



## Australian College of Make-up and Special Effects Pty Limited

ABN 77 038 606 682

29-35 Shepherd St Chippendale NSW 2008

Phone (612) 9281 0003 Fax (612) 9212 0009

www.makeupcollege.com.au CRICOS Provider Number: 02522B

### INFORMATION FOR STUDENTS

**Australian College of Make-up and Special Effects Pty Ltd** is a Registered Training Organisation under the Australian Quality Training Framework.

The College has two full time accredited courses:

**CUF 40407 - Certificate IV in Make-up**

**CUF 50407 - Diploma of Specialist Make-up Services**

Details of these courses are provided on our Course Information sheets, showing content, length and vocational outcomes.

Course costs are outlined in Page 2 of this document.

Our courses are accredited and are derived from national industry training packages to ensure training meets recognised standards of education. The College is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

Our CRICOS provider number is: 02522B

#### **The College**

Established in 1980 by Josy Knowland as “Film Make-up Technology” the College has a first class reputation in make-up and special effects for providing professionally trained and highly motivated graduates who have achieved recognition both in Australia and internationally. That reputation has been enhanced through the work of Scott Lattimer who brings his own levels of expertise in education. Graduates from our courses regularly obtain employment in film and television, theatre and other areas of the performing arts, as well as with major fashion houses, international cosmetic companies and retail make-up outlets. We hope that you will become one of our success stories, like so many others before you.

#### **Course Duration**

Courses consist of a minimum of 38 weeks full time study comprising a minimum of 20 contact hours per week.

#### **Tuition**

Tuition is conducted by fully qualified trainers and industry professionals working in their fields of expertise. The College offers 24 places for make-up students and 10 places for special effects students in each course. This ensures a low student teacher ratio to ensure high levels of direct instruction for our students.

#### **Teaching & Assessment Methods**

Teaching is done through demonstration, group lectures, and practical work.

Ongoing assessment is based on the industry training package assessment criteria. Final Assessment takes place at the end of the course prior to graduation. There may be practical and theoretical examination as part of the assessment process.

#### **Orientation:**

On acceptance the College will enrol the student. Student orientation will occur in the first week of study and will involve an introduction to the College, basic procedures for study, provision of notes and policy documents.

#### **Location**

The College is centrally located in the Sydney suburb of Chippendale.

It is on the main bus route to central Sydney and close to light rail transport. Ample parking is available at Broadway Shopping Centre.

#### **Environment**

The three-story building houses the College and a retail make-up outlet. The layout of the College consists of large, light airy rooms. Student facilities include reference library, lunchroom, exterior balcony and kitchen. Teaching facilities are fully air-conditioned, comprising modern lecture demonstration area, fully equipped make-up and period hair room, and special effects workshop.

Prospective students temporarily visiting or residing in Australia should visit the College to discuss their aspirations, view our facilities and meet our staff.

#### **Accommodation**

There is a high demand for all types of accommodation in Sydney and students are advised to allow 3-6 weeks to find suitable accommodation. The College is happy to supply a list of Real Estate Agents, hostels, hotels and shared accommodation, but cannot arrange, nor recommend, accommodation.

As the College is located close to the City of Sydney, Sydney University, and The University of Technology, Sydney, student accommodation in the vicinity is plentiful.

#### **Student Selection**

Students are selected for courses based on enthusiasm shown, previous experience and aspirations. Interview with the Principal will determine acceptance by the College.

Where appropriate the College will conduct language, literacy and numeracy assessments prior to enrolling a student. These assessments will be conducted on College premises.

#### **English Requirements**

All students whose first language is not English must demonstrate sufficient competency in spoken and written English to undertake the course. The College requires a minimum IELTS level of 5.5.

#### **Attendance**

Students must attend 80% of the course. Except in the case of illness verified by a doctor's certificate absenteeism is not tolerated.

#### **Application**

Prospective students can apply using the online application facility or by downloading the application form and submitting it direct to the College. Successful applicants will be notified and a place allocated on receipt of a deposit.



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## Application Procedure:

1. Student submits application with copy of English test result (if English is not your first language)
2. Application assessed by College
3. Acceptance Notification sent by College
4. Student pays deposit – Direct Debit Available
5. College sends confirmation of place and Acceptance

## Recognition of Prior Learning

RPL is available for all subject units. Candidates initially self-assess against learning outcomes and assessment criteria of relevant modules. The Principal advises and assists them to prepare application and documentation to support self assessment.

Where the students qualifications have been issued under the Australian Qualifications Framework the College has an obligation to recognise those qualifications or Statements of Attainment where they have been issued by any other Registered Training Organisation. If there is sufficient evidence in the application and supporting documentation, no further assessment may be necessary.

## The Timetable

Classes commence in February, March and July and end in December and May, the year being divided into four terms of eight to ten weeks each. Classes are held from 9:15 am to 5:00 pm with one hour's break for lunch.

## Student Contact Details

The College requires that students keep us informed of any changes in your residential address, and in any other contact details, such phone numbers, email addresses etc., while undertaking your studies.

## Student Support Services

The College provides the services of a professional Psychologist on a confidential basis should any student require assistance or counselling.

## Appeals Complaints and Grievance Procedures

The College has in place policies regarding complaints and grievances. Copies of those policies are provided to students as part of the College Student handbook during their orientation.

## Make-up Kit

For all courses a make-up kit is required and the cost is separate from the course fee. For Certificate IV the kit comprises fully professional make-up, sable make-up brushes, sponges, puffs, palettes, spatulas, and hair materials including brushes and combs, and other items required for the course. The kit is discounted and is priced at \$1,500.00

For the Diploma the kit comprises an airbrush, airbrush compressor, inks and steel modelling tools, as well as other items required for the course. The kit is discounted and priced at \$Aus 1,000.00

## Discounts

The College may discount make-up products bought by students.

## Flexible Learning

Because of the practical nature of the courses offered the College can only apply flexible learning principles to theoretical subject areas. These include self-paced and self directed learning where possible. Distance learning is not available.

## Cost Structure

Course Code	Course Fee	Make-up Kit	Total
CUF 40407	\$9,500	\$1500	\$11,000
CUF 50407	\$10,000	\$1000	\$11,000

## Fee Payment

Fees may be paid directly to the College by credit card (Mastercard, Visa and American Express), by cheque, cash, or through direct deposit into our bank. Please ask for our bank details. All fee payments must be in Australian Dollars.

## Advance Payment

Full fee payment in advance attracts a discount of \$ 250.00

## Payment over time

The College has a structured payment plan for payment of fees over the length of the course. This includes a direct debit facility at no extra cost.

## Fee Payment before Enrolment

The College requires a deposit to be paid before enrolment into a course. *Please note: Deposits are non-refundable*

## College Refund Policy

Course fee may be partially refunded in accordance with the following schedule:

Withdrawal from a course prior to the end of term one:

No refund is payable.

Withdrawal from a course during or after the end of term two:

15% of the remaining tuition fee balance.

Refunds are only payable where fees have been paid in advance, and exclude amounts paid for student kits.

Should the College terminate a course, a refund will be given on the unfinished portion of the course. All refunds are subject to the discretion of the College

This agreement does not remove the right to take further action under Australia's consumer protection laws.

Refunds (where applicable) will be paid to the individual or organisation who originally paid the fee to the College, within one month of the College receiving a written claim

## Notice of Withdrawal

To qualify for refunds students must provide adequate notice of withdrawal. This must be a minimum of one month prior to the date of withdrawal.