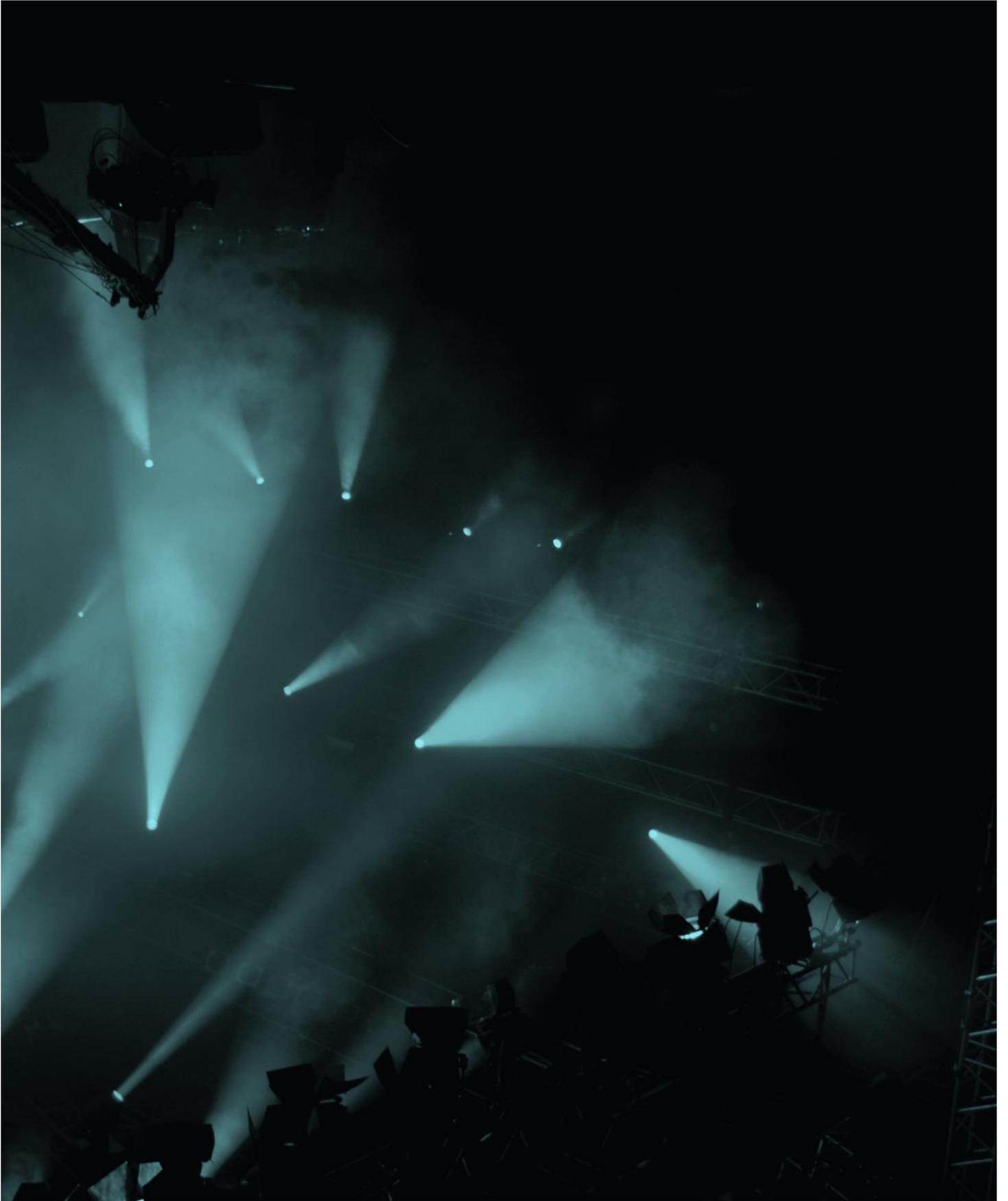


STUDENT HANDBOOK

CUA31015 Certificate III in Screen and Media



The CUS31015 Certificate III in Screen and Media is a nationally recognised vocational education and training qualification offered by JMC Academy to people looking for a pathway into further learning, or an entry level position in the creative industries.



WELCOME

On behalf of the staff and students at JMC, we would like to welcome you to the JMC Academy family.

Our uniqueness is defined by our people. It is defined by the individuality, distinct talents, personal histories, and achievements of each of our lecturers, and of each and every one of our students. It is the way these all interact to create the unique dynamics and superior outcomes delivered in every course.

It is defined by the recognition and respect we have earned over the years by industry leaders and by academics; reflected through our extensive and ground-breaking industry accreditation, incomparable Vocational Education and Training (VET), and Higher Education courses and the successes achieved by thousands of JMC Academy graduates.

