



College of Theatre Practice

CUE40303 Certificate IV in Live Production, Theatre and Events (Technical Operations)

This qualification is designed to reflect the role of individuals working in the technical areas of theatre who apply a broad range of skills including evaluation and planning, and who may provide leadership and guidance to others, with some responsibility for group outcomes. This qualification is designed to meet a need for multi-skilling.

Entry requirements

Secondary Schooling to at least year 10 level. Mature age students and anyone who does not meet educational requirements may apply for an interview to assess their suitability for this training.

Students should understand that there will be a requirement to take part in productions as part of the practice.

The following is the structure of our offering of this qualification.

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Core Units

Complete 5 core units:

Health, safety and security

CUEOHS01C Implement workplace health, safety and security procedures

Industry practice

CUEIND01D Source and apply entertainment industry knowledge

Management

BSBWOR402A Promote team effectiveness

Production planning and management

CUETEM01C Coordinate production operations

CUETEM06B Organise and monitor bump in/bump out

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PRE-ENROLMENT INFORMATION FOR NEW STUDENTS



College of Theatre Practice offers: Multi Skilled Theatre Technician

The following A group units

CUESOU03C Operate professional audio equipment
CUESOU04C Mix live audio
CUFLGT402A Set up, record and operate lighting cues and effects
CUESTA01C Install staging elements
CUESTA02C Operate staging elements

4 of the following B group units

CUESOU07B Apply a general knowledge of audio to work activities
CUFLGT101A Apply a general knowledge of lighting to work activities
CUFLGT302A Record and Operate Standard Lighting Cues
CUESTA05C Apply a general knowledge of staging to work activities
CUECOS09B Develop and apply knowledge of costume
CUECOS11B Make character costumes
CUECOS303A Modify, repair and maintain costumes

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PRE-ENROLMENT INFORMATION FOR NEW STUDENTS



Enrolment into a qualification or course with College of Theatre Practice is subject to the terms, conditions and policies outlined in our pre-enrolment information as detailed below.

ABOUT CTP

College of Theatre Practice (referred herein as CTP) is an Equal Opportunity Organisation engaged in the provision of Nationally Recognised Training under the Australian Quality Training Framework and the Queensland Department of Employment & Training. CTP policy dictates a strict adherence to relevant State and Federal legislation relating to safety, industrial relations and access and equity. All Nationally Recognised Training courses/qualifications will be delivered in line with the standards set by the Australian Quality Training Framework and relevant Federal, State, and Territory authorities. All CTP staff members are expected to promote and embrace CTP's standards, policies and procedures.

CODE OF PRACTICE

College of Theatre Practice (CTP) is committed to delivering fair, reasonable, ethical and transparent dealings in all of its undertakings including:

- Client information
- Confidentiality
- Complaints and appeals
- Fee structure
- Guarantee
- Training standards
- Marketing
- Access and equity
- OHS

CONDITIONS OF ENROLMENT

CTP agrees to provide access to available enrolment positions for all persons who have the relevant skills, experience and ability to satisfactorily meet enrolment requirements for behaviour, safety, course/qualification pre-requisites, payment of fees, and the observance of CTP policy.

CTP guarantees that once a student has commenced study in the course, it will ensure that it is able to be completed.

CTP may seek to terminate the enrolment of a student if they:

- Do not comply with proper safety procedures including the wearing of appropriate clothing and PPE for a given workplace when training occurs in and on the job or simulated workplace situation.
- Fail to attend training sessions to a minimum level set for competence.
- Have not accurately or honestly disclosed all information relevant to their enrolment and participation in the training with CTP, including relevant matters relating to health, work history, skills and experience, criminal conviction (where appropriate) etc.
- Have provided false or misleading information.
- Commit an offence under the law while in the training environment or at a workplace, breach safe work practice, or otherwise act in a manner detrimental to the wellbeing of CTP, other students or persons, or themselves.
- Do not comply with the confidentiality rights of other persons.

