

Course Handbook 2010



Diploma in Visual Arts Photography, Level 6

Instructors:

Leanne Miller (email: leannemiller@raffles.ac.nz)
Christopher Young (email: chrisyoung@raffles.ac.nz)

WELCOME

Haere mai, afio mai, malo e lelei, nisa bula vinaka, fakalofa lahi atu, kia orana!

On behalf of all of us at Raffles College of Design and Commerce (RCDC) we welcome you. Thank you for choosing to study with us.

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 RCDC 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, RCDC 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 RCDC 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 Tangata Whenua of Aotearoa.

Contact Information

Raffles College of Design and Commerce

Physical Location

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

Telephone

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Mail

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Website: www.raffles.ac.nz

Programme Overview

Programme Title:	Diploma in Visual Arts (Digital Photography Major) Level 6.
Method of Study:	Full-Time
Qualification:	Diploma
NZQA Level:	6
Credit Value:	130
Duration:	One-Year Full Time (38 Weeks)
Intake:	12/07/2010
Class Times:*	See class timetable.
Self-Directed Hours	
Study Hours Per	14 Hours per week
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 College of Design and Commerce 317-319 New North Road, Kingsland, Auckland.
Room:	5 & Photographic Studio
Instructors:	Christopher Young and 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 College's assessment system
- 10. 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.
- 11. Photographic Studio and Equipment Policy.** This section outlines the terms and conditions of equipment and code of conduct when using the departments photographic studios.
- 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 and Commerce, the "Tertiary Institution". Its purpose is to ensure you understand the Rules and Regulations of RCDC, and your responsibilities during your course of study.

1. Entry Requirements

To enter the Diploma in Visual Arts, Level 6 course at Raffles College of Design and Commerce applicants must:

- Have successfully completed all the requirements of the Raffles Certificate in Photographic Arts & Digital Technology (Level 4) or Diploma in Design Level 5 or equivalent to be determined by RDI staff and in that time demonstrated an aptitude for Visual Arts;
- Have successfully passed through the RDI interview process;
- Have the necessary academic ability and attitude to cope with a level 6 diploma programme, as demonstrated in writing and a portfolio; and
- Students for whom English is not their first language must provide evidence of competency in English language equivalent to IELTS 6 (Academic).
- Students must submit a portfolio of photographic work.
- A CV detailing relevant experience.
- Attend an interview with the Senior Lecturer of Photography.

2. Purpose Statement

The course aims to provide students with knowledge, skills and attitudes required to perform as professional photographers in a range of sectors in the photographic industry.

Students enrolling in Raffles Design Institute's Diploma in Visual Arts will be provided with the opportunity to develop:

- A thorough theoretical knowledge of the core areas of study and professional practice which are vital to both professional practice and higher learning.
- Creativity, conceptual experimentation, originality and imaginative thinking.
- The capacity for self motivation, with the capacity for intuitive thought, in the formulation of ideas and the confidence to construct a personal response to what is asked of them.
- Appropriate conceptual, technical and professional skills
- Mature and articulate modes of expression.

3. Learning Outcomes

At the completion of the Diploma of Photography participants will have the skills and knowledge to work in the photographic industry and supervise other workers. On completion of the course students will:

- Understand and interpret briefs from clients.
- Be competent in all technical areas relating to a range of digital camera formats, studio equipment and lighting on location. Eg: Technically students will be able to operate: 35mm, Medium Format and Large Format Digital Camera Systems.
- Be able to differentiate between categories, forms and genres of photography and select a discipline to enhance personal styles, such as: documentary, journalism, fine art photography, fashion and advertising photography etc.
- Explore the process of researching a theme, developing a concept and producing a photo shoot.
- Create emotional responses from research and production of photographic briefs.
- Knowledge of contemporary design, art theories and philosophies in relation to cultural influences.
- Understand digital photography in a contemporary and professional environment.
- Be able to work on a self-generated major project in a cognitive, creative, technical and practical way.
- Understand methodologies related to the history of visual communication.
- Gain a sound understanding of commercial photographic business practices.

4. Staff Profile

Your Programme Lecturers:

Leanne Miller

Leanne has several years experience working as a photographic lecturer and as a practicing professional photographer. Graduating with a Bachelor of Fine Arts Degree in 2000, Leanne began her professional career working in Italy for international clients, specialising in fashion and advertising. Since returning to New Zealand, Leanne is accredited with designing and writing degree level programmes in fine art and digital photography contexts, as well as continuing to work on freelance assignments.