For our students, the advantages of studying at an independent Registered Training Organisation and Higher Education institution include the ability to gain critical level thinking inherent in all our curriculum whilst simultaneously benefiting from the production based, industry-responsive practical component taught by proven professionals in each course. This ensures our graduates are industry-ready when commencing and developing in their chosen careers.

Dr. John Martin Cass

JMC Academy Founder and General Manager

JMC Academy is Australia's leading Creative Industries institution, offering qualifications in Screen and Media, Music, Songwriting, Audio Engineering, Film and Television Production, Entertainment Business Management, Digital Design, 3D Animation and Game Design.

With advanced-design campuses, ongoing technology upgrades, a dedicated team of academics and industry professionals, and a network of international master class lecturers, JMC Academy is committed to ensuring our graduates make their own indelible mark on industry.

JMC Academy's ultimate focus is to deliver inspiring and technologically sophisticated programs, which cater to the global needs of the creative industries. By nurturing, supporting and mentoring students who share a true passion and dedication for these industries, we are able to guide them into rewarding careers.

At JMC Academy you can expect to have an excellent learning experience.

This Handbook sets out the guidelines for what you can expect from JMC, and what JMC can expect of you as one of our students.

Our vision

Our vision is to provide excellence in Creative Industries education by being relevant, practical and innovative. We aspire to grow in a clear, sustainable way, within a vibrant, stimulating and intellectual environment.

Our students will become global citizens who are culturally informed, technologically adept, and ready to lead. The people at JMC Academy will share a passion for creating, sharing, and applying knowledge worldwide.

Our mission

The mission of the JMC Academy is to advance knowledge and educate students in Creative Industry practice and related areas of scholarship.

The Academy is dedicated to providing its students with vocational and higher education courses that combine rigorous study and professional practice in a supportive, intellectually stimulating and diverse campus environment.

The Academy seeks to develop in each member of the JMC community the ability and passion to work wisely, creatively and effectively.

In this way JMC Academy graduates can make a valuable and sustainable contribution to their community, the nation and the world.

Our values

- Quality
- Excellence
- Innovation
- Collaboration and Creativity
- Academic Rigour
- Cultural and Social Diversity
- Honesty, Integrity and Ethical Practice
- Equity

01

ABOUT THE CUA31015 CERTIFICATE III IN SCREEN AND MEDIA

Students enrolled in JMC Academy's CUA31015 Certificate III in Screen and Media are undertaking a nationally recognised qualification from the CUA Creative Arts and Culture Training Package (Release 4.0-4.1).

Each qualification in a Training Package has been determined by industry to be a specific and necessary set of skills and knowledge for working in the industry in that particular area.

The CUA31015 Certificate III in Screen and Media-

...reflects the role of a skilled operator in digital video, radio and online content creation, or a skilled assistant in the film and television production services who applies a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge.¹

This means that the work you do in this course will be geared towards '... the attainment and demonstration of skills to meet industry-specified standards'² as documented in a unit of competency.

It also means that when you do your assessments, you need to consider them as opportunities for you to demonstrate your skills and knowledge in relation to the standards in the nominated unit of competency. If you don't meet those standards of performance then your assessor cannot verify that you are competent, and therefore you will not be in a position to be awarded that unit of competency.

To find out more about competency-based training, the Department of Education and Training has published *Factsheet: Competency-based Training*, accessible from: <https://www.myskills.gov.au/media/1776/back-to-basics-competency-based-training.pdf>

COURSE STRUCTURE

CUA31015 Cert III in Screen and Media offered by JMC is four subjects:

- Creative development/academic skills
- Audio Theory and Practice
- Visual Media Theory and Practice
- Production Project

The assessment tasks

There are four assessment tasks in this course.

The assessment tasks are cumulative: they step you through the process of creating and producing a creative work. Assessment task 3 and 4 in particular are significant projects that will require a substantial amount of work from you to complete.

Earning the qualification

You need to pass all the assessment tasks in all the subjects to be awarded the qualification.

The units of competency

¹ Qualification details CUA31015 Certificate III in Screen and Media (Release 2) at <https://training.gov.au/Training/Details/CUA31015>

² NCVER 2000, *Competency-based training in Australia: Research at a glance*. From https://www.ncver.edu.au/__data/assets/file/0022/5593/nr9102a.pdf

All students enrolled in JMC Academy's CUA31015 Certificate III in Screen and Media will be assessed against these units of competency:

- BSBCRT101 Apply critical thinking techniques (E)
- BSBCRT301 Develop and extend critical and creative thinking skills (C)
- BSBINN301 Promote innovation in a team environment (E)
- BSBWHS201 Contribute to health and safety of self and others (C)
- CUACAM301 Shoot material for screen productions (E)
- CUAIND301 Work effectively in the creative arts industry (C)
- CUAPOS201 Perform basic vision and sound editing (E)
- CUASOU203 Assist with sound recordings (E)
- CUASOU307 Record and mix a basic music demo (E)
- CUASOU308 Install and disassemble audio equipment (E)
- CUAWRT301 Write content for a range of media (E)

A student will always need to meet the requirements for 11 units of competency to be awarded the qualification.

