

Australian Performing Arts Conservatory

Bachelor of Screen and Stage

Bachelor of Screen and Stage (Acting)

Bachelor of Screen and Stage (Screen Production)

Bachelor of Screen and Stage (Song Performance)

Student Handbook 2020

Australian Performing Arts Conservatory Student Handbook

Table of Contents

<u>Welcome to the Australian Performing Arts Conservatory</u>	4
<u>APAC Core Values Statement and Motto</u>	4
<u>Your Bachelor of Screen and Stage Degree</u>	5
<u>About Your Student Handbook</u>	5
<u>Contact Details</u>	5
<u>Student Support Services Team</u>	5
<u>Senior Academic and Management Team</u>	5
<u>Course Overview</u>	6
<u>Delivery Structure</u>	6
<u>Bachelor of Screen and Stage (Acting)</u>	7
<u>Course Structure Year 1</u>	7
<u>Course Structure Year 2</u>	8
<u>Rules of Progress and Entry Requirements</u>	9
<u>Bachelor of Screen and Stage (Screen Production)</u>	10
<u>Course Structure Year 1</u>	10
<u>Course Structure Year 2</u>	11
<u>Rules of Progress and Entry Requirements</u>	12
<u>Bachelor of Screen and Stage (Song Performance)</u>	13
<u>Course Structure Year 1</u>	13
<u>Course Structure Year 2</u>	14
<u>Rules of Progress and Entry Requirements</u>	15
<u>Commencement Information</u>	16
<u>Academic Calendar</u>	17
<u>Course Intake Dates</u>	18
<u>Public Holidays</u>	18
<u>Queensland Public Holidays</u>	18
<u>Orientation</u>	18
<u>Library</u>	18
<u>Student Portal</u>	18
<u>Student Email Accounts at APAC</u>	19
<u>Attendance and Health</u>	19
<u>General On-campus Information</u>	20
<u>Safety Information</u>	20
<u>Critical Incidents</u>	21
<u>Personal Safety Tips</u>	22
<u>Emergencies</u>	23
<u>General Policies</u>	24
<u>Staff Code of Practice</u>	24
<u>Student Code of Conduct</u>	24
<u>Student Grievances</u>	25
<u>Enrolment, Withdrawal and Deferral</u>	24
<u>Fees and Refunds</u>	25
<u>Graduation, Testamur or Statement of Attainment</u>	25

<u>Academic Policies</u>	25
<u>Student Support Services</u>	25
<u>Assessment</u>	26
<u>Course Credit and Recognition of Prior Learning (RPL)</u>	26
<u>Academic Integrity</u>	27

Welcome to the Australian Performing Arts Conservatory

Thank you for choosing the Australian Performing Arts Conservatory (APAC) as your partner for your learning experience. We would like to ensure that your time with us will be memorable and that it leads to success.

Getting a higher education qualification as a vehicle for pursuing the success you desire is a wise investment. As a result, The Conservatory has developed an innovative higher education program that delivers relevant and practical skills that ensure our graduates are industry ready. The Conservatory is a Higher Education Provider (HEP) registered with the Tertiary Education Quality and Standards Agency (TEQSA).

Our graduates and alumni members continue to update us about their career trajectory and life success long after they finish their studies. We take pride in being an active part of your success both during and after your time at The Conservatory.

We are committed to ensuring that we deliver high quality courses that embrace the culture of scholarship.

Dr Christiaan Willems
Director of Higher Education

APAC Core Values Statement and Motto

The APAC motto appears below along with the Conservatory's core values statement. We urge every student to embrace the core values as both paramount and a professional minimum during the course of their studies and to make a career long commitment to the spirit of our motto. We believe it is not enough for performing arts graduates to merely generate employment purely for the sake of financial reward or the garnering of personal acclaim. Rather, we urge all entering students and existing graduates to consider how much their choices in professional work as storytelling collaborators do or don't shape a positive benefit for the world we live in and that they seek to ensure the former.

Australian Performing Arts Conservatory

is dedicated to these core values:

Excellence
Integrity
Industry Relevance
Inspiration
Innovation
Challenge

FACIENDO ARTES NOSTRA MELIUS PER

(make our world better through performing arts)

Your Bachelor of Screen and Stage Degree

The BSS is a contemporary, practice-based degree course which has been deliberately and strategically designed to embrace, incorporate, and reflect the two complementary demands of: 1) developing a comprehensive suite of performance skills across the disciplines of Acting, Screen Production and Song Performance, and 2) embedding the broader skills of critical analysis, contextual awareness and professional agility. The program is designed to develop students' knowledge of, and proficiency in, the contemporary cultural landscape as both artists and citizens of the exponentially evolving, professionally challenging world.

About Your Student Handbook

This Student Handbook provides information for you to assist you through your studies at the Conservatory. There are many policies that contain important information so that you understand your responsibilities, the expectations and processes used at the Conservatory. It is important that you read this information. You can access the most up-to-date version of the Conservatory's Student Handbook at any time via our website www.apac.edu.au

Contact Details

Student Support Services Team

	Reception	07 3229 6929	Admin@apac.edu.au
Aquelina Liberati	Admissions Officer		Lina@apac.edu.au
Helen Rae Glindemann	Student Counsellor (appointment only)		

Senior Academic and Management Team

Dr Christiaan Willems	Director of Higher Education	Chris.willems@apac.edu.au
Sean Dennehy	Course Coordinator -Acting	Sean.dennehy@apac.edu.au
Julia Lewis	Course Coordinator – Screen Production	Julia.lewis@apac.edu.au
Helen Rae Glindemann	Course Coordinator -Song and Dance	Helen.glindeman@apac.edu.au

Appointments with Staff

To make an appointment with a staff member, please contact the Administration Team to make an appointment for you.