Enrolment in a course is not secured without payment. Payment must accompany the enrolment form, unless prior arrangements for a personal payment plan have been made with CTP staff.

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College of Theatre Practice reserves the right to cancel an enrolment without notice, if a learner has not completed and achieved their qualification in the time allotted to their enrolment (e.g. 1 year full time, 2 years part-time). If some of the qualification has been completed, a statement of attainment will be issued for those units completed. An extension may be granted under certain circumstances if it can be reasonable to expect the learner to become competent in the time allotted. It is the learner's responsibility to meet the deadline and/or make appropriate arrangements. This statement should be read in conjunction with our refund policy.

ELIGIBILITY

All participants must be over the age of 18 to participate in a course with CTP unless express and written permission from a parent or guardian is supplied and is accepted by the appropriate CTP staff member.

CTP courses do require a basic level of computer literacy. Learners will need access to a computer with a word-processor (e.g. Microsoft Word) and access to email and internet. Learners will need to have a basic proficiency in;

Copy and Paste

Accessing information stored on websites and from a CD

Saving a word document

Sending and receiving emails with attachments

It may also be beneficial for learners to have an understanding of using Microsoft PowerPoint, Microsoft Excel

CTP does not provide these resources nor do we supply additional support or training for learners having IT or computer technical difficulties. Please contact a CTP staff member if you are unsure about the computer requirements for a course.

Learners will need to have a good command of written and spoken English.

PARTICIPANTS CHARTER

All participants in CTP's courses and programs have a right to:

Be treated with respect and dignity

A safe learning environment free from danger, abuse or harassment

Recognition of their particular needs and circumstances including: beliefs, ethnic background, cultural and religious practices

Have access to their records on request

The opportunity for feedback on services provided

Receive a copy of and have access to our complaints process

Participant Responsibility

As a condition of entry into CTP's programs, participants are expected to:

Respect the rights of others

Be punctual for classes and appointments

Notify CTP if they are unable to attend classes or appointments

Promote an effective learning environment through good personal behaviour

Encourage equal opportunity

Observe non-smoking restrictions

Seek approval from authorised CTP staff for the use of CTP's IT equipment, assets, stationery, etc

Be responsible for their possessions

Be aware of and promote the safety of themselves and others

Provide at least 7 days notice if they do not intend to commence a course they are booked into.

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INDUCTION/ORIENTATION

Learners will be required to undergo an induction/orientation prior to course commencement. This process will include details of course delivery, policies, procedures, appeals, access and equity, RPL, OHS, etc as provided in this document.

PRE-DELIVERY ASSESSMENT

Prior to enrolment you should discuss your needs and situation with a CTP staff member who can assist you with or refer you to appropriate assistance for:

Client Support Services including Language Literacy and Numeracy
Recognition of Prior Learning (RPL)
Assessment Procedures & Process

FLEXIBLE ASSESSMENT

All assessments conducted by CTP will conform to assessment guidelines for Nationally Endorsed Training Packages or the assessment criteria attached to specific courses.

Assessment usually takes place by way of assignments and course exercises. However these are flexible and at the CTP trainer's discretion in some courses as long as they meet AQTF guidelines and minimum requirements for competency in the specific course. Flexible courses allow students to learn at their own pace and under varying conditions, which best suit their individual situations.

Students are required to be competent in all areas to receive an overall competency mark (C).

As a rule of thumb, students will generally be given three (3) opportunities to be assessed for competency in a unit. However, CTP may allow for further assessment opportunities where it feels there are special circumstances which are negatively affecting the outcome of assessment or where the client presents a case that CTP feels is valid. In such circumstances, CTP may seek assistance from an outside source (counsellor, tutor, etc) and will record the process for reporting to the Registering Authority.

Where a client has been assessed three times and is still Not Yet Competent (NYC), CTP may refuse further assessment if it feels there is little chance of the client becoming Competent.

The participant may appeal this decision in writing to the CTP's Principal who will consider the matter and advise the client in writing of the outcome. This process is outlined in Complaints and Appeals.