Copies of each unit of competency can be found in PLATO, or at <https://training.gov.au/Training/Details/CUA31015>.

Employability Skills

Throughout the course, your trainers and/or assessors will be observing your ability to demonstrate the following employability skills:

Communication

- Interpret and clarify written or verbal instructions
- Interpret and apply information in user manuals for software applications
- Write copy that meets specific requirements

Working in a team

- Seek and respond to feedback on work in progress
- Work as a member of a production team—both independently on assignment and under direction

Solving problems

- Anticipate and deal with minor equipment set up and operational problems
- Modify graphic images and elements of web pages to achieve desired effects

Showing initiative and enterprise

- Generate a range of feasible ideas for visual designs within the scope of a job role
- Obtain information in a culturally appropriate way
- Participate in quality improvement activities

Planning and organising

- Collect and organise information in a way that allows for easy retrieval
- Plan work tasks in a logical sequence
- Undertake basic research into information to be used in written copy

Managing your own work

- Act within the scope of a job role
- Follow workplace procedures, particularly in relation to OH&S
- Produce work within deadlines
- Seek expert assistance when problems arise

Learning and improving

- Keep up to date with industry developments and trends
- Improve writing skills through drafting and redrafting material
- Review design and creative reference material to improve understanding of visual communication principles
- Identify and take advantage of opportunities for ongoing professional development

Using technology

- Manage files using standard naming conventions
- Use content management systems, authoring and digital imaging software
- Use link-checking software
- Use video and audio software to prepare video and audio sequences for inclusion in interactive media products.

02

A SAFE CAMPUS

All students are expected to contribute to a safe learning environment by following all reasonable directions from JMC Academy staff, and not put themselves or others at risk.

Students are asked to handle all JMC Academy equipment and resources safely and in accordance to instructions. If loss, neglect or serious misuse (resulting in damage) of JMC Academy equipment ensues, whilst under a student's use and or responsibility, they will incur the cost of the item/s replacement or repair.

All students are required to:

- wear suitable footwear (no open toed shoes i.e. thongs or sandals), otherwise entry will be refused; act in such a way that you do not put yourself, or any other person, at risk;
- obey any reasonable direction that is given to ensure health and safety; avoid running on campus;
- report all spillages to Administration and any other situations that could cause injury to persons on our campus.

student welfare

Safety and welfare of all students is the highest priority of all JMC Academy's staff members. We safeguard, look after and monitor our students' emotional, social and intellectual well-being as well as their conduct and behaviour.

A counselling service is provided to all students to seek help with personal difficulties, self-management skills or simply for a friendly conversation. Note that the counsellor is unable to grant requests for assignment extensions.

Academic support is provided to students who require help with assignments, exam, essays and referencing.

If you have a concern about your studies, please make an appointment with your Head of Department or at Administration if you wish to talk with the Campus Manager. The Campus Manager will then help you to determine what support you may need to rectify the situation. You can be assured that every such request will be treated with discretion.

mental health + wellbeing

JMC Academy strives to provide a safe and healthy environment to study and work, for its students and staff.

If you notice any of the students or colleagues manifests any signs and symptoms of struggling with academic work or being under psychological or emotional duress please notify your Lecturer, or Head of Department, or Campus Manager immediately.

There are counselling services available on Campus for students. The appointments can be booked via Library or Administration. For more information about counselling please refer to 'Student Support' (section 7) of this handbook.

Harassment, bullying + discrimination

The JMC Academy is committed to actively fostering an inclusive culture that is free from bullying, discrimination and/or harassment of any kind. The JMC Academy expects all its staff and students to constructively contribute to a creative, safe and diverse learning environment where bullying, discrimination and harassment will not be tolerated under any circumstances.

Bullying, discrimination and harassment may adversely impact a person's health and wellbeing as well as their right to educational opportunities at JMC Academy.

Not only is it unkind and unfair, it is against the law for anyone to harass another person or to unlawfully discriminate against another person in the workplace, either directly or indirectly.

JMC Academy will take all reasonable steps to eliminate such behaviour through the use of an educative approach on the prevention of bullying, harassment and discrimination, ensuring that all students know their rights and responsibilities in an environment that encourages people to speak out.