Campus Location

Level 5, 102 Adelaide Street, Brisbane CBD

You can obtain detailed transportation maps and timetable information is available online at www.transinfo.qld.gov.au.com and phone support is available by calling 131230.

Hours of Operation

- Monday to Thursday 9:00am to 9:00pm
- Friday 9:00am to 5:00pm
- Weekends & Public Holidays – Closed

24 Hour Emergency Contact Numbers

- 07 3229 6929

Course Overview

Bachelor of Screen and Stage (Acting)
Bachelor of Screen and Stage (Screen Production)
Bachelor of Screen and Stage (Song Performance)

The Bachelor of Screen and Stage degree course structures are unique in Australian tertiary performing arts studies because they allow each student, regardless of their major (Acting/Screen Production/Song Performance) to not only study with students in their elected stream, but ensure that students from all three major disciplines study together across a minimum of four core units. The networking benefits and potential for extra depth in learning afforded by this exciting aspect of the BSS plan is potent. Actors have the opportunity to not just study with other actors, but side by side with students of both Screen Production and Song Performance. Subsequently, everyone benefits from this far-reaching, integrated approach.

Delivery Structure

The BSS is delivered over 2 years on a trimester basis (6 trimesters in total). The first four trimesters each comprise four (4) x 10 cps units over a 14 week teaching/assessment period, followed by a two (2) week break prior to commencement of the next teaching period. The final two trimesters comprise three (3) x 15cps units to accommodate cross-disciplinary co-production projects. The end-of-year break extends to six (6) weeks over the Christmas/New Year period, providing students (and staff) with a realistic restorative break, without losing physical skills and momentum built up over the course of three quite intensive trimesters.

The final week (week 14) of each trimester is designated as the Intensive Supervised Revision (ISR) week. This week is dedicated to tailored, intensive, supervised revision on an as-requested/as-required basis with teaching staff, all of whom are available for one-on-one consultation as well as specific supervision/mentoring/directorial input of collaborative group work. For practical performance-based units the ISR week culminates in practical Stage Exams conducted in a fully equipped theatre - consistent with current/traditional APAC practice.

Bachelor of Screen and Stage (Acting)

Course Structure Year 1

Course Code: BSSACT

Trimester	Core/ Major	Unit Code	Acting Units	Credit Points
T1	Core	XAC101	Research and Communication	10
	Major	ACT101	Voice Production	10
	Major	ACT102	Self Portrayal Skills	10
	Core	ACT103	Script Analysis	10
T2	Major	ACT104	Introduction to Screen Acting	10
	Major	ACT105	Speech in Performance	10
	Major	ACT106	Physical Character Development	10
	Major	ACT107	Character Personality Profiling	10
T3	Major	ACT201	Improvisation	10
	Major	ACT202	Physical Storytelling	10
	Major	ACT203	Audition for Screen and Stage	10
	Major	ACT204	Integrate Performance	10

Bachelor of Screen and Stage (Acting)

Course Structure Year 2

Course Code: BSSACT

Trimester	Core/ Major	Unit Code	Acting Units	Credit Points
T1	Core	XAC201	Career Planning and Arts Law	10
	Major	ACT205	Physical Combat	10
	Major	ACT206	Rehearse and Perform a Contemporary Role (Stage)	10
	Major	ACT207	Rehearse and Perform a Contemporary Role (Screen)	10
T2	Major	ACT301	Advanced Emotional Content	10
	Core	XAC301	Performing Arts History and Koinonia	15
	Major	ACT302	Dialect Analysis and Performance	15
T3	Major	ACT303	Advanced Practice and Maintenance	15
	Core	XAC302	Genre and Adaptation	15
	Major	ACT304	Rehearse and Perform a Period Role	10
Total Credit Points				240

Bachelor of Screen and Stage (Acting)

Rules of Progress and Entry Requirements

Rules of Progression

The Bachelor of Screen and Stage is completed in two years of full-time study in fast track mode (equivalent to three years full time or six years part-time). Each trimester consists of a load of four units, and there are three trimesters per year. Students must successfully complete pre-requisites where indicated in the unit outlines.

Other protocols for the course.

Nil

Entry Requirements

Entry is available to applicants with:

- an Australian Senior Certificate of Education or equivalent; OR
- a Diploma or higher from an Australian higher education institution or an overseas equivalent qualification; AND
- satisfactory English language proficiency at an English pass level in an Australian Senior Certificate of Education or equivalent; OR
 - a specified level of achievement in a recognised English language test such as: IELTS (or equivalent) at a score of at least 6.0 (with no individual band score less than 5.5); or TOEFL equivalent; AND
- an audition or interview as outlined below

Acting

An interview and/or audition may be required for students with no prior acting experience. Audition details will be provided to students and assessment will be undertaken by an assessment panel comprising a minimum of two qualified assessors. Students must achieve a score of 16 or above against a 20 point scale in accordance with the following criteria:

- Preparation
- Presence
- Kinesthetic awareness
- Emotional availability
- Voice
- Speech
- Analytical instincts
- Focus
- Cold read

Bridging Options

Applicants who do not meet the entry requirements may undertake bridging courses in English, Foundation Studies or other courses, at another provider prior to enrolling in the course.