A flexible assessment process will be undertaken to consider the needs of people with special needs or situations including:

Cultural background.
Handicap.
Language Literacy & Numeracy difficulties.
Other trauma or reasons.

In this case, flexibility will not lessen the overall value of a course but should be seen as a willingness to take different avenues to reach results with the qualification retaining the same worth and value.

The results and details of all assessments will be recorded and kept on file for the purpose of auditing and, where applicable, will be forwarded to, or included in, reports to the Registering Authority. In line with CTP policies, clients will have access to personal information and will be advised of all outcomes in writing.

FEE STRUCTURE

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Fees: Full time \$1080 per term.
Part-time \$320 per unit.

Fees will be paid in three stages:

1. Non returnable deposit of 10% payable one week before classes start. E.g. \$108 for the term, or \$32 for a unit.
2. 50% to be paid on confirmation of enrolment, before the end of week 3. E.g. \$540 for the term, or \$160 for a unit.
3. 40% to be paid by week 6. E.g. \$432 for the term, or \$139 for a unit.

Refunds

Fees will be refunded should the unit not go ahead. Students who resign before week 3 will lose their deposit. Students who leave before week 6 may be eligible for a partial refund depending upon the circumstances. Students who leave after week 6 will not be eligible for a refund except in exceptional circumstances.

Should a unit not be offered a full refund or credit will be given.

Additional Fees

Repeating a Unit on failing to reach competency \$160

Replacement Testamur \$45

Qualifications will not be issued until payment has been made in full.

FEES PAID IN ADVANCE

CTP will ensure that fees paid in advance of course delivery shall be protected by having such funds entered into CTP's accounts as "Unearned Income," which may not be drawn upon until such time as delivery has commenced.

CTP's refund policy will also add an extra level of protection and flexibility which allows for the return of proportional funds after delivery has commenced.

REFUND POLICY

Refunds will be granted at the discretion of the CTP.

Refunds will only be granted on return of course materials. If a third party (i.e. a learner's employer paying for them) fails to pay within the stated terms then the learner's enrolment will be cancelled without notice. If you wish to seek a refund, please apply in writing (email, fax or post).

RPL Refunds:

If a learner is granted any Recognition of Prior Learning after Fourteen (14) days from the date of enrolment, there will be no refund or reduction in course fees allowed.

I did not notify CTP that I was not going to attend a course:

Any learner who fails to notify College of Theatre Practice of their withdrawal from course seven (7) days prior to its commencement *will not* be entitled to a refund.

I want to cancel my enrolment within thirty (30) days and I have attended one (1) or more days of a face-to-face workshop and I have not been assessed for anything yet:

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If a learner cancels their enrolment within thirty (30) days (inclusive) of commencement of the course and has attended one (1) or more days of a face to face course, and has not been assessed for any part of their course, the learner is entitled to a refund of 50% of the fees paid.

I want to cancel my enrolment within thirty (30) days and I have attended one (1) or more days of a face-to-face workshop and I have sent work in for assessment:

If a learner cancels their enrolment within thirty (30) days (inclusive) of commencement of the course and has attended one (1) or more days of a course, and has been assessed for some of their course, the learner is not entitled to a refund.

I want to cancel my enrolment after thirty-one (31) days:

If a learner cancels their enrolment after thirty-one (31) days of commencement of the course then the learner is not entitled to a refund.

RECOGNITION OF PRIOR LEARNING (RPL)

In some cases, students may be able to apply for Recognition of Prior Learning if they have previously achieved the learning outcomes for an accredited unit through Nationally Recognised Training. CTP will offer RPL for all units where there is evidence to support the RPL application

Evidence for RPL (certificates, transcripts or other evidence) should be attached to an Application for RPL and submitted to Admin at the time of enrolment. The RPL is then given to the Principal to be assessed. The Principal will confirm whether the RPL status is granted, denied or whether further information/evidence is required. Students will be informed in writing of the result of the RPL application prior to the commencement of the relevant session.

The availability of RPL will depend on the learner's experience, qualifications and evidence as well as relevant Training Package Guidelines.