JMC Academy:

- Sets standards of acceptable behaviour for JMC Academy students, contractors and employees
- Actively works towards sustaining a learning environment free from bullying, harassment and/or discrimination
- Assesses and accepts enrolments based on the applicant's demonstrated capacity to successfully undertake the course of their choice
- Makes reasonable adjustments to campus facilities and curriculum to accommodate a student's specific, identified requirements for learning
- Deals effectively with conflict arising from reported incidents of bullying, harassment and/or discrimination, and
- Provides academic and counselling services, as a matter of course, to support students to successfully complete their studies.

JMC Academy will investigate all claims of unsafe, discriminatory or aggressive behaviour and where the allegations are upheld, takes disciplinary action as required, which may include expulsion or suspension. For more detailed information, please visit the JMC Academy website.

sexual misconduct

Sexual Misconduct refers to sexual harassment or sexual assault and includes behaviour that could amount to a sexual offence and/or sexual harassment. At the JMC Academy we want safety and respect to be central to the culture of our community and therefore there is no tolerance of sexual harassment or sexual assault.

We strongly support the **Respect. Now. Always.** campaign with our strategy underpinned by the core principles that:

- Our students feel safe as they work towards their qualification; and that
- Every student who reports sexual misconduct or violence receives a compassionate, timely and fair response.

On PLATO you will find a site titled '**Respect. Now. Always.**' which has detailed information and resources around the matter of sexual assault and sexual harassment, including access to a learning module titled, 'Consent Matters - Boundaries, Respect and Positive Intervention' which is required to be completed by all students.

Respect. Now. Always.

Help shape a culture of safety and respect at JMC Academy.

staying healthy

smoking

JMC Academy is zoned a SMOKE FREE campus. Students found smoking on campus will be expelled as they are in breach of WH&S laws. This includes all boundaries and properties controlled by JMC Academy Management.

This prohibition includes smoking of all tobacco products, including electronic cigarettes. Once outside the boundaries of JMC Academy controlled properties, smoking and use of tobacco products is subject to local laws.

This JMC Academy health initiative is aimed to:

- Reduce smoking rates amongst staff and students
- Provide smoke-free environments to support those interested in reducing smoking or attempting to quit
- Eliminate passive smoking and provide a safe and clean environment for all to occupy and enjoy
- Significantly reduce littering and pollution of our land and waterways by eliminating the random disposal of cigarette butts, and
- Provide commitment to our local community by promoting evidence of concern of their health and well-being.

For advice and help to quit smoking call Quitline 13 78 48 or visit <http://www.quitnow.gov.au/>.

alcohol + drug use

There is to be no taking or selling of any drugs and/or alcohol or attending class under the influence of drugs and/or alcohol. Any student found selling or offering to procure drugs will be expelled. Any student attending JMC Academy under the influence of drugs and/or alcohol will be expelled. Any student found with drug paraphernalia will also be expelled. In any of the above instances, JMC Academy will request police to investigate.

playing nice

Although located in a commercial zone, JMC Academy campuses are also located in close proximity to residential areas. Therefore, it is important that the conduct of JMC Academy students does not impact on the amenity of this residential area.

Classes have been specially structured each day into three sessions with staggered breaks to minimise the number of students on campus at any one time, which in so doing reduces the potential for disturbance to neighbouring properties and residents, particularly in terms of:

- Noise disturbance
- Litter
- Utilisation of street car parks.

In addition, we ask that you always remain respectful and behave appropriately when on campus, at venues being used by JMC Academy, at Academy events, and when travelling to and from the campus. Students conducting themselves in an offensive manner may be asked to leave JMC Academy. Students may only congregate in JMC Academy's designated student communal areas during class breaks.

Students are not permitted to congregate on the street in front of the campus.

theft + vandalism

Any allegation made against a student of theft, vandalism or destruction of JMC Academy property will be investigated and may require the police to be notified. The JMC Academy campuses are under constant video surveillance and any evidence of theft, vandalism and destruction will result in expulsion.

in the unlikely event

first aid

In emergencies call '000' or '112' on mobiles. All basic requests for first aid should go to Administration. For serious injuries, please inform your lecturer or Administration immediately so that the appropriate action can be taken, and incident logged accordingly.

critical incident

A critical incident, in general terms, is defined as a traumatic event which may cause or is likely to cause extreme stress, fear or injury and may be regarded as outside the normal range of experience of the people affected. Some examples of critical incidents may include:

- Serious traffic accidents Physical or sexual assault
- Death, serious injury or any threat of these Natural disasters
- Chemical, radiation or bio-hazard spillage.

