



2017 VET Teacher Training Entertainment Industry Supporting Evidence

(Please read the "Entertainment Industry Application Guidelines" before completing this form)

SECTION 1: ACADEMIC QUALIFICATIONS

QUALIFICATIONS & INSTITUTION	DATE COMPLETED	COPY UPLOADED
<i>Example:</i> Certificate III in Information Technology (Software Applications) ICA30105 TAFE Sydney Institute – Ultimo College	December 2010	Yes
1.		
2.		
3.		
4.		

SECTION 2: OVERVIEW OF OTHER EDUCATION AND TRAINING RELEVANT TO YOUR APPLICATION

INSTITUTION	COURSE NAME	AWARD	DATE COMPLETED	COPY UPLOADED
<i>Example: Australian Institute of Music (AIM)</i>	Music (Audio Technology)	Graduate Certificate	December 2011	Yes
1.				
2.				
3.				
4.				
5.				

SECTION 3: RELEVANT EMPLOYMENT / INDUSTRY EXPERIENCE

Please provide information about employment or work related to your application. Please list experience chronologically, starting with your most recent employment. Relate to the syllabus wherever possible.

Please refer to the application guidelines before completing this section. Please provide information about employment or work related to your application. Please list experience **chronologically**, starting with your **most recent** employment.

EMPLOYER DETAILS	TYPE OF WORK	TYPE OF EMPLOYMENT	DATES OF EMPLOYMENT
Attach validated evidence of your experience	Attach validated evidence of your experience (Eg: job description).		P/T or Casual work - specify <u>total</u> time and/or frequency Eg. Hours per week
Company: _____ Address: _____ Supervisor: _____ Phone: _____	_____ _____ _____	<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Casual <input type="checkbox"/> Voluntary	From: _____ To: _____

Company: _____ Address: _____ Supervisor: _____ Phone: _____	_____	<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Casual <input type="checkbox"/> Voluntary	From: _____ To: _____
Company: _____ Address: _____ Supervisor: _____ Phone: _____	_____	<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Casual <input type="checkbox"/> Voluntary	From: _____ To: _____

PART B

SECTION 4: EVIDENCE TO SUPPORT YOUR APPLICATION FOR ENTRY INTO THE TRAINING PROGRAM

The 240 hour Entertainment course includes 8 mandatory units (165 hrs) and an additional 145 hours of elective units. The units covered in the training programs are listed in the table below.

NOTE: Units marked with an asterisk (*) have already been awarded to teachers through RPL.

The teachers are awarded the following units through the training program from:

CUA30415 Certificate III in Live Production and Services

<i>CUA30415 Certificate III in Live Production and Services – Units of Competencies</i>
CPCCOHS1001A Work safely in the construction industry
CUAWHS302 Apply work health and safety procedures
CUAIND301 Work effectively in the creative arts industry
CUAPPR304 Participate in collaborative creative projects
BSBWOR301 Organise personal work priorities and development
SITXCCS303 Provide service to customers
CUALGT301 Operate basic lighting
CUASTA301 Assist with production operations for live performance
CUASOU301 Undertake live audio operations
CUAVSS302 Operate vision systems
CUASMT301 Work effectively backstage during performances
CUASTA202 Assist with bump in and bump out of shows
CUALGT304 Install and operate follow spots
MEM18002B Use power tools/hand held operations
CUASOU306 Operate sound reinforcement systems

To assist in identifying your existing qualifications and experience you are required to map your experience and/or qualifications to each of the following units of competency and provide appropriate evidence. You should include reference to any recent industry specific experience or qualifications you may have.

The term “**recent**” refers to within the last **five years**. This may include:

- **Formal training** through a registered training organisation (validated by transcripts, certificates)
- **Employment** in the industry (duties should be verified by letters from employers, community organisations)

- **Experience** from extra-curricular school activities, public performances etc, (activities and role should be verified by letter from school principal)
- **Other experience or skills** relevant to this nomination. (Verified by appropriate person).