Bachelor of Screen and Stage (Screen Production)

Course Structure Year 1

Course Code: BSSSCP

Trimester	Core/ Major	Unit Code	Screen Production Units	Credit Points
T1	Core	XAC101	Research and Communication	10
	Major	SCP103	Cinematography 1	10
	Major	SCP102	Sound Design	10
	Core	ACT103	Script Analysis	10
T2	Major	SCP101	Lighting 1	10
	Major	SCP104	Directing 1	10
	Major	SCP105	Editing 1	10
	Major	SCP106	Producing 1-Concept Development and Pitching	10
T3	Major	SCP201	Lighting 2	10
	Major	SCP202	Plot Summaries and Treatments	10
	Major	SCP203	Directing 2	10
	Major	SCP204	Producing 2 Pre-Production	10

Bachelor of Screen and Stage (Screen Production)

Course Structure Year 2

Course Code: BSSSCP

Trimester	Core/ Major	Unit Code	Screen Production Units	Credit Points
T1	Core	XAC201	Career Planning and Arts Law	10
	Major	ACT205	Physical Combat	10
	Major	SCP205	Cinematography 2	10
	Major	SCP206	Editing 2	10
T2	Major	SCP301	Screenwriting	10
	Core	XAC301	Performing Arts History and Koinonia	15
	Major	SCP302	Producing 3 – Production Management	15
T3	Major	SCP332	Film Finance and Distribution	15
	Core	XAC302	Genre and Adaptation	15
	Major	SCP304	Editing 3	10
Total Credit Points				240

Bachelor of Screen and Stage (Screen Production)

Rules of Progress and Entry Requirements

Rules of Progression
The Bachelor of Screen and Stage is completed in two years of full-time study in fast track mode (equivalent to three years full time or six years part-time). Each trimester consists of a load of four units, and there are three trimesters per year. Students must successfully complete pre-requisites where indicated in the unit outlines.
Other protocols for the course.
Nil

Entry Requirements
Entry is available to applicants with: <ul style="list-style-type: none">• an Australian Senior Certificate of Education or equivalent; OR• a Diploma or higher from an Australian higher education institution or an overseas equivalent qualification; AND• satisfactory English language proficiency at an English pass level in an Australian Senior Certificate of Education or equivalent; OR<ul style="list-style-type: none">○ a specified level of achievement in a recognised English language test such as: IELTS (or equivalent) at a score of at least 6.0 (with no individual band score less than 5.5); or TOEFL equivalent; AND• an audition or interview as outlined below
Screen Production An interview may be required. Students may need to demonstrate that they have an aptitude for screen production and are genuine students.
Bridging Options Applicants who do not meet the entry requirements may undertake bridging courses in English, Foundation Studies or other courses, at another provider prior to enrolling in the course.

Bachelor of Screen and Stage (Song Performance)

Course Structure Year 1

Course Code: BSSSND

Trimester	Core/ Major	Unit Code	Song Performance Units	Credit Points
T1	Core	XAC101	Research and Communication	10
	Major	SND101	Singing through Movement and Musicianship	10
	Major	ACT102	Self Portrayal Skills	10
	Core	ACT103	Script Analysis	10
T2	Major	ACT104	Introduction to Screen Acting	10
	Major	ACT105	Speech in Performance	10
	Major	SND103	Song Performance - Contemporary Dance	10
	Major	SND104	Live Singing/Rap	10
T3	Major	ACT201	Improvisation	10
	Major	SND201	Song Performance – Jazz Dance	10
	Major	ACT203	Audition for Screen and Stage	10
	Major	SND202	Studio Singing/Rap	10

Bachelor of Screen and Stage (Song Performance)

Course Structure Year 2

Course Code: BSSSND

Trimester	Core/ Major	Unit Code	Song Performance Units	Credit Points
T1	Core	XAC201	Career Planning and Arts Law	10
	Major	SND203	Song Writing and Performance	10
	Major	SND204	Song Performance – Hip Hop Dance	10
	Major	SND205	Song Performance – Latin Dance	10
T2	Major	ACT301	Advanced Emotional Content	10
	Core	XAC301	Performing Arts History and Koinonia	15
	Major	SND301	Applied Song Performance Performance 1 (Group Video)	15
T3	Major	SND302	Media Interview Strategies	15
	Core	XAC302	Genre and Adaptation	15
	Major	SND303	Applied Song & Dance Performance 2 (Solo Live Performance)	10
Total Credit Points				240

Bachelor of Screen and Stage (Song Performance)

Rules of Progress and Entry Requirements

Rules of Progression

The Bachelor of Screen and Stage is completed in two years of full-time study in fast track mode (equivalent to three years full time or six years part-time). Each trimester consists of a load of four units, and there are three trimesters per year. Students must successfully complete pre-requisites where indicated in the unit outlines.

Other protocols for the course.

Nil

Entry Requirements

Entry is available to applicants with:

- an Australian Senior Certificate of Education or equivalent; OR
- a Diploma or higher from an Australian higher education institution or an overseas equivalent qualification; AND
- satisfactory English language proficiency at an English pass level in an Australian Senior Certificate of Education or equivalent; OR
 - a specified level of achievement in a recognised English language test such as: IELTS (or equivalent) at a score of at least 6.0 (with no individual band score less than 5.5); or TOEFL equivalent; AND
- an Audition or Interview as outlined below

Song Performance

An interview and capability assessment is mandatory and will be conducted by an assessment panel comprising a minimum of two qualified assessors. The capability assessment will take the form of a 5-point assessment in accordance with the following criteria:

- Ability to move capably through a set physical/rhythmic routine
- Ability to maintain a set vocal pattern
- Ability to maintain vocal pitch
- Demonstrated ability to take direction constructively
- Demonstrated aptitude to integrate the above performance elements

Each of the above will be graded on a 10 point scale with applicants needing to attain a minimum of 7 for each criterion.

