and creative</td>
<td>Introduction to Post</td>
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<td>BSBCRT301A - Develop and extend critical and creative thinking</td>
<td>Production</td>
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<td>CUFSOU204A - Perform basic sound editing</td>
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<td>CUFDIG301A - Prepare video assets</td>
<td>Introduction to Post</td>
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<tr>
<td>CUSS0U04A - Record sound</td>
<td>Production</td>
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<td>BSBCRT301A - Develop and extend critical and creative</td>
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<tr>
<td>Video Production</td>
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Subjects Included

Health and safety in a production environment

Unit: CUSOHS301A – Follow occupational health and safety procedures

This subject provides the skills and knowledge required to establish and maintain a safe production environment. The industry involves diverse environments ranging from large scale shoots down to small corporate productions. Having an understanding of how a production crew and set operates is vital in ensuring safety for the crew, cast and the general public.

Topics include:
- OHS regulations and systems
- crew roles in identifying workplace hazards
- electricity safety knowledge (e.g. power factors, current capacities, distribution circuits)
- special circumstances (e.g. underwater, rain, camera-sync strobe, moving vehicles)
- Job Safety Analysis (JSA) and Risk Assessments
- on set etiquette

Industry knowledge and media project management

Unit: CUFIND301A – Work effectively in the screen and media industries

This subject covers the process of working effectively on an individual basis and with others. It requires the ability to obtain information about the industry, observe employment requirements, accept responsibility for quality of own work, maintain safety of self and others, participate in workplace teams and follow work schedules.

Topics include:
- crew roles, responsibilities and hierarchy
- research and identify potential employment opportunities in the industry
- understanding production work-flow in digital media

Camera and on-set techniques

Units: CUFCAM201A – Assist with a basic camera shoot / CUFCAM302A – Rig camera infrastructure

This subject offers an introduction to fundamental camera operation and theory. Students will participate in the hands-on practical application of digital recording devices. These two units cover the technical aspects of shutter, exposure, white balance, depth of field and various camera operation procedures.

Topics include:
- camera language (types and angles)
- eye-line
- depth of field
- framing
- exposure
- focus
Lighting

Unit: CUFLGT304A - Operate floor electrics

This subject provides students with the fundamentals of lighting required for digital media production. A variety of lighting equipment will be utilised to explore colour temperature, contrast ratios and lighting under different conditions.

Topics include:
- lighting equipment operation
- electrical safety
- colour temperature
- three point lighting
- interior, exterior and studio lighting

Sound recording

Unit: CUSS0U04A – Record sound

This subject provides an introduction to sound both on and off set. Students are introduced to recording sound in various environments along with different recording devices.

Topics include:
- types of recording devices
- recording techniques in various environments
- recording interview, event, drama - dialogue and studio
- sound recording formats

Post-production

Units: CUFPOS201A – Perform basic vision and sound editing  
CUFSOU204A – Perform basic sound editing  
CUFDIG301A – Prepare video assets

This subject will provide students with vision and sound editing techniques. Students will learn the skills to cut together a variety of different media and planning post-production work flow and final delivery.

Topics include:
- post-production work-flow and media asset management
- vision editing techniques / split edits / associated edits / parallel edits
- sound editing and mixing
- colour correction
- file export for digital media
Video Production

Units: BSBCRT301A – Develop and extend critical and creative thinking skills
CUFCAM301A – Shoot material for screen productions

This subject provides opportunities for students to work collaboratively on a digital media production. Students will participate in a 3 phrase digital media production – pre-production, production and post-production. Students will produce a finished product i.e. corporate video, promo video, event video or a TV commercial (TVC).

Topics include:
- producing – interpretation of client brief, project and risk management, budgeting and scheduling
- filming
- post-production – media asset management, vision and sound editing, output and delivery

Glossary

Subject: Each semester a number of Subjects are taken. Each Subject is based on units from the Screen and Media training package.

Course: A course consists of a number of defined units. An example of a course is the Certificate III in Media.

Unit(s): The unit of competence from the Screen and Media training package. Unit(s) is used as a basis for the curriculum for a Subject.

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