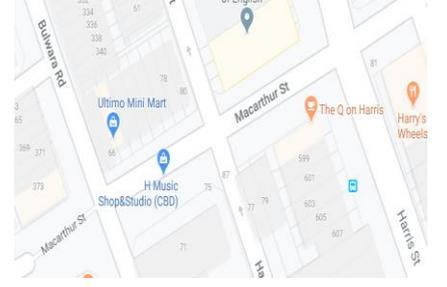
In the event of a critical incident and depending on the nature of the incident, the Campus Manager will call a meeting with the appropriate staff to form a Critical Incident Team.

The Critical Incident Team will set in motion a critical incident action plan to manage various aspects arising from the incident. Where there is risk to life or property, an incident or potential incident should be reported to the Emergency Services, (Fire, Police, Ambulance) and Security services immediately. If necessary, evacuation procedures should be put in place before contacting emergency services.

evacuation procedure

JMC Academy engages the services of "First Five Minutes" to advise on emergency procedures. When the fire alarm rings:

- Proceed at a walking pace to the nearest fire escape (all classrooms have maps that indicate the nearest point)
- Do not run, shout fire or push others, as this promotes panic
- If there is smoke, get down low and go go go!
- Do not use the lift
- Check the emergency exit maps in your classroom to see where to assemble
- Stay with the group – DO NOT WANDER OFF FOR COFFEE
- So that a JMC Academy staff member can account for you wait at the assembly point on:

Brisbane Campus Alexander Smith Place Park, 63 Grey Street	Melbourne Campus Corner of Bank St and Palmer Street	Sydney Campus Corner of Bulwara Rd and MacArthur St; MacArthur Street Rest Area
		

- Do not leave the assembly point until you have been given permission to do so.

keeping it private

JMC Academy is committed to preserving your privacy and will:

- Only collect personal information from you for lawful purposes
- Only collect information as it is necessary
- Tell you what the information will be used for
- Tell you who else, if anyone, will receive that information
- Protect personal information from loss, unauthorised access, use, modification or disclosure or other misuse
- Not disclose personal information outside JMC Academy except where:
 - You have consented to the disclosure, or the likelihood of disclosure
 - JMC Academy is required by legislation, court order or other legally enforceable instrument and the request is in a written form, and/or
 - Disclosure is reasonably believed to be necessary to prevent or lessen a serious and imminent threat to life or health of any person.

04

STAYING CONNECTED

keeping it current

It is your legal responsibility to let JMC Academy know if you have changed your address and/or changed your phone number. We must have your most up to date contact details on file so we can easily reach you if your class has been re-scheduled, or you need to come and meet with us to discuss your attendance/progress or other campus related matter.

email

You will be given a JMC Academy email address when you enrol. JMC Academy will use this email address to correspond with you. It will go to your Outlook account, which is connected to your Office365 account.

Office365

Every enrolled student with JMC Academy has access to JMC's Office 365 institutional account. You can use your JMC email account to access Office365.

Accessing Office365 will give you access to:

- Word Online
- Excel Online
- PowerPoint Online
- OneNote
- Outlook

Plato

PLATO is JMC Academy's 'online learning management system'. Once enrolled, you can access PLATO:

- URL: <https://plato.jmccademy.edu.au/>
- Username: Student Number
- Password: Temporary password will be emailed separately to your JMC email account

At its most fundamental, PLATO is where you can access to your course overviews and assessment briefs. It is also where you will submit some of your assessment tasks. Importantly, it is where you will get feedback from your assessor on your assessment tasks.

It is also a great place to go for resources to help you study, write academically as well as reference your sources correctly.

PLATO is accessible from any computer with an internet connection.

Having trouble logging in? Contact Administration.

Paradigm

Paradigm is JMC Academy's 'online student management system'. Once you are enrolled, you can access Paradigm:

- www.jmccademy.edu.au or <https://jmc.edu.net.au/php/index.php>

Paradigm is where your personal information is stored, along with your enrolment details, subject results and notes of any contact JMC makes with you, or you make with JMC Academy.

05

WHEN ON CAMPUS

At JMC Academy, you can expect to spend time in the classroom and in different studio environments, from MIDI labs, to computer labs, to audio recording and television recording studios.

Your attendance and participation in both are vital to ensure you pass each subject and get the most out of your time at JMC.

Your JMC Academy trainer/assessor will share their academic and discipline knowledge and skills with their students, and assess student achievement in a timely manner.

You need to meet all assessment task deadlines: project due dates, quiz deadlines and so on. Under extenuating circumstances, some flexibility around deadlines may be extended to students, upon written application well before the due date.

Your timetable, attendance and participation

You will be provided with a course timetable before your course starts.

Because of how JMC Academy works with you to achieve the learning outcomes, your trainer/assessor will expect you to attend every scheduled session.

