

Course Handbook 2010 /2011



Certificate in Photographic Arts & Digital Photography (Level 4)

Instructors:

Meighan Ellis (email: meighanellis@raffles.ac.nz)



WELCOME

Haeremai, afiomai, malo e lelei, nisabulavinaka, fakalofalahiatu, kiaorana!

On behalf of all of us at RAFFLES COLLEGE OF DESIGN & COMMERCE we welcome you. Thank you for choosing to study at RAFFLES COLLEGE OF DESIGN & COMMERCE.

We are committed to providing you with a quality education so you can shape your gifts into skills for a sustainable career. All creative people have raw talent. Innovators have the ability to take the opportunities that life presents and create windows of economic possibilities. Great artists go further and produce work for their communities and their country that enrich the well being of all people.

Education provides the key to this success. It is our belief that every person has the right to an education. Education must have meaning, lasting value and be able to provide you with economic return. Education is like a map, a navigational chart that will help to guide you through the sea of life. At RAFFLES COLLEGE OF DESIGN & COMMERCE we aim to provide outstanding education that leads our graduates into positive employment and higher learning situations. For this reason, we give our students more than the opportunity to gain knowledge.

We empower individuals with skills that can be transformed into the work place. We endeavor to provide meaningful experiences that enable self-examination and self-determination. In particular, RAFFLES COLLEGE OF DESIGN & COMMERCE sets out to achieve the Government's tertiary education strategy of: Contributing to the achievement of Maori development aspirations; Raising foundation skills so that all people can participate in our knowledge society; Developing the generic and specialist skills New Zealanders need for our knowledge society; Educating for Pacific peoples' development and success; Strengthening research, knowledge creation and uptake.

Our vision is to become the best provider of specialised education in the private training sector, renowned for inspiring people to realise their dreams and succeed in their selected field. We will offer the highest quality of education throughout our range of programmes. High quality education can only be achieved if excellence is encouraged, and realistic standards are set and achieved on a consistent basis. We aim to do just that.

It is our desire to see our students attain sustainable careers through a solid foundation of industry-focused tuition, and the preparation for work and study. This will ensure that our graduates become highly sought after by our stakeholders. Finally, education is not just about learning. It is about achieving the quality of life that you desire. A qualification from RAFFLES COLLEGE OF DESIGN & COMMERCE will enable you to achieve your goals. Doors will open that you never thought were there. Your learning experience will provide you with a foundation for achievement. So, we challenge you, dare to be different...have faith that you can go beyond your limits...reach for the sky.

Mission

Our mission is to provide learners with the best quality education that translates talent into knowledge and skills to getting a life long career in their chosen field.

Guiding Principles

- Teach the qualification that employers need, to a standard above their expectation;
- Open the door to life long career and learning opportunities for students;
- Provide a second chance for learners who have dropped off the formal education staircase;
- Provide opportunities for learners to study overseas, through association with Raffles Education Corporation;
- Train with integrity and spirit, to help students learn that they can succeed at life, a key lesson beyond the Qualifications Framework; and
- Recognise our responsibility to Maori as TangataWhenua of Aotearoa.

Contact Information

Raffles College of Design & Commerce

Physical Location

317 – 319 New North Road,
Kingsland,
Auckland, New Zealand.

Mail

PO Box 52040
Kingsland, Auckland

E-mail: info@raffles.ac.nz

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Programme Overview

Programme Title: Certificate in Photographic Arts and Digital Photography
Method of Study: Full-Time
Qualification: Certificate
NZQA Level: 4
Credit Value: 124
Duration: One-Year Full Time (38 Weeks)
Intake: 12/07/2010
Class Times:* See class timetable.
Self-Directed Hours 13 Hours per week
Study Hours Per Week 20 Hours per week
Start Date: 12/07/2010
End Date: 24/06/2011
Breaks: Please see Academic Year Calendar in Section 5
Venue: Raffles Design Institute
317-319 New North Road
Auckland
Room: 4 & Photographic Studio
Instructor: Meighan Ellis (Leanne Miller)

Contents

In the following sections you will find specific details about your programme of study.

- 1. Entry Requirements:** This section outlines the entry requirements for your programme.
- 2. Purpose Statement:** The purpose statement for your programme tells you what the reason for the programme is and what directions it can help you with.
- 3. Learning Outcomes:** This section identifies the specific learning outcomes for your programme.
- 4. Staff Profiles:** This is a list of the staff on your programme and a short paragraph about their backgrounds.
- 5. Academic Year Calendar:** Important dates outlined.
- 6. Course Structure:** This section shows the units you will study and details the Credits, EFTS, and how the units are taught in relation to Contact Hours, Student Directed Hours, Directed Hours Credit.
- 7. Timeline:** This section provides an overview of your programme's delivery schedule.
- 8. Course Hours:** This section outlines the specific days and hours of delivery.
- 9. Assessment:** This section shows you exactly when assessments are scheduled for each unit. It also provides an overview of the School's assessment system
- 10. Photographic Studio and Equipment Policy.**
- 11. Kit List:** This section outlines the contents of the equipment and products that are required for you to purchase in order for you to attend this course. These are compulsory course costs.
- 12. Support Resources:** This section identifies additional support resources available within RCDC.
- 13. Site Maps.** Where we are located and fire/emergency evacuation plan
- 14. Student Learning Agreement:** This section contains the Student Learning Agreement. This document is a binding contract between you, the "Student" and RAFFLES COLLEGE OF DESIGN & COMMERCE, the "Tertiary Institution". Its purpose is to ensure you understand the Rules and Regulations of RAFFLES COLLEGE OF DESIGN & COMMERCE, and your responsibilities during your course of study.