Bridging Options

Applicants who do not meet the entry requirements may undertake bridging courses in English, Foundation Studies or other courses, at another provider prior to enrolling in the course.

Australian Performing Arts Conservatory

Academic Calendar 2020

2020	28 January – 1 May																				
<p style="color: red; font-weight: bold;">Trimester</p> <p style="font-size: 2em; color: red; font-weight: bold;">1</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15%;">28 January</td><td>Commencement Trimester 1</td></tr> <tr><td>27 January</td><td>Public Holiday Australia Day</td></tr> <tr><td>31 January</td><td>Catch-up Teaching Day</td></tr> <tr><td>15 February</td><td>Graduation Ceremonies</td></tr> <tr><td>23 March</td><td>Census Date</td></tr> <tr><td>10 April</td><td>Public Holiday Good Friday</td></tr> <tr><td>13 April</td><td>Public Holiday Easter Monday</td></tr> <tr><td>17 April</td><td>Catch-up Teaching Day</td></tr> <tr><td>24 April</td><td>Public Performance Stage Exam (TBC)</td></tr> <tr><td>1 May</td><td>End of Trimester 1 - Study Break 2 weeks</td></tr> </table>	28 January	Commencement Trimester 1	27 January	Public Holiday Australia Day	31 January	Catch-up Teaching Day	15 February	Graduation Ceremonies	23 March	Census Date	10 April	Public Holiday Good Friday	13 April	Public Holiday Easter Monday	17 April	Catch-up Teaching Day	24 April	Public Performance Stage Exam (TBC)	1 May	End of Trimester 1 - Study Break 2 weeks
28 January	Commencement Trimester 1																				
27 January	Public Holiday Australia Day																				
31 January	Catch-up Teaching Day																				
15 February	Graduation Ceremonies																				
23 March	Census Date																				
10 April	Public Holiday Good Friday																				
13 April	Public Holiday Easter Monday																				
17 April	Catch-up Teaching Day																				
24 April	Public Performance Stage Exam (TBC)																				
1 May	End of Trimester 1 - Study Break 2 weeks																				
2020	18 May – 21 August																				
<p style="color: red; font-weight: bold;">Trimester</p> <p style="font-size: 2em; color: red; font-weight: bold;">2</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15%;">18 May</td><td>Commencement Trimester 2</td></tr> <tr><td>8 June</td><td>Census Date</td></tr> <tr><td>7 August</td><td>Catch-up Teaching Day</td></tr> <tr style="text-decoration: line-through;"><td>12 August</td><td>Public Holiday Brisbane LKKK</td></tr> <tr style="text-decoration: line-through;"><td>14 August</td><td>Public Performance Stage Exam (TBC) Holiday</td></tr> <tr><td>21 August</td><td>End of Trimester 2 - Study Break 2 weeks</td></tr> </table>	18 May	Commencement Trimester 2	8 June	Census Date	7 August	Catch-up Teaching Day	12 August	Public Holiday Brisbane LKKK	14 August	Public Performance Stage Exam (TBC) Holiday	21 August	End of Trimester 2 - Study Break 2 weeks								
18 May	Commencement Trimester 2																				
8 June	Census Date																				
7 August	Catch-up Teaching Day																				
12 August	Public Holiday Brisbane LKKK																				
14 August	Public Performance Stage Exam (TBC) Holiday																				
21 August	End of Trimester 2 - Study Break 2 weeks																				
2020	7 September – 11 December																				
<p style="color: red; font-weight: bold;">Trimester</p> <p style="font-size: 2em; color: red; font-weight: bold;">3</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15%;">7 September</td><td>Commencement Trimester 3</td></tr> <tr><td>28 September</td><td>Census Date</td></tr> <tr><td>5 October</td><td>Public Holiday Queen's Birthday</td></tr> <tr><td>9 October</td><td>Catch-up Teaching Day</td></tr> <tr><td>4 December</td><td>Public Performance Stage Exam (TBC)</td></tr> <tr><td>11 December</td><td>End of Trimester 3 - Study Break 6 weeks</td></tr> </table>	7 September	Commencement Trimester 3	28 September	Census Date	5 October	Public Holiday Queen's Birthday	9 October	Catch-up Teaching Day	4 December	Public Performance Stage Exam (TBC)	11 December	End of Trimester 3 - Study Break 6 weeks								
7 September	Commencement Trimester 3																				
28 September	Census Date																				
5 October	Public Holiday Queen's Birthday																				
9 October	Catch-up Teaching Day																				
4 December	Public Performance Stage Exam (TBC)																				
11 December	End of Trimester 3 - Study Break 6 weeks																				

Course Intake Dates 2020

28 January

18 May

7 September

Public Holidays

APAC is closed for all Public Holidays declared on the Queensland calendar. A list of the 2020 public holidays are listed below.