In addition, you will need to dedicate a significant amount of self-paced study time to prepare for and complete your assessment tasks.

Turning up, on time is part and parcel of life as a respected and respectful working professional. Please be ready to start class, when class starts.

Sick?

Please notify Administration by phone or email if you are going to be absent for more than one day due to illness. Upon your return, you will need to give your trainer/assessor your medical certificate. We will only accept medical certificates signed by a registered doctor.

Unforeseen circumstances?

You can probably expect at least one kind of life event to occur when you are studying. Let Administration know as soon as you can what is happening so that we know where you are, and when we can expect you to return.

05

WHEN IN THE CLASSROOM

Classroom etiquette

Simply, treat others like you want to be treated. In class this means:

- Everyone turns up on time
- Everyone gets a turn
- Everyone tries their best
- Everyone supports and encourages everyone else.

It's true (and there is plenty of research to support the claim): the more positive you and your classmates are about learning, about making mistakes, about making sure everyone is included, the better your time in class will be and the better your results.

Teamwork

Being able to work well in a team is a skill. Your trainer/assessor will work with your team to help facilitate the best outcome. Everyone is responsible for making a team work by:

- Collaboratively creating the team's goals
- Actively demonstrating acceptance: no one else thinks the way you do, or has the same perspective on an issue that you do, and everyone has the right to voice their opinion on the topic at hand. Voicing an opinion is not about making it personal
- Being responsible for our own work, and
- Being accountable, and being fair.

It takes a lot of emotional energy to be a productive member of a team, along with a significant amount of personal insight, including critical self-reflection. It's not impossible, and it's really rewarding when it works.

Employers want people who can lead a team, and be a member of a team. They also want people they (and their existing employees) can work with.

06

USING THE SPECIALIST FACILITIES

As a JMC Academy student, you have access to professional standard studios and laboratories in which to conduct your project work.

Please remember you are individually responsible for the equipment you use at JMC Academy. Access to the equipment at JMC Academy is part of your studies, and we ask that you respect that privilege and be careful with all equipment you come into contact with.

As a Certificate III student, you will always be accompanied by a JMC Academy staff member to use specialist studios and equipment.

Regardless of the specific facility you are booked to use:

- No food or drink is allowed
- You need to be wearing footwear that protects your feet
- No student ID, no entry: always wear your ID card in its JMC lanyard
- You are responsible for any loss or damage that may occur when using JMC Academy facilities/equipment
- Save all your work on a portable storage device (for example: such as CD/DVD/USB. External Drives recommended are USB2 and Firewire interface with the minimum specifications: Interface: USB2 + Capacity: 320gig
- JMC Academy regularly cleans drives and can take no responsibility for lost student work
- Whatever you take into a studio or classroom, make sure you leave with it. Sometimes personal items are handed into administration as 'lost property' but not always
- Your trainer/assessor will let you know if and when you need to bring your own equipment/instrument onto the campus (e.g. guitars, bass, cymbals, microphone and so on)
- You must comply with all workplace health and safety requirements that apply to the use of specialist facilities (safe hearing practices, lifting, use of electricity, using ladders and so on)
- Leave the room neat and tidy, ready for the next group
- If you are not scheduled to use a studio or lab, please do not enter when a class is in progress
- You can use the computers in the library to access your email
- JMC Academy reserves the right to refuse entrance to the campus or any other room/facility on the campus

Let us know immediately if you notice or cause a fault so we can fix it as soon as practical.

07

DOING YOUR ASSESSMENTS

It's our mission to prepare you for the future, to give you hands-on practical and technical knowledge that reflects the way they do it in the industry and develops alongside it as technology changes; to invest in you the critical reasoning and mental smarts to deal with every situation.

The assessments in JMC Academy's CUA31015 Certificate in Screen and Media are your opportunity to show your trainer/assessor that you understand what is required by a specific task, and that you can apply that knowledge to the doing of that task. It goes beyond mere mimicking what you have seen your trainer/assessor and/or peers do...it is just as much about your process of what needs to be done, as well as the final product.

The best tips for doing well in your assessments are:

- Read and understand the assessment briefs
- Read and understand the assessment rubrics
- Ask your trainer/assessor as many questions as you need—before you start your assessment—to double check your understanding
- Keep asking for feedback from your trainer/assessor about how you are going, what you are thinking, what you are considering doing next ... when you get the feedback, think about it and use it constructively. If you choose not to use the feedback, that's fine but don't dismiss it out of hand
- For an in-depth understanding of the assessment task and all that's involved you can always refer to the units of competency for this course.

Copies of each unit of competency can be found in PLATO, or at <https://training.gov.au/Training/Details/CUA31015>.