1. Entry Requirements

1. Students must be 16 years of age or over.
2. Must have basic literacy and numeracy skills.
3. A willingness to maintain regular class attendance.
4. Sufficient English proficiency for satisfactory academic achievement.
5. Demonstrate a willingness to learn and develop.
6. Have strong motivation to succeed.
7. Basic computer knowledge.

2. Purpose Statement

The aim of the Certificate in Photographic Arts and Digital Photography Programme, is to develop students' capacity to work in the production design, media, and fashion industries as a Photographer. The program teaches foundation knowledge, skills and attitudes relating to Photography and Production Design. Over a one-year period students will build a wide range of specialized and foundation skills that will lead into higher education or employment situations.

The Certificate in Photographic Arts and Digital Technology program learning and career opportunities include:

Learning Pathways:

Diploma in Production Design, Diploma in Professional Photography, Diploma in Contemporary Photography, Bachelor of Fine Arts, Bachelor in Art and Design.

Career Pathways: Photographic Assistant, Photoshop Artist, Freelance Photographer, Photographic Editor, Photographic Artist, Photographic Laboratory Assistant, Trainee Studio Manager, Frame and Mounting Consultant.

3. Learning Outcomes

Graduates from the Certificate in Photographic Arts and Digital Photography, will have the knowledge and skills, required to work within the many contexts of the photographic industry. The qualification will allow flexibility for the candidate to have a choice in the setting, which they wish to work.

Holders of this qualification will have demonstrated practical and theoretical knowledge and skills in the areas of:

- Production of digitally edited and enhanced photographs.
- Computer graphics skills
- Knowledge and experience with 35mm SLR Digital Camera Operation.
- Business and marketing skills.
- Taking photographs using primary lighting techniques.
- Pre-visualisation and planning of projects.
- Being able to work confidently as a photographer in career pathways appropriate to the individual.
- Computer operation and basic assistant skills.
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Course delivery is structured to provide a mix of Lecturer and programme-directed learning that encompasses, at various times, the following forms of delivery:

- Individual and group presentations;
- NZQA Assignments and tasks;
- Research in the areas of study;
- Online information via the internet;
- Interactive multimedia presentation;
- Instructional technology;
- Practical classroom projects and workshops;
- Lectures and discussion groups;
- Guest Speakers; and
- Field Trips.

4. Staff Profile

Your Programme Lecturer:

Meighan Ellis

BDes.

MFA (1st Class Hons with Distinction).

Meighan was recently Visiting Senior Tutor in Photography teaching a wide range of subjects from fashion, portraiture and documentary at CoCA and previous to this was Lecturer and Course Coordinator at the School of Design, Victoria University. Following this appointment she relocated to London, Sydney and more recently Tokyo, where she focused on freelance creative projects, which included working as a stylist, photographer and writer for various international print and on-line publications. Currently Meighan's thematic and creative research is invested between the axis of the photographic portrait and the still moving image. She has exhibited in New Zealand, USA, Australia and Tokyo.

Other Staff Here To Help You:

Merlyn Yin

Student Services Manager (369-1906); E-Mail: merlynyin@raffles.ac.nz

Merlyn is your first point of contact for any assistance, advice, or support. Her door is never closed. Merlyn's job is to ensure that you have appropriate levels of support needed in order to successfully complete your programme. If she can't help you, she will find someone that can. Merlyn is also the person to contact if you are going to be late or absent.

Grace Chow

Student Services Officer/Librarian (369-1906); E-Mail: admin@raffles.ac.nz and gracechow@raffles.ac.nz

Grace administers the Library. She is also available to assist students in the event the Student Services Manager is either busy or otherwise not available.

Sheetal Shrestha Singh

Reception/Admin Asst; (369-1906) E-Mail: sheetalshresthasingh@raffles.ac.nz

Sheetal is responsible for fielding all calls and forwarding messages to the appropriate people. Reception is staffed from 8:30am – 4:00pm. A voicemail service is available after these hours. When leaving messages please clearly state your full name and course code. Please note that no personal messages will be taken for students.

Herbert Sima

Academic Director (369-1906); E-Mail: herbertsima@raffles.ac.nz

Herbert is responsible for the overall Academic management of RCDC. Herbert has an open door policy to all students that have any academic issues or concerns.

Kelly Quah

College Director (369-1906); E-Mail: kellyquah@raffles.ac.nz

Kelly is responsible for the overall operational management of RCDC. Kelly has an open door policy to all students that have any operational issues or concerns.