The RPL process shall be consistent with The RPL National Principles as defined by the AQF.

FEEDBACK AND COMMUNICATION

CTP embraces an ongoing policy of open communication and encourages feedback and dialogue with all students to assist with meeting student needs and concerns as well as for ongoing improvement of CTP's services.

CTP would appreciate feedback in regard to your opinions, satisfaction, or other views about CTP's operations, policies, procedures and training delivery and assessment.

CTP will analyse and utilise this feedback and communication to:

- Review its policies and procedures and
- Plan for improvement

Feedback can be supplied directly to facilitators, other CTP staff, or as written suggestions which may include the use of CTP feedback forms.

EQUAL OPPORTUNITY

All admissions to CTP's courses shall be determined fairly without consideration for an applicant's gender, sexual orientation, ethnicity, religion, personal beliefs, handicap, etc, unless such items pose a reasonable argument for non enrolment on the grounds of safety or capacity to undertake the role or if it is in opposition to the laws of the land or CTP's code of conduct:

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Applicants will be assessed on their:

- Successfully meeting course pre-requisites including appropriate qualifications and experience
- Demonstrating a capacity and willingness to adhere to CTP's standards and code of conduct
- Ability to undertake the course in a manner that encourages a fair, safe and enjoyable learning environment
- Other items as determined for specific courses on a time to time basis

Specific Needs groups

CTP will maintain a flexible and proactive attitude towards specific needs groups and, where practical may cooperate with community or special needs organisations to allow their members access to accredited training. Where appropriate and in line with the development of CTP, it may provide specific courses or programs designed to assist groups of special needs or circumstances.

ANTI DISCRIMINATION

CTP policy does not allow for the discrimination of an individual by virtue of their gender, sexual orientation, religion, culture, political beliefs, handicaps or personal background providing it has no direct, reasonable and legal bearing on the individual's performance within the position, or on the safety, or well being of the applicant or others.

All persons will be treated fairly and have their application considered on the basis of its merits.

CONFIDENTIALITY

CTP will not disclose the personal details of its employees/students/contractors, or associates except as they expressly permit, or if necessary to meet legislative or compliance standards set by regulatory authorities or other persons empowered under the law.

DISCIPLINARY PROCEDURES

Where students are in breach of CTP policy, state or territory legislation, are disruptive, rude, unsafe, or fail to meet acceptable standards of good behaviour, CTP may take steps to address the situation. Depending on the nature and severity of the problem, CTP may choose to resolve the issue by mediation which will be recorded on student files and written copies and outcomes supplied to the student. Where the issue is more serious or is unable to be resolved, CTP may seek to apply sanctions, suspension, or expulsion to the student or, where relevant, refer the matter to more appropriate authorities or authorised bodies. All such action will be recorded with written outcomes supplied to the student(s) involved.

COMPLAINTS AND APPEALS

CTP takes all complaints seriously and enrolled students can use the following process where they feel it necessary.

STEP 1:

The issue should be raised directly with the facilitator or, if preferred, with CTP staff.
If the complainant is unhappy with the result, they may then take action as per STEP 2.

STEP 2:

The complainant may raise the issue in writing with CTP or have CTP staff take notes regarding the complaint. After receiving the written/noted complaint, CTP will receipt the complaint and will arrange for a confidential personal interview as soon as practically possible, preferably within 48 hours.

This interview will attempt to resolve the complaint either between the parties involved or between the complainant and CTP

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If the complaint cannot be resolved to the satisfaction of the complainant the grievance will be forwarded to the Principal of CTP for actioning.

If the grievance concerns a CTP staff member, STEP 2c will automatically follow STEP 1.

STEP 3

The complainant may at any point in this process action their grievance with:

A trade union, or association
The Anti Discrimination Board

All issues, complaints and grievances are taken seriously by the staff and management of our business and will be investigated and acted upon as quickly as possible.

Complainants will be informed in writing about actions taken on their behalf and confidentiality will be maintained to ensure the rights of the complainant are upheld.

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