Christopher Young

As the founder and director of one of London's leading digital photographic rental companies, Chris Young has worked with photographers in just about every genre, from architectural to fashion, still life to celebrity portraiture. Over the last ten years, he has been closely involved with the development, testing and selling of digital back technology, and is looking forward to sharing his knowledge with a new generation of New Zealand photographers. When Chris is not behind the lens, you'll find him wading the rivers of the Waikato, fly rod in hand, in search of the ever-elusive trout.

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

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 8:30 am – 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. 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	
	27	28	Orientation 29	30				
October					1	2	3	Term Break 2 Weeks
	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	
November								Term 4 9 weeks
	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	
	20	21	22	23	24	Christmas 25	Boxing day 26	
	27	28	29	30	31			
								Marking & Prep
								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	

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 2010 – 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 Diploma, Level 6
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 Diploma Level 6

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 Lecture for a copy.

This programme is comprised of 34 Learning hours that are divided into the following components:

Classroom Contact Hours: 20 hours per week
Programme-Directed Study: 14 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 Diploma in Visual Arts (Digital Photography Major) Level 6, is composed of the following NZQA Unit Standards:

Course Units

NZQA	Title	Level	Credit
10641	Develop a body of visual arts work from independent investigation	6	80
10072	Produce a story board for intermedia art work that combines audio and visual elements	5	5
10622	Employ independent research techniques to investigate art or design topics, and present findings	5	12
10623	Investigate art or design theories and philosophies	6	9
10628	Investigate art or design history information	6	6
11462	Examine marketing strategies for craft, art, and design practices	6	4
10080	Manipulate imagery using computers	5	6
11452	Identify and apply design processes within craft and art practice	5	8

Total Credit Value	130
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7. Timeline

Course Calendar: Delivery Dates and Assessment Schedule

NZQA Unit	NZQA Assessment Name	Type of Assessment	Delivery Date	Assessment Date
10641	Develop a body of visual arts work from independent investigation	Visual Diary Major Project Exhibition	7/02/2011	23/06/2011
10072	Produce a story board for intermedia art work that combines audio and visual elements	Visual Diary. Practical Presentation	16/07/2010	17/09/2010
10622	Employ independent research techniques to investigate art or design topics, and present findings	Visual Diary. Practical Presentation	4/10/2010	3/12/2010
10623	Investigate art or design theories and philosophies	Written	7/02/2011	15/04/2011
10628	Investigate art or design history information	Visual Diary. Practical Presentation	7/02/2011	15/04/2011
11462	Examine marketing strategies for craft, art, and design practices	Written	4/10/2010	3/12/2010

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

8. *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.

9. Course Hours

Your course is scheduled to run as indicated below:

Term 1 - 10 Weeks

Week 1 to 10 12/07/2010 – 17/09/2010	Time	Monday	Tuesday	Wednesday	Thursday	Friday
	8:30-10:30	Large Format NZQA 10072	Large Format NZQA 10072	Large Format NZQA 10072	Large Format NZQA 10072	Large Format NZQA 10072
	10:45 – 12:30	Large Format NZQA 10072	Large Format NZQA 10072	Large Format NZQA 10072	Large Format NZQA 10072	Large Format NZQA 10072
	1:00 – 5:00	SDL	SDL	SDL	SDL	SDL

Term 2 - 9 Weeks

Week 11 to 19 4/10/2010 – 3/12/2010	Time	Monday	Tuesday	Wednesday	Thursday	Friday
	8:30-10:30	Marketing NZQA 11462	Medium Format NZQA 10622	Medium Format NZQA 10622	Medium Format NZQA 10622/	Medium Format NZQA 10622/
	10:45 – 12:30	Marketing NZQA 11462	Medium Format NZQA 10622	Medium Format NZQA 10622	Medium Format NZQA 10622/ NZQA 10628	Medium Format NZQA 10622/ NZQA 10628
	1:00 – 5:00	SDL	SDL	SDL	SDL	SDL

Term 3 - 10 Weeks

Week 20 - 29 7/02/2011 – 15/04/2011	Time	Monday	Tuesday	Wednesday	Thursday	Friday
	8:30-10:30	Theory NZQA 10623	Major Project NZQA 10641	Major Project NZQA 10641	Major Project NZQA 10641	Major Project NZQA 10641
	10:45 – 12:30	Theory NZQA 10623	Major Project NZQA 10641	Major Project NZQA 10641	Major Project NZQA 10641	Major Project NZQA 10641
	1:00 – 5:00	SDL	SDL	SDL	SDL	SDL

Term 4 - 9 Weeks

Week 30 – 38 26/04/2011 – 24/06/2011	Time	Monday	Tuesday	Wednesday	Thursday	Friday
	8:30-10:30	Major Project NZQA 10641	Major Project NZQA 10641	Major Project NZQA 10641	Major Project NZQA 10641	Major Project NZQA 10641
	10:45 – 12:30	Major Project NZQA 10641	Major Project NZQA 10641	Major Project NZQA 10641	Major Project NZQA 10641	Major Project NZQA 10641
	1:00 – 5:00	SDL	SDL	SDL	SDL	SDL

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

Please note that due to a variety of unforeseen circumstances, there may be a slight variation in start and end times of your lecture. The order of low credit value unit standards taught may be adjusted. 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.