5.School Calendar

School Calendar Raffles College Design & Commerce 2010

Animation, Computing, Design, and Photography

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
July				1	2	3	4	Semester Break
	5	6	Orientation 7	8	9	10	11	
	12	13	14	15	16	17	18	Term 3 10 weeks
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
August							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
September			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	Term Break
	27	28	Orientation 29	30				2 Weeks
October					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	Labour Day 25	26	27	28	29	30	31	Term 4 9 weeks
November								
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						
December			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	Marking & Prep
	20	21	22	23	24	Christmas 25	Boxing day 26	School Closed
	27	28	29	30	31			School Closed

School Calendar

2011

Design, Photography and Animation

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
January						New Year 1	2	School Closed
	3	4	5	6	7	8	9	Prep Time
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
February		1	Orientation 2	3	4	5	Waitangi Day 6	
	7	8	9	10	11	12	13	Term 1 10 weeks
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28							
March		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				
April					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	Orientation 20	21	Good Friday 22	23	24	Term Break
	Easter Monday 25	26	27	28	29	30		Term 2 9 weeks
May							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31	1	2	3	4	5	
June	Queens Birthday 6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	Course End

Important Dates

Semester Dates	Start	Finish	Study Weeks
Term 1	12/07/2010	17/09/2010	10
Term 2	4/10/2010	3/12/2010	9
Term 3	7/02/2011	15/04/2011	10
Term 4	26/04/2011	24/06/2011	9

Term Breaks	
Term 1 Break	20 th September – 3 rd October 2010
Term 2 Break	6 th December – 6 th February 2011
Term 3 Break	18 th April – 24 th April 2011
Term 4 Break	25 th June 2011

Important Dates & Public Holidays	
7/07/2010	Orientation Day
12/07/2010	First Day of Certificate, Level 4
25/10/2010	Labour Day
6/02/2011	Waitangi Day
22/04/2011	Good Friday
25/04/2011	Easter Monday
6/06/2011	Queens Birthday
24/06/2011	Final Day of Certificate, Level 4

6. Course Structure

The course is structured so that there is a mixture of contact learning, programme-directed learning, homework, projects, and assessments. In addition to various projects, students are also required to carry out practical work. A work-place learning component will also be required in some courses. Teaching is structured to ensure a balanced mix is achieved between theory and practical components.

When you pass all assessments in this course, you will have met all academic requirements for this course. All of the unit standards in this course can be viewed on the NZQA website, at the following address: www.nzqa.govt.nz. A Unit Standards folder is available in your classrooms containing all the relevant unit standards and their contents. To view this list, please ask your Lecturer for a copy.

This programme is comprised of 32 Learning hours for this programme are divided into the following components:

Classroom Contact Hours: 16 hours per week
 Programme-Directed Study: 16 hours per week

Please note that due to a variety of unforeseen circumstances, there may be slight variations in the distribution of learning hours.

The Certificate in Photographic Arts and Digital Photography, is composed of the following NZQA Unit Standards:

Course Units

Unit/Module	Name	Level	Credit
11447	Explore process to generate and develop ideas and solves problems in craft, art and design practice.	3	8
11449	Explore and identify design process within craft, art and design practice.	4	4
11448	Research and explore design fundamentals within craft, art and design.	4	4
9036	Photographic Motion	4	12
9031	Use photographic light meters	3	4
9034	Using a 35mm camera	3	4
11451	Explore and apply design fundamentals within craft, art and design practice.	5	8
11452	Identify and apply design process within craft, art and design practice.	5	8
10822	Provide photos for news stories and features.	2	3
5566	Procedure a plan for a career in the photographic industry	2	3
9025	Take documentary photographs	2	3
9030	Take photographs by tungsten light	2	8
9035	Direct photographic subjects	3	3
9037	Take photographic studio portraits	4	6
9038	Take photographs by available light	3	8
9039	Procedure a photographic portfolio	3	8
18666	Explain photographic theory	4	8
7493	Develop a graphic image to promote a product or service.	4	5
7520	Develop a design specification, and produce and implement an investigation plan.	3	3
10080	Manipulate imagery using a computer	5	6
11455	Explore communication and presentation methods for craft, art and design work	4	7
Total Credit Value			124 Credits

7. Timeline

Course Calendar: Delivery Dates and Assessment Schedule

NZQA Unit/ Module	NZQA Assessment Name	Type of Assessment	Delivery Date	Assessment Date
TERM 1				
NA	Introduction to Adobe Creative Suite 4: Photoshop Training	Pre-Requisite	12/07/10	23/07/10
11449 (Part 1)	History of Photography	Written	26/07/10	30/08/10
9034	Use a 35mm Camera	Observation	2/08/10	13/08/10
9036 & 11449 (Part 2)	Photograph Motion	Written, Observation & Presentation	16/08/10	27/08/10
11448 & 11447	Unit 11448- Research and Explore Design Fundamentals within Craft and Art Design Practice. Unit 11447- Explore processes to generate and develop ideas and solve problems in craft, art and design practice.	Visual Diary, Written & Observation	30/08/10	17/09/10
9038	Available Light	Visual Diary & Observation	4/10/10	22/10/10
9025 & 10822	Unit 9025: Take Documentary Photographs. 10822: Provide Photos for News Stories	Practical, Written & Presentation	25/10/10	19/11/10
11451	Explore and Apply Design Fundamentals within Craft and Art Design Practice.	Written	22/11/10	3/12/10
TERM 2				
11452 & 7493	Unit 11452: Framing and Installation Unit 7493: Develop and design a research plan for working.	Observation, Written & Presentation	7/02/11	18/02/11
9031 & 9037	Unit 9031: Use a Photographic Light Meter Unit 9037: Studio Portrait	Observation, Practical & Presentation	21/02/11	11/03/11
18666	Unit 18666: Explain Photographic Theory	Written	28/02/11	11/03/11
9035	Direct Photographic Subjects.	Written & Presentation	14/03/11	1/04/11
10080 & 7520	Unit 10080: Manipulate Imagery Unit 7520: Develop a Graphic Image to promote a product or service.	Written, Practical & Presentation	4/04/11	15/04/11
9030 & 11455	Unit 9030: Take Photographs by Tungsten Light Unit 11455: Explore communication and presentation methods for craft, art and design work.	Written, Practical & Presentation.	26/04/11	20/05/11
5566	Produce a Plan for a Career in the Photographic Industry.	Written	23/05/11	3/06/11
9039	Produce a Photographic Portfolio	Observation	7/06/11	24/06/11

Note: Delivery and assessment dates may be subject to change.