Academic integrity // Free intellectual inquiry

JMC Academy's reputation as an educational institution depends upon its ability and determination to challenge, revise and renew accepted ideas, be able to encourage debate, and support the development and testing of theories. Therefore, students have the right to exercise their own professional judgment in engaging in teaching, learning and research without undue interference.

Your reputation as a student depends on your ability to take responsibility for your own learning: your ability to and determination to challenge, revise and renew your ideas, enter into discussions, to test and develop your creative ideas, seeking feedback and treating your colleagues and their ideas with respect.

Your reputation as a person with integrity depends on your ability to honestly represent the work you do as distinct from the work of others that you have called upon to inform the development and outcomes of your projects. As our friend Isaac Newtown is quoted as saying 'If I have seen further than others, it is by standing on the shoulders of giants', and as Coco Chanel counselled 'The most courageous act is to think for yourself. Aloud.'

Referencing the work of others

There is no excuse for incorrectly, or neglecting, to attribute the work of others you have used—as a direct quote, or paraphrased, or emulated, or code you have copied from an open source webpage... JMC Academy's Style Guide includes all the information you will need to make sure you prepare in-text citations and reference lists as required. To not appropriately credit the work of others is considered academic misconduct and penalties apply.

Your academic support officer and/or librarian can also assist you with the details of correct referencing practice.

Academic misconduct

As a JMC Academy student, you are responsible for ensuring that any work you submit for assessment appropriately and accurately references the sources of all work you have used in your assignment that are not your own. To not do so will be deemed academically dishonest.

Academic dishonesty is academic misconduct and can refer to acts of bribery, plagiarism, collusion, cheating and contract cheating, falsification, fabrication and enabling academic misconduct. You are responsible for reading and understanding JMC Academy's policies and procedures in relation to academic honesty and the process for investigating and determining act/s of academic misconduct, and what penalties may apply.

Similarly, JMC Academy expects all its staff to uphold the principles and practices of academic integrity in all their work and dealings.

Should you have any questions regarding these policies and procedures please see your Head of Department, lecturer or Campus Manager.

Any claims made against you or any other student regarding academic dishonesty will be investigated. Where the allegations are upheld, penalties will be applied, as per the *Academic Integrity Policy and relevant Procedure*.

Academic misconduct definitions

Bribery: This involves either offering or accepting bribes (money or other favours) in return for a grade or another form of advantage.

Cheating: Cheating is the attempt to deliberately circumvent examination or assessment rules or regulations.

Contract cheating: This is the practice of paying someone else to do an assignment and then submitting that assignment as your own work.

Collusion: This is working closely with someone on an assignment, when the assignment is meant to be wholly an individual student's work. While discussing ideas with others is beneficial, when it is written down, recorded, drawn and so on, it must be entirely the student's own work. In a group assignment collusion occurs when the group, or any member of the group, discusses the assignment with a person outside their group and contributes that outside person's ideas to the group assignment.

Enabling academic misconduct: Enabling academic misconduct means working with a student and deliberately promoting or overlooking acts of plagiarism, cheating, falsification and/or fabrication. Enabling falsification and fabrication means deliberately assisting a student to falsify and/or fabricate information, so that it can be presented as real and factual.

Falsification: Falsification is the deliberate misrepresentation or forgery of existing information or documentation and representing that to be real.

Fabrication: Fabrication is the deliberate creation of purported or non-existent information or documentation, and the representation of that as actual data.

Plagiarism: Plagiarism is the action or practice of taking and submitting or presenting the thoughts, writings or other work of another person as though it is your own work.

Submitting your assessment

Your assessment must be:

- Submitted no later than the due date and time
- Submitted in the format required
- Submitted with a coversheet, and
- Submitted as per your trainer/assessor instructions.

You must keep a copy of any assessment task you submit.

It is also a good idea to take a screen shot of PLATO as a record of you submitting your work as required.

Label everything with your name, student number, date and the assessment task number & assessment name. It is your responsibility to submit your assessment in the correct format, and to present it professionally.

Dispute over when and or if a submission was or was not on time will not be considered if you do not have evidence that confirms your submission time/date.

Progression

Please refer to JMC's Guidelines for Monitoring Students Progression in Nationally Recognised Training (VET qualifications) for specific details about how JMC Academy manages students who do not meet academic requirements for continuing with their studies at JMC Academy.