Queensland Public Holidays

Date	Day	Holiday
1 Jan	Wed	New Year's Day
27 Jan	Mon	Australia Day Holiday
10 Apr	Fri	Good Friday
11 Apr	Sat	Day following Good Friday
12 Apr	Sun	Easter Sunday
13 Apr	Mon	Easter Monday
25 Apr	Sat	Anzac Day
4 May	Mon	Labour Day
14 Aug	Fri	Ekka Holiday *
5 Oct	Mon	Queen's Birthday
24 Dec	Thu	Christmas Eve *
25 Dec	Fri	Christmas Day
26 Dec	Sat	Boxing Day
28 Dec	Mon	Boxing Day Holiday

Orientation

The Conservatory may have up to three intakes each year, in January, May and September. Orientation will occur the week before the trimester starts to assist students with familiarizing themselves with the Conservatory. Some key aspects of orientation are:

- Tour of facilities
- Meeting staff
- Understanding support options
- How to use the e-library
- Workshops on academic writing
- Other important aspects of study

Enrolment

Students should enrol at least 2 weeks prior to the start of formal classes so that they are eligible to attend orientation. All fees must be paid by the due date to be formally enrolled.

Student ID

As part of our Orientation Program, you will be issued with a Student Identification Card (ID). Your Student ID includes your photograph, name, student number, commencement and completion dates. You are required to have your Student ID with you at all times whilst on campus. A card replacement fee of \$20.00 is payable, if your card is lost or stolen.

Student Portal

Student portal is available via www.apac.edu.au. This is where you can find the following:

- Learning Management System (Moodle)
Moodle is an online learning platform used to provide resources, activities and announcements for your units and to facilitate the submission of assignments. The Moodle site is also used for discussion forums (student chat) within your units. You can also download the App to work on your smartphone. <https://moodle.com/app/>
Support: Julia.lewis@apac.edu.au

Library

The Conservatory uses an e-library to assist you with your studies. The library catalogue portal is available on the Conservatory's website. The Conservatory also has a collection of reference books and journals on campus which are available to read on campus.

- Libero – online library catalogue

As well as our physical library at APAC we have a subscription to Proquest Arts Premium Collection. Click on the **Member Login** tab to enter this.

To login you must enter your User Number (on your Member Card) and your Password (DOB ddmmyyyy)

Support: wayne.greenley@apac.edu.au

- 1Paradigm – manage your contact details, enrolments and finances. Please login with your Paradigm EMS username and password.
Username = Student ID number (example: ABC1234)
Password = yyyyymmdd (year of birth, month of birth, day of birth)
Note: If you re-set your Paradigm password, it will not change your Moodle or Student Webmail password. *Usernames and Passwords are case sensitive.*
Support: julia.lewis@apac.edu.au

Additional software is provided to support your studies, including:

- Microsoft Office 365 – full, free access to the entire suite of office, inc. Word, Excel, Powerpoint and **OneDrive** – 1 terabyte of free online data storage
- **Internet** – wireless services on campus
- Log in to any student computer located in a lab or library on campus
- Zoom – APAC's video and audio online conferencing solution
- Unicheck – anti plagiarism software.
- Zotero – bibliography application

Student Email Accounts at APAC

Upon confirmation of your enrolment at APAC the Admissions Office will generate a student email address for you. Your student email address will be the primary correspondence source between you and APAC during your entire time while studying. Your student email address will come with a temporary password. You will need to follow the instructions to re-set your password preference to get you started.

It is imperative that you check your student email regularly. Lack of checking your student email will not be considered a valid excuse in cases where students appear to have failed to take timely action in relation to any academic or practical study matter that was communicated to them through the student email system, particularly with respect to the need to meet announced deadlines for assignments, projects, meetings, work required etc.

When you enrol at APAC you are automatically given access to your student email service, (Studentnumber@student.apac.edu.au) which is hosted by Microsoft Office 365. Official correspondence will be sent to this account, so be sure to check your APAC email regularly.

Attendance and Health

Absence & Lateness Quota Rules and Regulations

Why Absence and Lateness Quotas are required at APAC as a 'workplace roleplay' element in our courses. APAC courses specialise in practitioner preparation for the entertainment industry. All regular delivery sessions at APAC for all practice led elements of course content therefore, whether studio/class or assessment sessions required for any APAC qualification are on some level considered an entertainment industry '**workplace roleplay**'.

Practitioners in the entertainment industry, whether they are actors, song performance practitioners, screen directors, producers, writers or cinematographers etc. work in an industry where their expected work input is usually, with regard to the delivery of results:

- team oriented
- project based
- time precious
- often contractor orientated rather than as salaried employees

In such an environment, it is important to be consistently on time for group session work (ie. practice or rehearsal) or for scheduled work where a final performance result is revealed (ie. a performance or a film shoot), as this is critical to career survival. If you want to prepare to become an entertainment professional, your behaviour in relation to attendance and lateness is going to be considered an important assessable criterion. Refer to the Absence and Lateness Quota Rules and Regulations advised by your lecturer.

Health

Are you physically healthy enough to complete the study you are entering?

Training at the Australian Performing Arts Conservatory, particularly in all Acting and Song Performance related studies, will require your participation in many classes that will ask you to attempt in class sessions, during home study practice and through practical displays for assessment, normal industry related physical skill tasks that may be challenging and fatiguing. Many of these tasks may also not just be physically challenging, but emotionally and mentally challenging and fatiguing in nature as well, even when conducted at a normal workplace entry level, the level at which they are practised in this training on a regular basis. Even in the Screen Production courses, while the same kind of physically interactive burden with other students is not present, physical interactions with camera, lighting and sound equipment can be physically challenging for limited periods of time and this is not an element of the study that can be evaded in any great measure if a student wishes to complete fitfully to the end.

APAC Study Health Warning to all entering students.

APAC therefore cautions all commencing students, regardless of which stream you are entering, about the physical, psychological and emotionally demanding nature of certain basic elements of the study programs. We urge you to seriously consider the full range of your health, wellbeing and fitness (ie. physical, psychological, emotional) to properly complete this study and to sincerely evaluate if such a pathway is something you will be able to complete over the long term.