8. Course Hours

Your course is scheduled to run as indicated below, unless otherwise indicated:

Monday: 8:30am – 12:30pm

Tuesday: 8:30am – 12:30pm

Wednesday: 8:30am – 12:30pm

Thursday: SDL

Friday: 8:30am – 12:30pm

There is one 15-minute break scheduled during class hours.

Please note that due to a variety of unforeseen circumstances, there may be a slight variation in start and end times. Your lecturer will inform you of any variations.

Policy Note:

Regular attendance is required for you to gain full benefits from your chosen course. We expect to be informed if you are going to be absent from class. Our classes are small to enable the best learning opportunities for you. Please arrive on time, as late entries are disruptive to other students.

The School has an 80% attendance policy for all students. Student attendance will be monitored on a daily basis in accordance with the following guidelines.

Late Arrivals: Classes close 15 minutes after the regularly scheduled start time. Students arriving after this time will be considered late. Lecture doors will be locked after 15 minutes of start time. Please wait for the next session before you enter the class to avoid disruption to the class.

Early Departures: Students leaving class early, without prior Lecturer's approval, will be marked absent for the day.

Students At Risk: Students with 3 or more consecutive absences or an ongoing pattern of chronic absences will be considered "at risk". Student Services is responsible for monitoring and providing interventions for "at risk" students.

Involuntary Withdrawal: The process through which a student may be involuntarily withdrawn from RCDC as a result of non-attendance and/or chronically poor attendance.

Students Attendance Requirement:

For International Students: RCDC is required by law to report any international students whose attendance falls below 80%.

For Domestic Students: The school will inform Study Link to suspend your student allowance if your attendance falls below 80%. The school has the right not to reinstate the student allowance if we do not see any progress in the overall attendance.

Please call the Student Services Manager (3691906) if you will be late or absent. She will advise your Lecturer accordingly.