Copies of original documents can be certified by a Justice of the Peace with official stamp OR by School Principal with school stamp.

SECTION 5: EVIDENCE TO SUPPORT YOUR APPLICATION FOR ENTRY INTO THE TRAINING PROGRAM *(continued)*

Supporting evidence **MUST** be provided on the following pages, mapped to the relevant unit of competency. All tables **MUST** be completed.

NOTE: You do not need to supply evidence for the following mandatory and elective units; you should highlight your experience in these units in an industry context.

SITXCCS303	Provide service to customers
BSBWOR301	Organise personal work priorities and development

You will need to refer to the BOS Syllabus Documents when completing the mapping of your qualifications and experience against the units of competency. Part B of the syllabus document can be found at:

http://www.boardofstudies.nsw.edu.au/syllabus_hsc/entertainment.html

See example below:

Unit and title of Competency	Describe your school or Industry based experience related to this unit of competency	List documents attached supporting your claim of experience (E.g. copy of certificates, letters from theatre managers etc...)
CUALGT301 Operate basic lighting	Member of the Sydney Amateur Theatre Company. Undertook the following on several productions: <ul style="list-style-type: none"> • Rigged all lights • Operated digital lighting desk • Plot and operated lighting cues School based productions: <ul style="list-style-type: none"> • Rigged all lights 	- Letter from president of SATC (J. Smith) attached. - Letter from school principal attached.

SECTION 6: EVIDENCE TO SUPPORT YOUR APPLICATION FOR ENTRY INTO THE TRAINING PROGRAM (continued)

NOTE: To gain entry into the training program, you will need to provide evidence of your experience in certain performance criteria from the core units of competency, highlighted in the table below. For performance criteria for each unit, click on the unit below.

Please expand the tables for additional content below this point if required.

Unit and title of Competency (Mandatory Units)	Describe your school or Industry based experience related to this unit of competency	List documents attached supporting your claim of experience
CPCCOHS1001A Work safely in the construction industry		
CUAWHS302 Apply work health and safety procedures		
CUAIND301 Work effectively in the creative arts industry		
CUAPPR304 Participate in collaborative creative projects		
BSBWOR301 Organise personal work priorities and development		

Unit and title of Competency (Mandatory Units)	Describe your school or Industry based experience related to this unit of competency	List documents attached supporting your claim of experience
SITXCCS303 Provide service to customers		
CUALGT301 Operate basic lighting		
CUASTA301 Assist with production operations for live performance		
CUASOU301 Undertake live audio operations		
CUAVSS302 Operate vision systems		
CUASMT301 Work effectively backstage during performances		
CUASTA202 Assist with bump in and bump out of shows		
CUALGT304 Install and operate follow spots		

Unit and title of Competency (Mandatory Units)	Describe your school or Industry based experience related to this unit of competency	List documents attached supporting your claim of experience
MEM18002B Use power tools/hand held operations		
CUASOU306 Operate sound reinforcement systems		

CUA30415 Certificate III in Live Production and Services

Delivered at The National Institute of Dramatic Art (NIDA) on behalf of the NSW Department of Education & Communities, Catholic Education Commission and the Association of Independent Schools

The CUA30415 Certificate III in Live Production and Services program for HSC Entertainment Industry Teachers was developed by the school sectors and NIDA to ensure that Entertainment Industry teachers across NSW are consistently trained. The course is an upskilling program run over ten days.

When applying for a place on the Certificate III in Live Production and Services, RTO managers, sector office personnel and applicants need to bear in mind the following requirements:

1. Applicants must be able to demonstrate knowledge and experience in three out of the four core areas:

- **Audio:** understanding of connecting the system, cables, speakers, PA, microphones, and basic operation of an audio console
- **Lighting:** understanding lantern types, cabling, rigging, patching and basic operation of a digital Lighting console
- **Staging:** knowledge of basic stage terminology and scenic elements, understanding marking up the stage and scene changes
- **Vision** knowledge and understanding of connectors and signal chain, meaning and use of electrical measurements, familiarity with major types of AV equipment, e.g. projectors (NB. This is the most technical subject in the course)

Knowledge and experience can be demonstrated by providing evidence of attendance at a training course attended within the last 5 years, through completion of unit/s from a Registered Training Organisation, or via evidence of work undertaken at either professional or amateur level.

