

# KALTRAINING▶

Certificate III in Screen and Media  
(CUA31015)



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(TOID: 2085) KAL Multimedia Training trading as KAL Training

## MISSION STATEMENT

*“To provide Quality Education to Students in Small Groups”*

### Information for Students

KAL Training (TOID:20815) trading as KAL Training has a reputation for delivering quality educational programs and services to a diverse range of clients since their inception in 2000. Our organisation caters for the one-to-one and small group training situations, thus allowing more in-depth knowledge to be passed on to students in a range of areas such as multimedia, community services, training and assessment, business, information technology and work based training.

KAL Training teaching staff have recognised expertise in their fields, both in industry experience and training. They are skilled in Competency Based Training techniques, with empathy and understanding of the needs of people from many diverse and disadvantaged backgrounds, as well as for a variety of corporate industries’ needs, and consequently are able to pass on their wealth of knowledge to the students.

KAL Training’s staff members embrace the principle of continuous improvement in all aspects of the organisation’s work. Furthermore, they place emphasis on involvement from industry and community stakeholders in the development of course delivery and assessment strategies that meet the needs of learners. These include quality training facilities and up-to-date equipment used in presenting its courses, with the addition of flexible on-line learning as well as classroom and workplace delivery.

### Educational Standards



In accordance with the stringent requirements of Department of Education and Early Childhood Development, KAL Training maintains policies and management practices, which will ensure a high level of professional standards in the marketing and delivery of training services, and will always safeguard the interests and welfare of its clients.

As a member of ACPET (Australian Council of Private Education & Training), KAL Training abides by the Code of Ethics, as set out by the organisation. It is also a member of ACPET’s Tuition Assurance Scheme (ASTAS). ASTAS ensures that any Australian student displaced from a course, due to a member's inability to continue the course, is relocated efficiently and with minimal disruption to a comparable course with another member or approved provider.

KAL Training takes pride in its record of achievement and is committed to maintaining the highest professional standards of its trainers, and the quality of the training facilities and up to date equipment used in presenting its courses.

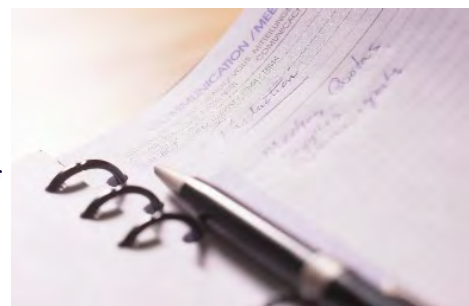
KAL Training has pride in their high level of compliancy within the Private and Public VET sector.

In 2012 KAL transferred its registration to the National regulator ASQA, allowing them to offer training to interstate clients.

Victorian and Commonwealth funding is available to Victorian residents (subject to eligibility) under Victorian Training Guarantee.

Keeping in mind the changing expectation of our clients, KAL Multimedia Training began trading as KAL Training (TOID 20815) in 2015.