PHT Schedule: July 2010 - June 2011 Intake

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9
Date	11th - 13th July	14th - 16th July	19th - 20th July	26th - 28th August	30th - 1st August	6th - 8th August	13th - 15th August	16th - 18th August	23rd - 25th August
Monday (8:00-12:30)	Introduction to Adobe CS4: Photoshop	Introduction to Adobe CS4: Photoshop	NZQA 11449	NZQA 9004	NZQA 9004	NZQA 9030/11449	NZQA 9030/11449	NZQA 11448 & 11447	NZQA 11448 & 11447
Tuesday (8:00-12:30)	Introduction to Adobe CS4: Photoshop	Introduction to Adobe CS4: Photoshop	NZQA 11449	NZQA 9004	NZQA 9004	NZQA 9030/11449	NZQA 9030/11449	NZQA 11448 & 11447	NZQA 11448 & 11447
Wednesday (8:00-12:30)	Introduction to Adobe CS4: Photoshop	Introduction to Adobe CS4: Photoshop	NZQA 11449	NZQA 9004	NZQA 9004	NZQA 9030/11449	NZQA 9030/11449	NZQA 11448 & 11447	NZQA 11448 & 11447
Thursday (8:00-12:30)	Introduction to Adobe CS4: Photoshop	Introduction to Adobe CS4: Photoshop	NZQA 11449	NZQA 9034	NZQA 9004	NZQA 9030/11449	NZQA 9030/11449	NZQA 11448 & 11447	NZQA 11448 & 11447
Friday (8:00-12:30)	Introduction to Adobe CS4: Photoshop	Introduction to Adobe CS4: Photoshop	NZQA 11449	NZQA 9004	NZQA 9004	NZQA 9030/11449	NZQA 9030/11449	NZQA 11448 & 11447	NZQA 11448 & 11447
Wk 10	Term Break	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16	Wk 17	
Date	11th - 17th September	20th Sep - 1st October	4th - 6th October	11th - 13th October	18th - 20th October	25th - 28th October	1st - 3rd November	8th - 12th November	15th - 19th November
Monday (8:00-12:30)	NZQA 11448 & 11447	Term Break (2 Weeks)	NZQA 9035	NZQA 9038	NZQA 9038	Labour Day	NZQA 9025 & 10422	NZQA 9025 & 10422	NZQA 9025 & 10422
Tuesday (8:00-12:30)	NZQA 11448 & 11447	Term Break (2 Weeks)	NZQA 9035	NZQA 9038	NZQA 9038	NZQA 9025 & 10422	NZQA 9025 & 10422	NZQA 9025 & 10422	NZQA 9025 & 10422
Wednesday (8:00-12:30)	NZQA 11448 & 11447	Term Break (2 Weeks)	NZQA 9035	NZQA 9038	NZQA 9038	NZQA 9025 & 10422	NZQA 9025 & 10422	NZQA 9025 & 10422	NZQA 9025 & 10422
Thursday (8:00-12:30)	NZQA 11448 & 11447	Term Break (2 Weeks)	NZQA 9035	NZQA 9038	NZQA 9038	NZQA 9025 & 10422	NZQA 9025 & 10422	NZQA 9025 & 10422	NZQA 9025 & 10422
Friday (8:00-12:30)	NZQA 11448 & 11447	Term Break (2 Weeks)	NZQA 9035	NZQA 9038	NZQA 9038	NZQA 9025 & 10422	NZQA 9025 & 10422	NZQA 9025 & 10422	NZQA 9025 & 10422
Wk 18	Wk 19	December Break	Wk 20	Wk 21	Wk 22	Wk 23	Wk 24	Wk 25	
Date	22nd - 26th November	29th - 3rd December	4 Dec - 8 Feb	7 - 11 Feb	14 - 18 Feb	21 - 25 Feb	28 Feb - 6 March	7 - 11 March	14 - 18 March
Monday (8:00-12:30)	NZQA 11451	NZQA 11451	December Break	NZQA 11452 & 1493	NZQA 11452 & 1493	NZQA 9031 & 9037 NZQA 18666	NZQA 9037 & 9037 NZQA 18666	NZQA 9031 & 9037 NZQA 18666	NZQA 9035
Tuesday (8:00-12:30)	NZQA 11451	NZQA 11451	December Break	NZQA 11452 & 1493	NZQA 11452 & 1493	NZQA 9031 & 9037 NZQA 18666	NZQA 9037 & 9037 NZQA 18666	NZQA 9031 & 9037 NZQA 18666	NZQA 9035
Wednesday (8:00-12:30)	NZQA 11451	NZQA 11451	December Break	NZQA 11452 & 1493	NZQA 11452 & 1493	NZQA 9031 & 9037 NZQA 18666	NZQA 9037 & 9037 NZQA 18666	NZQA 9031 & 9037 NZQA 18666	NZQA 9035
Thursday (8:00-12:30)	NZQA 11451	NZQA 11451	December Break	NZQA 11452 & 1493	NZQA 11452 & 1493	NZQA 9031 & 9037 NZQA 18666	NZQA 9037 & 9037 NZQA 18666	NZQA 9031 & 9037 NZQA 18666	NZQA 9035
Friday (8:00-12:30)	NZQA 11451	NZQA 11451	December Break	NZQA 11452 & 1493	NZQA 11452 & 1493	NZQA 9031 & 9037 NZQA 18666	NZQA 9037 & 9037 NZQA 18666	NZQA 9031 & 9037 NZQA 18666	NZQA 9035
Wk 26	Wk 27	Wk 28	Wk 29	December Break	Wk 30	Wk 31	Wk 32	Wk 33	
Date	21 - 25 March	28 March - 1 April	4 - 8 April	11 - 15 April	18 - 22 April	25 - 29 April	2 - 6 May	9 - 13 May	16 - 20 May
Monday (8:00-12:30)	NZQA 9036	NZQA 9036	NZQA 18640 & 7526	NZQA 18088 & 7520	Term Break (1 Week)	Easter Monday	NZQA 9030 & 11455	NZQA 9030 & 11455	NZQA 9030 & 11455
Tuesday (8:00-12:30)	NZQA 9036	NZQA 9036	NZQA 18640 & 7526	NZQA 18088 & 7520	Term Break (1 Week)	NZQA 9030 & 11455	NZQA 9030 & 11455	NZQA 9030 & 11455	NZQA 9030 & 11455
Wednesday (8:00-12:30)	NZQA 9036	NZQA 9036	NZQA 18640 & 7526	NZQA 18088 & 7520	Term Break (1 Week)	NZQA 9030 & 11455	NZQA 9030 & 11455	NZQA 9030 & 11455	NZQA 9030 & 11455
Thursday (8:00-12:30)	NZQA 9036	NZQA 9036	NZQA 18640 & 7526	NZQA 18088 & 7520	Term Break (1 Week)	NZQA 9030 & 11455	NZQA 9030 & 11455	NZQA 9030 & 11455	NZQA 9030 & 11455
Friday (8:00-12:30)	NZQA 9036	NZQA 9036	NZQA 18640 & 7526	NZQA 18088 & 7520	Term Break (1 Week)	NZQA 9030 & 11455	NZQA 9030 & 11455	NZQA 9030 & 11455	NZQA 9030 & 11455
Wk 34	Wk 35	Wk 36	Wk 37	Wk 38					
Date	22 - 27 May	30 May - 3 June	6 - 10 June	13 - 17 June	20 - 24 June				
Monday (8:00-12:30)	NZQA 9036	NZQA 9036	Queen's Day	NZQA 9039	NZQA 9039				
Tuesday (8:00-12:30)	NZQA 9036	NZQA 9036	NZQA 9039	NZQA 9039	NZQA 9039				
Wednesday (8:00-12:30)	NZQA 9036	NZQA 9036	NZQA 9039	NZQA 9039	NZQA 9039				
Thursday (8:00-12:30)	NZQA 9036 / NZQA 9039	NZQA 9036	NZQA 9039	NZQA 9039	NZQA 9039				
Friday (8:00-12:30)	NZQA 9036 / NZQA 9039	NZQA 9036	NZQA 9039	NZQA 9039	NZQA 9039				

9. Assessment

Assessment System

As a student, you will be assessed against Unit Standards set by the New Zealand Qualifications Authority (NZQA). At the end of your course, your outcomes will be sent to NZQA in Wellington. An official record of learning will be issued to you every semester.