We request that you inform us if you suffer from, or have any history with, any specific physical, psychological or general health problems, conditions, limitations or disabilities that staff should be notified about. The abovementioned would assist us to create a safe environment and advise whether the pathway may or may not prove too difficult for your ambitions.

General On-campus Information

Smoking, Alcohol and Drugs

The Conservatory is a non-smoking environment and therefore smoking is not permitted anywhere on the campus. Alcohol and drugs are prohibited by law and are strictly not permitted on campus. Students are not to be under the influence of alcohol or drugs on campus. Disciplinary proceedings will be instigated for students who do not adhere to this direction.

Mobile Phone Usage

During all course sessions and inside all education rooms at all times mobile phones must be both switched off and completely out of sight. Mobile phones may not be used for note taking; notes may only be taken on a tablet or on paper with a pen/pencil. Mobile phones may not be used for recording of any kind without the prior written consent of the Course Convenor and the lecturer.

Use of mobiles during off campus assessments (eg. in the theatre, during an off-campus shoot) is strictly prohibited. This includes guests (family or otherwise) who attend off campus theatre performances for assessment. It is absolutely prohibited to film or record in any way, any kind of performance, assessment or filmed work off campus without the prior written permission of the CEO. Anyone discovered contravening this important rule will be asked to show they have deleted the content filmed and then leave immediately.

Food and Drinks on Campus

Students may only consume water within a sealable container while inside any regular education room that is not regarded as a Tech. Room/Studio. If you are inside a 'Tech. Room/Studio' absolutely no food or drink of any kind is allowed to be consumed by either students or staff. The entertainment industry has very strict rules around the presence of food and drinks in the workplace with respect to live performance and also the film industry for non-performers.

In professional working environments, it is normal that performers are not allowed to consume any wet food (ie. potentially staining food eg. chips, hamburger etc) or potentially staining drinks (ie. non-water eg. coloured drinks of any kind) in a performance space whether for rehearsal or performance. This is likewise the same in film industry environments around all camera and technical equipment, costumes, set areas and props. APAC seeks to ensure the experience on campus in this regard mimics those regulations as closely as possible.

The dedicated Tech Rooms/Studios on Campus are as follows:

- Library
- Film studio – including equipment stores
- Editing studio
- Dance studio
- Camera room
- Props room

This means if you are in a dedicated Tech. Room/Studio, and you need to get some water, you must leave the room to get it unless in the case of a declared emergency.

Safety Information

Critical Incidents

A Critical Incident is any traumatic event or threat of an event within or outside Australia, which causes extreme stress, fear or injury but not necessarily causing death. Critical incidents may include events such as: missing students;

- severe verbal or psychological aggression;
- death, serious injury or any threat of these;
- natural disaster; and
- issues such as domestic violence, sexual assault, drug or alcohol abuse.

Note: Non-life threatening events could still qualify as critical incidents.

Please dial the **emergency number 0413 233 413** if you experience, witness or perceive a critical incident.

Procedure

Where a Critical Incident is identified the following procedures apply:

The student should report the incident immediately to Reception or the nearest APAC Staff member.

If a student notices any unsafe or dangerous situation on campus, the student should report it to Reception immediately for alerting the appropriate officer for investigation and rectification.

In any Critical Accident/Incident circumstance, a Form 124 Accident/Incident Report must be filled out immediately. These are available from reception and must be filled out in the presence of an APAC staff member, preferably the staff member who was in closest proximity to the incident (i.e. Lecturer in a session where it occurred) or otherwise an Administration Officer or Course Coordinator.

Personal Safety Tips

Exercise Your Duty of Care

APAC has a duty of care to protect its students, guests and staffers and be watchful in relation to the same. But each student also has a duty of care to their own safety while on campus. APAC urges all students to exercise that duty of care diligently while in the pursuit of their performing arts studies. No tutor or lecturer or student can ever make you do something you feel is unsafe to do. You are an adult and are expected to make the kind of smart safe choices of an informed adult with respect to the way you interact in all campus activity with all collaborators. If you thought a request to attempt something you felt would be too unsafe for you to perform adequately as before you, APAC expects you to exercise your duty of care as an informed adult and diplomatically inform the tutor/lecturer/student that you believe it would be unsafe for you to try whatever was being asked and refrain from participation.

Please note, exercising your duty of care to refrain from participation may be considered valid from time to time in clearly excusable, one-off cases for certain exercises in certain subjects, but students must not believe that 'duty of care' can be used as a license to 'excessively or unnecessarily refrain from the regularly expected physical engagement that APAC expects to see all students exercise in the pursuit of their performing arts study requirements'.

Hydration

Good hydration habits are paramount in the pursuit of physically active studies. All APAC students are expected to bring a refillable water bottle to campus and keep hydrated regularly to ensure a situation doesn't occur during campus time where you become dehydrated to the point where it affects your ability to engage in a healthy way. Water is available on site to refill at all times from either the water bottle/s accessible to all students in the hallways or via the taps in the restrooms if necessary.

Warmth/Cold

APAC's campus premises are air-conditioned and the key operational temperature is usually adjusted by the building management as the seasons change to allow for seasonal differences. Please be ready however to deal with temperature changes in relation to hot or cold however depending on what studio you are working in and under what conditions. APAC recommends that all students always have at least a light sweater of some kind on hand Summer or Winter in case air conditioning causes the atmospheric room temperature to be cooler than you expected. This is particularly important in cases where you might be quite physically active in a class for a period of time and then spend more than ten minutes being physically inactive. In such cases it is best safe practice for students to ensure they have an item of warmer clothing they can use to compensate for cooler temperature.