In summary:

Re-submission

In the CUA31015 Certificate III in Screen and Media, the units of competency are arrayed over the subjects in the course. Therefore:

1. Students have one additional opportunity to re-sit the online quiz (assessment task 1), if they failed it on their first attempt
2. Students have one additional opportunity to re-submit their case study (essay; assessment task 2) if they failed it on their first attempt
3. Students who do not meet assessment requirements for assessment task 3, will have one more opportunity to 're-pitch' their project
4. Students who do not meet assessment requirements for assessment task 4 (project and showcase) will not have an opportunity to re-make or re-present their production project. Students will receive continual guidance on their projects; it is expected that all students will contribute to their project and take on feedback and suggestions so their final project and the showcase meets requirements
5. JMC Academy works very hard with their students to maximise their opportunities for academic success. However, in those instances where a student does not meet assessment requirements (for assessment task 1, 2, 3) after two attempts, then they will be asked to leave the course as their progression will be deemed 'unsatisfactory'.
6. Students who do not meet the assessment requirements for assessment task 4 (production project and showcase) cannot be awarded the qualification as they have not met all requirements of the units of competency.

Re-enrolment

JMC Academy will consider applications to re-enrol in their CUA31015 Certificate III in Screen and Media on a case-by-case basis. Students who did not submit any assessment tasks will not be re-admitted until one year has passed since the start date of their course.

Re-collecting assessments

Your submitted assessment tasks will be kept on JMC Academy 's Learning Management System, PLATO for a period of one (1) year after the end of the course.

The record of your results however will be kept by JMC Academy for a period of 30 years.

Extensions to assessment due dates

If needed, within a study period, you may apply for a standard extension of time to complete set assignments due to special circumstances, using an appropriate form available from Student Administration. This form must be completed and lodged at least three (3) business days prior to the due date.

Lodgement of an application for extension does not constitute approval. Applications must include written statement explaining valid reasons for requesting an extension of time and must be accompanied by supporting documentation such as a medical certificate.

Applications for Extension will take a minimum of 48 hours to process. If approved, a letter authorising up to five (5) days extension will be issued.

JMC Academy cannot give verbal approval of your application for your extension.

More than one week or repeat extensions will not be considered.

Please note: for serious extenuating circumstances that may extend beyond the end of trimester, separate application for 'Special Consideration' must be submitted.

'Special consideration'

You may be eligible for Special Consideration if:

- You have been affected by unexpected or extenuating circumstances
- The circumstances were outside of your control and for which you had no opportunity to prepare themselves in advance
- The circumstances made it impracticable for you to complete the requirements for the assessment/s
- The circumstances made their full impact on you after census date for the course.

You will only ever be given up to five (5) days extension from the due date of the assessment. Extensions exceeding five (5) days may be granted based on Special Consideration Application. Only a Head of Department can approve an extension or a request for special consideration.

Grades

You will be assessed as competent or not yet competent against each unit of competency in JMC Academy's CUA31015 Certificate III of Screen and Media. You must be assessed as competent in every unit to be awarded the qualification.

Results

Assessment Results are handed to administration by your trainer/assessor after assessing has been completed.

You can print an Interim Transcript from Paradigm portal once all results have been finalised.

Official transcripts will only be produced upon completion of your study and once all results have been entered into the system and verified by JMC Academy.

Request for a re-mark/Assessment appeals

You are within your rights to request a re-mark of an assessment task if you genuinely believe that you should have been assessed as 'competent' or given a pass for the subject.

If you are still not satisfied with the result of the re-mark, then you may appeal the assessment decision.

You must follow the process outlined the JMC Academy Assessment Procedure. Pay particulate attention to the timeframes for submitting requests for re-marks and appeals.

08

TESTAMURS + TRANSCRIPTS

vocational education training

A Testamur is only issued to students who have met all the requirements of the award.

Record of Results is a certified record of all results which a student has obtained in units leading to a qualification.

JMC Academy issues Records of Results concurrently with the Testamur free of charge.

An early or re-issued Record of Results are available to a student at any time upon request.

A Statement of Attainment is issued to a student who has completed some but not all units of competency for the award. A Statement of Attainment may be issued to a student upon their request at any time during or after their course of studies.

JMC Academy will also issue a Statement of Attainment to a student who withdraws from the course before completing the award.

09

GETTING SUPPORT

Regardless of how talented you are, sometimes you need the right support in order to hone your skills, and drive a truly remarkable career.

support + intervention strategies

JMC Academy provides academic and pastoral support and assistance to all students, who are either identified as 'at risk' because they are not meeting the requirements of satisfactory academic progression, or who independently seek support from an academic support officer, counsellor or librarian.

Each campus has a dedicated academic support expert who may help student individually or through the series of academic workshops run regularly throughout the year.

You can seek assistance for:

- Academic writing and referencing
- Business plans
- Computer skills
- CVs and cover letters
- ESL support
- Exam preparation
- Mindfulness sessions
- Note taking
- Presenting
- Researching
- Study skills and time management
- Time and Stress Management

If you are unsure what you need speak to your trainer/assessor, follow this link to [Resources in PLATO](#), or drop into your library.



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