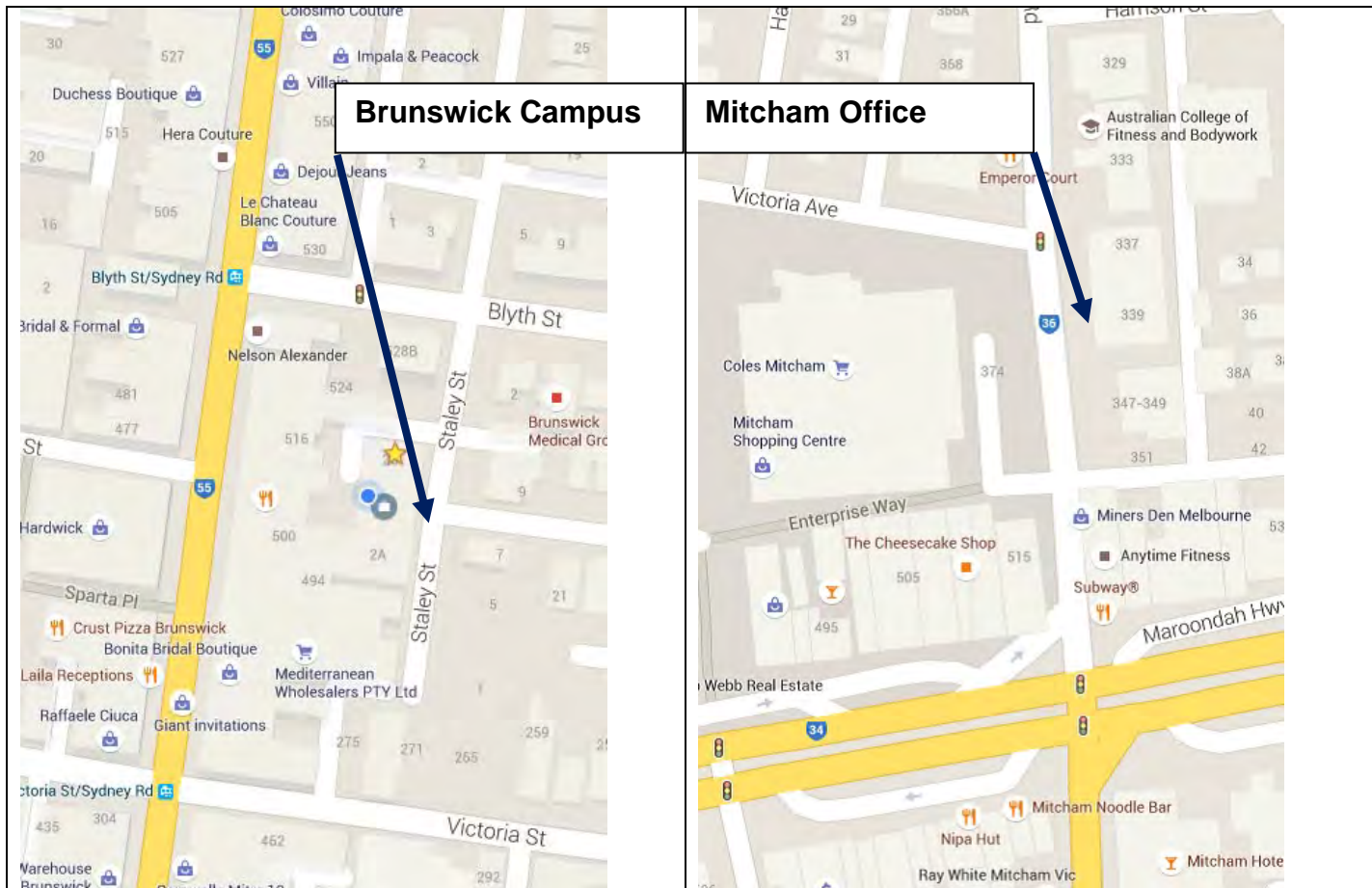
As at 1st July 2015, Kal Training will be opening a new office in Mitcham. We will still be operating from Brunswick but we are expanding our business to cater for the needs in the Eastern and surrounding suburbs. Our new location is at Suite 2/339 Mitcham Rd, Mitcham. Kal Training is dedicated in helping our students achieve their career goals through further education in their chosen field.



# KAL TRAINING CENTRE & OFFICE LOCATION

PLEASE NOTE THE FOLLOWING OPENING HOURS FOR STUDENT ENROLMENTS:  
 Brunswick - Tuesday to Thursday 8:30am to 4:30pm (Monday and Friday by appointment only)  
 Mitcham – Monday to Thursday 8:30am to 4:30pm (Friday by appointment only)  
 Student Queries – 1800 244 438 Monday to Friday

<b>Brunswick Campus:</b> 2B Staley Street, Brunswick, 3056.	<b>Mitcham Office:</b> Suite 2/339-345 Mitcham Road, Mitcham, 3132
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<p>Nearest Bus, Tram and Train Stops in <b>Brunswick</b> are:</p> <ul style="list-style-type: none"> <li>▪ Bus: 508 Alphington stops on Blyth St (Moonee Ponds via Northcote &amp; Brunswick)</li> <li>▪ Tram: Tram 19 stops on intersection Sydney Rd and Blyth St (North Coburg to City - Elizabeth St)</li> <li>▪ Train: Brunswick Train Station (Upfield Line) – about a 10 minute walk to KAL Training Office</li> </ul>	<p>Nearest Train Stop is <b>Mitcham</b> Railway station then walk 6 minutes to Kal Training office</p>
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## Facilities and Disabled Access