Fatigue – Sleep and Nutrition

The effect of unnecessary fatigue on a students' physical and mental performance places an unfair burden on the work effort of fellow students. Classes can require a lot of physical and emotional interactivity and students need to stay focused and attentive to directions. Lack of sleep or good nutrition can impact on student's study and long-term pursuit of a performing arts career. APAC expects all students to plan their working, social and study lives in such a way as to ensure they generate enough regenerating sleep and maintain a healthy balanced diet to enable them to work in on campus situations at optimal performance.

Regular Exercise Routine

Performing artists are expected to be capable of participating in challenging physically and emotionally interactive work on a regular basis. APAC advises that the best way to more easily endure the demands of this kind of study pathway is to maintain your body in the healthiest possible physical condition and be constantly striving to maintain that aspect of your health. It is also advisable that students undertake a regular routine of physical exercise to ensure their physical and mental strength.

Medication

If you are regularly medicated for a special condition and the use of your medication is required to keep your ability to sustain an optimum level of performance stable, APAC expects such students to maintain a disciplined continuity in relation to the use of their medications, particularly where any lack of continuity may pose a genuine threat of deterioration in their ability to participate at anything but an optimum level. If you are regularly medicated for a condition and are experiencing difficulty in relation to the same and believe it may adversely affect your ability to maintain optimum performance levels in your campus work and interactions, we recommend you inform your course convener immediately to seek assistance and generate a plan for guidance to ensure the best decisions are made to ensure the best outcomes for yourself and your fellow students. Any such interactions will remain strictly confidential.

Spatial Awareness, Safe Physical Balance & Fatigue

Students engaged in performing arts study are often put in physically interactive situations that can require caution with respect to spatial awareness and personal balance. We urge all APAC students to remain spatially aware at all times during class exercises as well as when habituating the common areas on campus and to consider the importance of maintaining the traits of safe physical balance in their work. Safe balance traits include keeping knees bent rather than allowing them to habitually lock and keeping one's weight focused more in the front of their feet than their heels while working as well as keeping one's head level rather than tipped back. Do not continue to engage in a physical activity, interactive or solo, during class time or rehearsal if you feel your ability to remain balanced safely is compromised.

Correct Footwear

Often specific footwear requirements are identified for certain aspects of performance study, eg. Shoes for combat, no shoes for many non-combat acting classes, specific shoes for certain aspects of dance training, rugged outdoor footwear for filming on site outdoors etc. We urge all APAC students to be mindful of and adhere to all considerations with respect to use of footwear. Where no footwear is urged all students must work without unless a medical probation has been granted in which case the student working with footwear must only work with other students also using footwear.

Report damage to Scenery Elements, Props, Costumes and Equipment Immediately

APAC makes available in most studios a full range of wooden cubes, flats, platforms etc for regular studio use in performance classes as well as a range of props and costume pieces. These elements are in constant use and therefore are subject to constant wear and tear. While APAC inspects these items for maintenance requirements regularly, it is important students report all wear and tear and damage that is discovered (particularly with respect to wooden scenery elements) asap to Reception so that any item reported which may pose a risk through use after sustaining damage or wear and tear can be removed immediately and either fixed and returned or discarded completely.

Emergencies

In life threatening or emergency situations only – **Dial 000 or 112 mobile** (to override key locks). Emergency 000 lines should not be used for non-emergencies such as general medical assistance or a general police matter.

Police

In a non-emergency situation, you can contact the local police station directly on:

- Charlotte St Police Station (07) 3258 2582

Fire

The Fire Brigade extinguishes fires, rescues people from fires in cars and buildings, and helps in situations where gas or chemicals become a danger. As soon as a fire starts call **000** no matter how small or large the fire may be.

Ambulance

The ambulance provides immediate medical attention for emergencies and emergency transportation to hospital.

State Emergency Service

The State Emergency Service (SES) is an emergency and rescue service dedicated to providing assistance in natural disasters, rescues, road crashes and extreme weather conditions. It is made up almost entirely of volunteers and operates in all States and Territories in Australia. For emergency assistance in a **Flood** or **Storm** dial **132 500**.

Lifeline

Dial **13 11 14** to connect to Lifeline which is staffed by trained volunteer telephone counsellors who are ready to take calls 24-hour a day, any day of the week from anywhere in Australia. These volunteers operate from Lifeline Centres in every State and Territory around Australia. Anyone can call Lifeline. The service offers a counselling service that respects everyone's right to be heard, understood and cared for. They also provide information about other support services that are available in communities around Australia. Lifeline telephone counsellors are ready to talk and listen no matter how big or how small the problem might seem. They are trained to offer emotional support in times of crisis or when callers may be feeling low or in need of advice.

Poisons Information Line

The Poisons Information Line provides the public and health professionals with prompt, up-to-date and appropriate information, and advice to assist in the management of poisonings and suspected poisonings. The Australia-wide **Poisons Information Centres** have a common telephone number: **131 126**.

The Conservatory Emergency Line

After the public emergency services have been contacted (refer above) you can call The Conservatory's Emergency Line, 0413 233 413 if you observe a risk to property or people on campus or if you want to communicate to the college an emergency or situation.