Summaries of Learning and report assessment outcomes will be reported to NZQA when:

1. Students meet all certification standards;
2. Students fail to gain certification but have met at least one unit standard; and
3. Students who withdraw or are withdrawn, but who have met at least one unit standard, have paid their fees in full and have no other funds owing to Raffles College of Design and Commerce.

We are committed to carrying out fair, valid and consistent assessments to help you to achieve competency in your field. All assessments are internally and externally moderated to ensure the above policy goal is met.

Students are expected to turn their assessments in on time. All work turned in for assessments are the property of the College and may be retained for quality assurance, auditing, and legal purposes. Students are responsible for making their own copies of their assessments and other work turned in. The college **will not** duplicate a copy of your assessment or return any assessment after completion of your programme.

Lecturers are expected to complete their marking within 10 days after an assessment is due. Students handing in late assignments will be assessed according to the Late Assessment Policy. Each assessment completed requires a signed authenticity statement from the student to say it is his or her own work

Late Assessment Policy

You are expected to turn your assessments in on time. Assessments turned in after the due date, will be considered "Late". All late assessments will receive an initial mark of "Yet To Achieve/Fail". **A penalty of NZ\$100.00 per assessment** will be charged on all late submissions after the assessment due date. The late submission must be made within a week from the assessment due date.

Failed Assessment/Resit policy

If you have submitted your assessments on time and obtained a "Yet To Achieve/Fail" grade, you are able to re-sit the assessments (Not applicable to students with Late Assessment). You are required to pay a re-sit fee of **NZ\$100.00 per assessment**. **All re-sit assessments must be submitted within one week from the release of results.**

Students with 2 or more "Yet To Achieve/ Fail" grade within one semester will not be allowed to continue the programme. You are required to repeat the semester and achieve a "Pass" grade in order for you to proceed to the next semester.

Academic Dishonesty

The School considers academic dishonesty a serious offence. Academic dishonesty means an action or practice which may compromise, circumvent or otherwise defeat the purposes of assessment, and includes, but is not limited to –

- Cheating;
- Plagiarism;
- Collusion; or
- Assisting or attempting to assist any other student to cheat or act dishonestly in any way.

Any student caught engaging in academic dishonesty will:

- Receive a fail mark for the assessment, examination, or test involved. A future re-sit may be granted at the discretion of the Academic Director, provided the student has maintained at least an 80% attendance rate, has no overdue assessments, and has demonstrated a positive attitude towards the school and in the classroom; and
- Be issued a warning letter stating that any future infractions will result in immediate dismissal from the School.

Assessment Appeals

It is your right to ask for re-mark of your assessment and exams result. To do this, follow these steps:

1. Requests for re-marks must be made **within 2 weeks of receipt of mark.**
2. Admin fee of NZ\$30.00 must be made upon request of assessment appeals.
3. See the Lecturer and ask for an explanation on the marks you received. If there is no resolution, request a re-mark.
4. Lecturer will reconsider mark issued and either confirm the initial results or issue a revised mark.
5. If you are not satisfied with the outcome, request a review from the Academic Director. Request must be in writing and state the grounds on why you believe the Lecturer has made an error.
6. The Academic Director, at his/her discretion is entitled to seek an opinion from the industry or NZQA.
7. If you are not satisfied with the outcome, appeal to the College Director.
8. If not satisfied with the outcome, you may want to consider filing an official complaint with NZQA at this stage. See the complaint procedures section in this booklet.

Certification

You will receive the qualification you enrolled for and you will graduate when you have completed all programme requirements. These are:

1. Pass all the NZQA unit standards for the qualification you enrolled for.
2. 100% payment of all fees and charges owing to Raffles College of Design and Commerce.

Qualifications will be withheld for:

1. Unfinished unit standards.
2. Academic Dishonesty.
3. Withdrawal from the programme before it finishes.

10. Photographic Studio & Equipment Policy

STUDIO AVAILABILITY:

Hours: 8:30am - 9:00pm Monday to Friday.

Short Courses: Throughout the year short courses will run on Monday and Wednesday evenings from 6:00 till 9:30pm. You will not be able to book out these time slots.

Certificate: Hours of use are subject to start date in the programme and class scheduling as specified by the programme leader.

STUDIO ACCESS AND REGULATIONS:

NZQA Assignments:

All photographic shoots held in the studio must be done in accordance with the NZQA brief and assessment. All classes have timetabled and allocated access to the studio according to the academic calendar.

(All students are expected to pass NZQA 9031 & 9037 before being permitted to work in the studio. It is essential that students are assessed as being competent and confident in using the studio flash equipment before access is granted).

Regulations:

The studio is not to be used for commercial gain under any circumstance.

Strictly no child, family portraits, nude or pornographic shots are to be held in the studio.

If any shoots are deemed 'sensitive' in relation to a specified project, permission and approval must be sort from your lecturer and programme leader.

STUDIO EQUIPMENT

Equipment.

All equipment must be handled in accordance with the manufacturers specifications.

Unpack and pack all equipment away in the designated storage area. Make sure that everything is in its correct place before leaving the studio.

Stolen Equipment: Equipment that is misplaced, stolen or mishandled in during your studio booking will need to be replaced. You will be liable to pay the actual cost to replace the item within a reasonable time period.

Damaged Equipment. Report damaged equipment to your lecturer or programme leader as soon as it happens. Do not continue with your shoot until you have done so. If you do not report breakages to your lecturer or programme leader, it will be deemed that you have mistreated the equipment and will be liable to pay the actual cost to replace the item.