The training centre has been set up to cater for classes of small groups, 8-15 people, with the following facilities available:

- High Performance Desktop Computers
- High performance laptops
- Production Suites
- Sound and narration recording facilities
- Cinema, DSLR & HDV Cameras, scanners and printers
- Disabled chair lift access
- Disabled toilet facilities
- Ergonomic chairs & furnishings
- Student Lounge – with tea/coffee and kitchen facilities
- Conference facilities
- Multiple training rooms



## **CUA31015 - Certificate III in Screen and Media**

### **Qualification Description**

This qualification 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.

### **Job roles**

- Archival media technician
- Camera/lighting assistant
- Community radio program maker/presenter
- Editing assistant
- Interactive media author assistant
- Production Assistant

### **Entry Requirements**

Nil

### **Packaging Rules**

**Total number of units = 11**

**3 core units plus**

**8 elective units**

## Units delivered by KAL:

\*This bonus unit is not compulsory but is highly recommended for employability in the industry

<b>CORE</b>	<b>Achieve 3 core units</b>	
BSBCRT301	Develop and extend critical and creative thinking skills	40
BSBWHS201	Contribute to health and safety of self and others	20
CUAIND301	Work effectively in the creative arts industry	50
<b>Electives</b>	<b>8 + 1*bonus elective units</b>	
BSBDES201	Follow a design process	40
BSBDES302	Explore and apply the creative design process to 2D forms	50
CUAANM301	Create 2D digital animations	35
CUAANM303	Create 3D digital models	75
CUACAM301	Shoot material for screen productions	60
CUADIG201	Maintain interactive content	30
CUAPPM407	Create storyboards *	40
CUASOU405	Record sound	60
CUAWRT302	Write simple stories	30
	Total Hours	530

### Course Breakdown:

<b>Course Fees</b>	\$195 enrolment fee plus tuition fee (Students eligible under Skills First Program \$0 or Fee for Service \$3710). These fees are subject to change during the year and amounts quoted are indicative only and can reduce if there are any credit transfers or Recognised Prior Learning (RPL) units.
<b>Target learners</b>	This course is for entry level workers who are entering the Media industry, whether it is filming or the interactive media. These learners are those looking to enter the work force such as school age students or those who have just completed.
<b>Course Requirements</b>	Student will be assessed in Kal's own Literacy and Numeracy test which is completed at pre-enrolment.
<b>Duration</b>	12 Months
<b>Delivery</b>	This course is delivered in classes through mixed workshops. Students combine a mix of theory and practical exercises to complete the course. We expect our students to work on their assignments at least 3 days a week and submit at least one assignment per month. This course can also be completed online through our Moodle online system.
<b>What this course is about and who it is for</b>	This course is for those looking at building their skills in the media industry. Learners will gain experience with cameras and editing software. Students plan and produce a film from start to finish including acting and editing material.
<b>Methods of Assessments</b>	Students complete practical exercises, short and long answer questions and practical work based exercises.
<b>Assessment tasks</b>	<b>Assignments:</b> <ol style="list-style-type: none"><li>1. Develop and extend critical and creative thinking skills</li><li>2. Work effectively in the creative arts industries</li><li>3. Contribute to health and safety of self and others</li><li>4. Create Storyboards</li><li>5. Create 2D digital animations</li><li>6. Create 3D digital models</li><li>7. Explore and apply the creative design process to 2D forms</li><li>8. Follow a design process</li><li>9. Maintain interactive content</li><li>10. Shoot material for screen productions</li><li>11. Write simple stories</li><li>12. Record sound</li></ol>
<b>Materials/Resources</b>	Students will have a range of power points and resources available on the online Moodle system.
<b>Extra requirements</b>	Students require a laptop or computer, access to the internet and a current email address.
<b>Online Learning System</b>	Students use the online learning system Moodle to complete their reading and assessment work. The system holds all their learning material and is accessed remotely via the internet. It can also be used to contact their trainer for assistance with their assignments. Moodle Login <a href="http://kal.trainingvc.com.au/login/index.php">http://kal.trainingvc.com.au/login/index.php</a>

## 2017 Course Fees and Charges

### IMPORTANT INFORMATION FOR STUDENTS:

#### **ENROLMENT FEE:**

These fees are charged annually and are as follows:

- Certificate IV and under - \$95 to \$195 enrolment fee
- Diploma and above – \$195
- School Based Apprenticeships or Traineeships - \$95 to \$195 enrolment fee

Students may also pay course fees. These course fees are calculated per nominal hour or may be capped. Payment Plans are available.