10. Kit List

Pens/Pencils

Visual Diary

UBS Flash Drive

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

Tripod

Portable Hard drive (500 GB and upward)

Photographic Paper for Printing of Photographs.

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

Photocopies

Printing and photocopying service are available for you in the College. 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

11. 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.

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 and photographic related equipment is not to be used for commercial gain under any circumstance. (This includes hiring, renting gear/property out to other industry professionals, shooting or working as a director on any commercial shoots). All equipment is strictly monitored and to be used only in conjunction with NZQA Unit Standards taught within the Diploma Programme. Instant withdrawal from the programme will proceed if this policy is ignored.

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 15minutes 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.

INSURANCE POLICY

On and Off-Site Usage: All students working on or off-site will be required to fill out an insurance loan agreement form before receiving the equipment.

If the equipment while under your care, regardless of being supervised or unsupervised by a lecturer or technician, will be liable for the safe handling of all items. If it is deemed that the equipment has been mistreated through negligence, is stolen or misplaced you will be liable to pay \$2,500.00, which is the full amount of the insurance excess fee or required to pay the actual cost to replace the item (if the total cost does not exceed \$2,500.00).

Please see a sample of the loan agreement form attached. A copy of this will be made available by supervising department staff.



Equipment Loan Agreement Contract

Programme: Diploma in Visual Arts, Digital Photography Strand, Level 6.

Made today the	day of	20
Student Name:		
Of:	(address)	
Phone Number:		

Agreement: I accept full responsibility for the handling of the equipment on loan, as detailed below. Whilst in my care the equipment will be unsupervised by Raffles College of Design and Commerce lecturing staff.

I understand that the equipment must only be used for the purposes of completing practical shoot requirements for the assessment of NZQA briefs. The equipment will not be used for any other purpose (ie: commercial gain) or be used by any other photographer.

Liability Clause: If the equipment is damaged, misplaced, mishandled, stolen or damaged under my care, I will pay the \$2500.00 insurance excess fee, in full to Raffles College of Design and Commerce, within 6 days of the incident report.

Equipment on loan:

Quantity	Item Description	Checked out (witness)	Checked in (witness)

Signed out:
Student Name _____ Student Signature: _____

Signed out:
Witness Name _____ Witness Signature _____

Checked In:
Student Name _____ Student Signature: _____

Checked In:
Witness Name _____ Witness Signature _____

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 AND 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 AND COMMERCE encourages a non-adversarial approach to the resolution of complaints. It is recognized that open relationships are required for the achievement of the College'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 can not 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

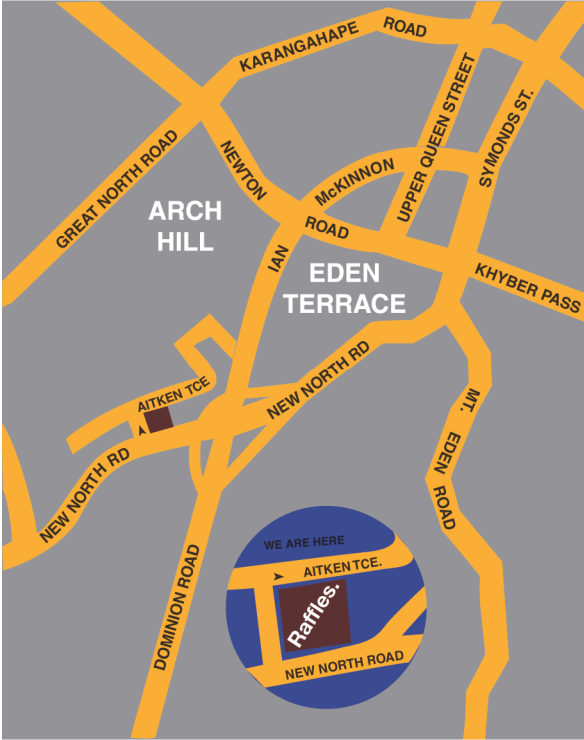
New Zealand Police
Emergency calls
Ph: 111
Ph: (09) 302 6400

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



FIRE ESCAPE PLAN



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 and Commerce, the “Tertiary Institution”. Its purpose is to ensure you understand the Rules and Regulations of Raffles College of Design and 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 and 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 and 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 and 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