GENERAL GUIDELINES

Cancellation:

If you are more than 15 minutes late for your studio booking, your booking will be cancelled and other bookings may be made. For all cancellations please give notice as soon as possible.

Props:

Remove all props from the studio once you have finished shooting. Do not use this space for storage.

Clean up and Rubbish Removal:

Remove all rubbish from the studio when the shoot is complete. Place all furniture back to its original position or in a tidy manner. Allow enough time to leave the facility clean and tidy within the booked session.

Lecturer Access to Photo Shoots in Progress:

The lecturer, supervisor or programme manager will have full access to enter into the photographic studio at any time to monitor and observe work progress. This is an integral part of the assessment procedure and also general practice. If there is a special circumstance where this may be deemed inappropriate then you must discuss this concern with the programme leader to seek permission.

Booking the Photographic Studio:

A booking form will be available outside the photographic studio for bookings to be made. Do not book more than 2 weeks in advance. If you need to book more than one time slot at a time, please ask for permission from your lecturer.

Guests and Models:

All guests/models must report to reception on entering the premise to sign the visitor book before working in the photographic studio. This is essential for maintaining fire and safety standards. Car Park: Please park in the allocated visitors car park space.

HEALTH AND SAFETY

Light Stands: Must be sandbagged in during use. Once finished make sure the stands are folded away correctly.

Photographic Flash Light Heads: Must be switched off if you leave the room. These are not to be left running for a period of time, in order to preserve the life of the bulb.

Power Cords and Cables: Be aware of the number of plugs in the studio and where the lights need to be plugged in. Do not plug 3 studio lights heads into one multi-plug, as this may cause the room's power to short circuit. Cords may need to be taped to the floor with gaffer tape as required, especially if light heads are extended over 1.5 meters.

Do not stand on or bend cords.

If any cables are of concern let your lecturer know immediately.

Boom Pole: Seek assistance as required in order to attach and detach the light head and weight. Always put the catch cord on by attaching this to the light handle itself. Be aware of people walking around on your set with overhanging lights.

11. Kit List

Pens/Pencils

Visual Diary

UBS Flash Drive (highly recommended)

35mm Digital Camera (10 megapixel and above recommended).

Tripod

Portable Hard drive (highly recommended)

DVD's or CD's for burning large photographic image files.

Photocopies

Printing and photocopying service are available for you in the School. You will be issued a Student id and password to access this service. Depending on your requirement of your programme, you are allocated a printing quota which is sufficient for your projects.

If you exceed your quota, you will need to top up your account with our Receptionist. Minimum top up value is in multiple of NZ\$5.00.

Any printing and photocopying exceeding a student's quota will be subject to the following charges:

Print Size/Colour	Printing Charge
A4 Black and White	10 cents per copy
A4 Colour	40 cents per copy
A3 Black and White	20 cents per copy
A3 Colour	80 cents per copy

12. Support Resources

Assessment Appeals

Appeals against assessment results will, in the first instance, be to the Lecturer. If the student and Lecturer cannot reach agreement the Programme leader will consider the appeal. All appeals must be made in writing, stating the reasons/grounds why a remarking is warranted. In general, the assessed work will be remarked by another Lecturer qualified to assess it. If satisfaction is not reached, the case will be referred to the Academic Director. Where the student wishes to make a complaint about *RAFFLES COLLEGE OF DESIGN & COMMERCE* appeal procedures, the student will be referred to the New Zealand Qualifications Authority:

New Zealand Qualifications Authority

P.O. Box 160

Wellington

Phone: (04) 463 3000

Fax: (04) 463 3112

Problems and Complaints

Internal Processes

RAFFLES COLLEGE OF DESIGN & COMMERCE encourages a non-adversarial approach to the resolution of complaints. It is recognized that open relationships are required for the achievement of the School's goals.

Initially, students should discuss their complaints with their Lecturer on an individual basis. If this does not resolve the complaint, students should take the complaint to the Programme Manager. If the complaint cannot be resolved at that level, it may be elevated to the Academic Director for academic issues and to the Centre Director for operational issues. If a complaint cannot be resolved at the Director level, it may be elevated to the CEO.

Complaints relating to the actions of specific academic staff members must be made directly to the Academic Director. Complaints relating to the actions of specific administrative staff members must be made directly to the Centre Director. The appropriate Director will take up the matter with the staff member concerned before arranging a meeting that includes both parties, in an attempt to resolve the matter.

External Bodies

All students are advised of their re-course to the following external bodies if they are unable to resolve grievances through internal procedures:

NZQA

The Human Rights Commission

The Race Relations Tribunal

IEAA - For International Students - Details later in this document.

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agent.

The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

You can write to the IEAA at:

The International Education Appeal Authority
Tribunals Unit
Level 1, 86 Custom House Quay
Private Bag 32001
Panama Street
Wellington

Tuition and Fees Protection

Please refer to your Student Handbook for detailed information pertaining to protection of your fees.

Health Services

Students are not entitled to publicly funded health services in New Zealand unless they are:

- A New Zealand Citizen or New Zealand Resident
- A resident or citizen of Australia, or
- A national of the United Kingdom in New Zealand, or
- The holder of a temporary permit that is valid for 2 years or more.

Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, permanent residents and temporary visitors to New Zealand. International students are required to provide their own medical insurance. Please refer to your Student Handbook for more specific information. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

WELFARE SUPPORT SERVICE FACILITIES

Asian Health Support Services:
Ph: 486 8347

Mental Health Foundation:
Ph: 300 7010

Pregnancy Helpline:
Ph: 373 2599

Gambling Problems:
Ph: 366 6040
Ministry of Transport:
Tel: +64 9 379 0070
Fax: +64 9 379 0073
Email: info@transport.govt.nz
Website: www.transport.govt.nz

Auckland Regional Public Health Service
Ph: +64 9 623 4600
Email: arphs@adhb.govt.nz

Ministry of Health
Ph: +64 9 580 9000
Fax: +64 9 580 9001

Auckland DHB
Ph: +64 9 262 1855
Fax: +64 9 630 7431
Email: resourcecentre@adhb.govt.nz

The Ministry of Justice
Ph: +64 9 918 8800
Facsimile: +64 4 918 8820

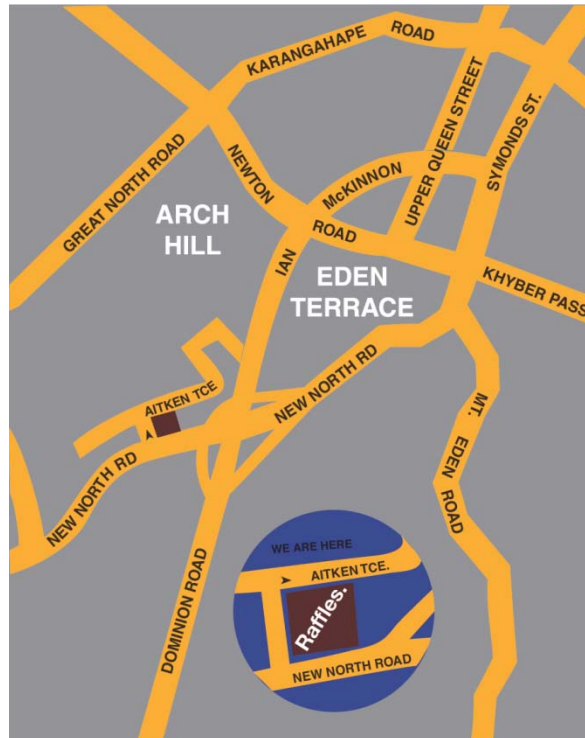
New Zealand Police
Emergency calls
Ph: 111
Ph: (09) 302 6400

The Department of Internal Affairs
Ph: +64 4 495 7200
Freephone: 0800 22 52 52

The International Appeal Authority
(IEAA)
Tribunals Unit
Level 1, 86 Custom House Quay
Private Bag 32001
Panama Street
Wellington
Ph: + 64 4 462 6660
Email: ieaa@justice.govt.nz
Website: www.minedu.govt.nz

13. Location and Emergency Evacuation Map

Site Location Map



Emergency Evacuation Map

FIRE ESCAPE PLAN



Rooms 1, 2 and 3 should exit the building through the **DOWN STAIRS FRONT DOOR**

Rooms 4, Studio and IT & FINANCE SHOULD EXIT VIA **THE STAIRS BY THE LIFT**

Rooms 5, 6, 7, 8 can exit via **THE BACK FIRE EXIT DOOR** or **THE STAIRS BY THE LIFT**

Rooms 9, 10, 11 exit via **THE BACK FIRE EXIT**

IMPORTANT:
If your exit is blocked by fire use an alternative!

CARPARK

Assemble Here

- 1) Assemble at the far end of the Carpark
- 2) Assemble in your classes so that a roll check may be done.



STUDENT LEARNING AGREEMENT

Please keep this copy for your reference

Congratulations. You have been accepted onto your programme and have completed the induction process. This document is a binding contract between you, the “Student” and Raffles College of Design & Commerce, the “Tertiary Institution”. Its purpose is to ensure you understand the Rules and Regulations of Raffles College of Design & Commerce, and your responsibilities during your course of study. Please note that failure to sign this agreement by the end of the first week of your course will result in you not being able to continue your course. Please see your Lecture or the Student Services Manager if you have any concerns regarding this agreement or any aspects of the Raffles College of Design & Commerce Student Handbook and the Course Handbook relating to your programme of study.

Your Enrolment documentation, the RCDC Student Handbook, and the Course Handbook relating to your programme form the basis for this Learning Agreement. RCDC will take all reasonable steps to provide the highest possible quality of service in meeting its obligations, as stated in the College’s documentation.

It is noted, however, that from time to time, changes may take place in the timetables, teaching staff, equipment used and teaching systems, due to unforeseen events such as emergencies, acts of God, or organizational changes. In light of this, you will be notified of such changes and any subsequent effects resulting from them within a reasonable time frame.

AGREEMENT

I, _____ (student), agree that I will:

1. Pay my fees when they fall due, and understand that failure to pay my fees will result in withdrawal.
2. Receive, read, understand and agree with everything outlined in the Raffles College of Design & Commerce Student Handbook and Course Handbook relating to the course I have enrolled for.
3. Understand that failure to meet standards relating to attendance, behaviour, conduct, assessment and participation as stated in the Raffles College of Design & Commerce Handbook and Course Guidelines will constitute a breach of this Agreement and subsequently affect my ability to complete my course.
4. Understand that any breach of this Agreement will result in the implementation of disciplinary action and potential dismissal from the Institution.
5. Be committed to my Learning Agreement for the full duration of the course in which I am enrolled.

SIGNATORIES

Signed (Student)

Date

Signed (Staff Member, RCDC)

Date