2. Participants need to have at least one industry production experience in a technical role. Involvement with amateur theatre is recognised. Other types of organisations or venues could be local theatres, semi-professional groups, and arts centres with performance spaces or professional theatres. Participants need to provide evidence of this in their application (e.g. a supporting letter from a supervisor at the venue or company detailing the activities of a role undertaken there). Additional evidence could be a personal log book showing what activities an applicant undertook during the placement or professional role.

3. Other technical roles can be school based. Appropriate evidence could include a letter from the technical manager, senior colleague or the Principal detailing the work an applicant has undertaken on a school production or within the school and a copy of a program showing which role(s) an applicant undertook on a production. Additional evidence could include a personal log book showing what activities an applicant undertook during the placement or professional role.

Examples of Suitable Evidence may include:

- A detailed Resume covering industry-related work, with particular reference to technical roles. Please list technical roles undertaken on shows and venues. Include professional venues, community theatre venues and school shows
- Letters of employment from theatre venues / theatre companies / Entertainment Industry
- Theatre programs showing your name and technical role
- Academic transcripts from awarded qualifications, as pertinent to the units of competency
- Copies of certificates and other statements gained by completing training programs in relevant subject areas
- References or testimonials, on letterhead, from your Industry employer or colleagues outlining your responsibilities
- References from industry outlining your responsibilities and skills during periods of employment or work-based experience undertaken with them
- Written descriptions of work-based experience, verified by a third party
- Clear photographs, reports or written descriptions of projects you have worked on as an individual or part of a group, verified by the supervisor or manager (e.g. photo of you building a set, or setting up lighting)

- Extracts from performance review documents (no confidential details included) which are relevant to the units applied for
- Projects or assignments completed as part of a formal education process which relate to the units applied for
- Your job description, if currently working in the entertainment industry
- Completed risk assessments
- Minutes of production meetings you have attended
- Minutes of OHS meetings you have attended
- Written communication from yourself to internal colleagues and external clients supporting knowledge and skills as pertinent to the units of competency
- Any other document or evidence which demonstrates your competency in the units applied for

NOTES

Vision encompasses the understanding and setting up of AV systems using correct cabling – e.g. DVDs, video recorders, monitors, LCD projectors etc.

Staging experience can include backstage crewing, set building or stage management.

While directing and acting experience are useful in gaining an overall knowledge of the industry, evidence of these types of roles included on an application cannot be considered in place of the core technical areas of lighting, audio, vision and staging. The qualification's focus is technical operation.

If an application does not show sufficient evidence of the above requirements, it will be returned to the Sector manager with relevant feedback.

If a potential participant needs to upskill in any of the areas, we suggest undertaking a short course or a work placement at a local venue before applying for the Certificate III in Live Production and Services.

ASSESSMENT

NIDA VET courses use competency based assessment. Competency based training and assessment means that participants are not just asked to read and write about an area that they are training in, but need to demonstrate that they actually have the knowledge and abilities to perform the job at industry standard. Some assignments and assessments are based on traditional written reports, exercises or tests but most assessments for VET courses at NIDA require participants to demonstrate their ability to perform practical tasks. Assessment is determined by Entertainment Industry standards and practices.

During the Teacher training program for Certificate III in Live Production and Services, assessment is conducted in an ongoing, holistic way. Practical tasks undertaken by participants during the training sessions will be used to assess their capability in relation to the performance criteria from the units of competency. A list of the units of competency which make up this program is available on the application form for Teacher training and during Orientation. The performance criteria and lesson plans are available on the first day of the course.

Please Note: Due to the holistic nature of the training and assessment, participants MUST attend all sessions unless otherwise advised.