General Policies

Staff Code of Practice

IMPORTANT NOTE: It is strictly against the APAC Code of Practice Agreement Staffers for any Lecturer to source any students' private email address or phone number contact while the student is studying at APAC, or vice versa, unless temporary written permission is gained by a relevant Course Coordinator in relation to the need to communicate irregularly for a one-off practical assignment (e.g. Music video shoot). Sourcing private contact details without the appropriately signed temporary permission consent, would fall under the category of 'Gross Misconduct' and would be treated very seriously with respect to student or staff consequences.

Student Code of Conduct

It is important that you conduct yourself appropriately while studying at the Conservatory so that everyone can enjoy their studies. Refer to **the Student Code of Conduct**.

Student Grievances

The Conservatory provides complaints and appeals processes that are transparent, fair and equitable. Further information on the process can be found in the Student Grievance Policy.

Enrolment, Withdrawal and Deferment

Please ensure you have filled out and provided all the necessary information to complete your enrolment. If you wish to withdraw or defer your enrolment, please talk to Student Administration staff and refer to the Admissions Policy and the Refund Policy Domestic Students.

Fees and Refunds

Fees may be subject to change. Note that all figures quoted are in Australian Dollars. Refer to the Fee Policy for further details. Students may be eligible for a refund of tuition fees under certain circumstances. This may be as a result of your decision to withdraw or defer your enrolment. You need to ensure that you have withdrawn from your studies by the due date as this may affect your eligibility for a refund. Refer to the Refund Policy Domestic Students for further details.

Graduation, Testamur or Statement of Attainment

Upon successful completion of your course and having met all of the course requirements, a testamur and statement of attainment may be issued. Before they can be issued, you must have paid all outstanding fees. Refer to the Graduation and Certification Policy for details.

Academic Policies

This Student Handbook provides information for you to assist you through your studies at the Conservatory. There are many policies that contain important information so that you understand your responsibilities, the expectations and processes used at the Conservatory. It is important that you read this information. A brief overview of key policies is contained in this Student Handbook with further details available in the policies themselves which are available on the Conservatory's website at:

www.apac.edu.au

Student Support Services

The Conservatory provides a range of support to assist students so that you have the best opportunity for success. The Conservatory will:

- Support students to settle into the Conservatory community
- Ensure that the Conservatory is free from discrimination
- Promote an environment where students are supported in all aspects of learning, and are encouraged to undertake scholarly endeavours
- Promote ethical and professional behaviour

Students are expected to:

- Take responsibility for their own study and make informed choices
- Seek advice on all aspects of study decisions
- Be aware of supports available and seek help where relevant
- Undertake support that have been recommended as a result of risk identification and interventions
- Undertake additional English language studies where necessary.

Academic Learning Support

The Conservatory offers learning support to students including:

- Study skills
- Academic writing skills

- Information and Communications Technology (ICT) skills
- Referencing techniques and searching online databases
- Using the student Learning Management System (LMS) – Moodle

Personal Support

Students are encouraged to contact the Conservatory Student Counsellor or other personnel if they need personal support. Personal support may be needed for:

- Medical conditions or disability
- Mental health conditions
- Emotional instability resulting from trauma, such as victimisation
- External issues such as financial hardship

Students with Special Needs

In line with our access and equity practices, students with special needs are offered the same opportunities as any other candidate. Our courses take special needs into consideration. Flexible learning and assessment methods will be adapted according to your specific requirements if necessary. To ensure that appropriate assistance can be provided, please advise the Conservatory, either at the time of your enrolment or via the Student administration officers.

Assessment

The Conservatory is committed to providing the best possible learning opportunities for students and ensuring that all its students successfully complete the course for which they are enrolled. The Conservatory expects its students to be committed to their learning, including taking responsibility for their academic progress. You are responsible for submitting assessment items by the due dates; knowing the assessment criteria and attending practical or written examinations/performances. Assessment and associated activities are an integral part of the teaching and learning process and the Conservatory enforces high standards of academic integrity. Specific assessment requirements are contained in each individual unit outline. You will receive constructive and timely feedback on your assessments.

Assessment for each unit is based upon a 'blended learning' approach over a three (3) assessment instrument structure, spaced throughout each Trimester. Over the range of units these include: online quizzes, written assignments, face-to-face (f2f) studio teaching, active research tasks, information sourcing/retrieval/analysis, oral presentations, technical skills development and demonstration of skills through performance (practical units). Where appropriate/required due to specific unit content, assessment task deadlines will be adjusted to reflect both the developmental milestones of the unit, and/or practical scheduling demands (e.g. film shoots will be adjusted to accommodate variable weather conditions etc.).

In terms of the more academic units, assessment is structured around, based upon, and embedded in real world, professionally relevant, and academically rigorous research, writing and oral presentation tasks. To contextualize their work and to apply a level of analysis to that work in context, instilling in graduates the values, skills, resilience, and knowledge to formulate well-informed, considered and articulate responses to career challenges. For further details on academic progress, examinations, grading codes, appeals and other information relating to assessment procedures and intervention support for students, please refer to the Assessment, Moderation and Progress Policy.

Course Credit and Recognition of Prior Learning (RPL)

You may apply for credit towards a unit in your course if you have knowledge or skills obtained from previous studies or learning. Credit may be granted if your previous experience or studies is considered equivalent to a unit in the course. If granted, you will not have to take that unit of study. Please refer to the Credit and RPL Policy for further details.

Academic Integrity

The Conservatory is committed to ensuring academic integrity for all of its courses and values independent thought. Plagiarism, cheating and academic misconduct are not tolerated and may lead to disciplinary action and cancellation of your enrolment, depending on the severity of the misconduct. Refer to the Academic Honesty and Misconduct Policy.

Enjoy your studies at the Conservatory!