Two options for course fees are available.

- The *Skills First* Program - subsidies student course fees (eligibility applies)
- FEE FOR SERVICE (Full course fees)

#### **The Skills First Program**

*Not all students will be eligible for this funding.*

*“Courses delivered under Victorian government funding”*

Through the Skills First program, the Victorian Government is committed to providing high quality training that aligns with industry and community demands and workforce needs. Skills First sets a high benchmark for training quality, and is aimed at supporting the courses that are most likely to lead to employment.

To be eligible for the subsidy, you need to be a Victorian resident and meet the following criteria:  
Must meet one of the following citizen/residency status:

- Australian citizen
- Australian Permanent resident (holder of a permanent visa)
- A New Zealand citizen

And are any of the following:

- a young person under 20 years on 1 January 2017; or
- 20 years and older and ‘up-skilling’ by seeking to enroll in a course at a higher level than existing qualification
- Seeking to enroll in an approved Foundations Skills List course or seeking to enroll in an apprenticeship.

In 2017, you can enroll into two government subsidized courses as long as you are not doing any more than two government subsidised courses at a time. (These limits may not apply to Apprenticeships). You can only begin up to two government subsidised courses at the same qualification level (other than Foundation Skills) in your lifetime, regardless of whether you complete them. There is no lifetime limit on the number of Foundation Skills course you can begin. Please note that as at 25th November 2013, secondary school students (excluding School Based Apprentices and Trainees) are not eligible for funding. This includes students enrolled in any government, non-government, independent, Catholic or home school.

### **FEE FOR SERVICE students**

If you are not eligible for Government subsidised funding, you can still undertake a course, but would have to pay on a fee for service basis. The fees vary from \$4 to \$10 per nominal hour depending on course you are enrolling into.

The following table shows the tuition fees applicable as at 1<sup>st</sup> January 2017 under *Skills First Program* funding

Course	Skill Level	Fee per nominal hour (subject to change)
Business/Business Administration	Certificate II to IV	\$1.00 to \$2.00
	Diploma	\$1.00
Leadership and Management	Diploma and Advanced Diploma	\$1.00 to \$1.50
Bookkeeping	Certificate IV	Waived
Childcare/School Age Care/Community Services	Certificate II to IV	Waived
	Diploma and Advanced Diploma	Waived
Media and Information, Digital Media and Technology	Certificate II to IV	Waived
	Diploma and Advanced Diploma	Waived
Training Design and Development	Diploma	\$4.00

Depending on the selected course, there may be extra General Course fees such as text or reference books, first aid, food handling, final assessment fee, Catapult fees, general materials fee, etc.

\*If the *Skills First Program* reduces the subsidy of your course next calendar year, then there may be an increase in fees charged. If there are significant changes, we will inform you via written notifications.

### **Concessions**

Students can apply for concessions where they can prove that they are:

- receiving government benefits, pensions or allowances
- the dependant spouse of a person who is receiving government benefits, pensions or allowances or the dependent child of parents who are receiving government benefits, pensions or allowances.

The person in receipt of the government benefit must hold one of the following cards:

- Commonwealth Health Care Card    -Pensioner Card                      -Veteran's Gold Card

From 1st July 2012, Tuition Fee for Concession holders for Certificates II to IV will be charged at 20% of the hourly fee (see above table) that we would charge a non-concession government subsidised student in the same course. There are no concession fees applicable for Diploma and above courses, except for Koorie students.

Tuition fee waiver is available for job seekers who provide us with a Job Seeker Referral form from their Employment Service Provider (ESP). This confirms the Job network agency's intention to pay the students tuition fees. Enrolment fee and general materials fee are still charged to the student.