



**DIPLOMA APPLICATION FORM**

**Surname** .....

**Given Name** .....

**Age** .....

**Postal Address** .....

..... **Post Code** .....

**Phone Number**..... **(H) Mobile**.....

**Email**.....

**How did you find out about the Frampton Institute?**.....

.....

**Full Time**                       **Part Time**

**Course Starting Date** .....

COMPLETE APPLICATION DETAILS AND RETURN WITH A PASSPORT PHOTO AND RESUME

**COURSE DATES FOR 2010**

<b>Course Number</b>	<b>From</b>	<b>To</b>
Course 0101	11 <sup>th</sup> January	1 <sup>st</sup> April
Course 0102	10 <sup>th</sup> May	30 <sup>th</sup> July
Course 0103	13 <sup>th</sup> September	3 <sup>rd</sup> December
Part Time 010P	12 <sup>th</sup> January	27 <sup>th</sup> November

THIS COURSE IS EXEMPT FROM GST AND IS AUSTUDY APPROVED.

DIPLOMA COURSE FEES FOR YEAR 2010 ARE \$9,500.00 INCLUSIVE OF  
A MAKEUP KIT CASE AND MAKE-UP VALUED AT \$2,000.00.

National Code: 30751 QLD. National Organisation No: 1587



## **APPLICATION FORM**

**Application:** Prospective students must complete the Application Form and submit a Resume with an attached self-photograph. Visits to the Frampton Institute are encouraged and appointments can be arranged by telephoning the Frampton Institute. Overseas applicants are warmly welcomed and only require a current holiday/tourist visa. No student visa is required. All applicants will be notified by post. Accepted applicants will receive enrolment form.

**Enrolment:** Accepted applicants must complete an enrolment form and submit full payment of tuition fees. Enrolled students will receive a tax invoice/receipt and student welfare information. The Institute is unable to guarantee places in courses unless enrolment forms and payments in full have been received prior to the commencement of training. Enrolment forms and payments may be made in person or by mail or bank transfer.

**Duration:** 3 months full time. Hours 9.00 am – 3.00 pm Monday –Friday

**Fees:** \$9,500.00 (AUS) for Year 2010  
Fees are payable in full prior to course commencement  
Please contact Administration for Part Time course payment details.

**Training Material:** All makeup and equipment will be supplied during class hours with each student receiving a professional makeup kit box, stocked with make-up and tools valued at \$2,000.00(included in fees).

**Facilities and Equipment:** All training facilities and equipment are of the highest professional standard including quality make-up stations, simulating film make-up studios. Students have access to the reference book, script and DVD/video library.

**Assessments:** Assessment is in accordance with the National Assessment Principles and AQTF Standards for Registered Training Organisations. Upon successful completion of all units of competencies in the entire course, students will be awarded a Diploma of Cinemagraphic Makeup or a Statement of Attainment will be issued for those competencies achieved.

**Privacy Policy:** The Frampton Institute archives all prospective students' details. At no time will this data be accessible or used for any other purpose other than the one intended. As a registered training organization, the Frampton Institute is required to archive training records, this data will not be accessible or used for any other purpose other than an archive for verification of attained qualifications.



## **COURSE PRE-ENROLMENT INFORMATION**

### **DIPLOMA OF CINEMAGRAPHIC MAKEUP**

#### **COURSE AIMS AND STRUCTURES**

The Diploma of Cinemagraphic Makeup provides instruction through theory, demonstration and practical work. Each student will be tutored to world-class standards providing total product knowledge and professional skills to the highest level required by American, European and Australian Television and Feature Film markets.

#### **ADMISSIONS PROCEDURES AND CRITERIA**

Those who wish to study the Diploma of Cinemagraphic Makeup at the Frampton Institute must complete an Application Form, and submit a Resume with an attached self-photograph. Visits to the Frampton Institute are encouraged and appointments can be arranged by telephoning the Frampton Institute. Overseas applicants are welcome and only require a current holiday/tourist visa. No student visa is required. All applicants will be notified by post. Accepted applicants will receive enrolment form and pre-enrolment details. Contact The Frampton Institute of Cinemagraphic Makeup for further information.

Pre-requisites to the course will be as follows:

A good command of English is recommended. Each student is expected to display personality/interpersonal skills and aptitude conducive to working freelance in the Film, Television and Multimedia Industry.

#### **ENROLMENT PROCEDURES**

Accepted applicants must complete an enrolment form and submit full payment of tuition fees. Enrolled students will receive tax invoice/receipt and student welfare information. The Institute is unable to guarantee places in courses unless enrolment forms and payments in full have been received prior to the commencement of training. Enrolment forms and payments may be made in person or by mail or bank transfer.

#### **AUSTUDY**

The Diploma of Cinemagraphic Makeup is an Austudy approved course. For Students enquiring about their eligibility for Austudy please contact:

Austudy for details telephone .....132490

Please quote code 4P058 Frampton Institute of Cinemagraphic Makeup

#### **VOCATIONAL OUTCOMES**

Possible vocational outcomes of the units and/or Diploma in Cinemagraphic Makeup include the following: Make-up Artist, Make-up Assistant, Chief Make-up Artist, Make-up Designer, Special Make-up Effects Artist or perform general screen make-up duties in the film, television, theatre and media industries.



## INDUSTRY SKILLS

These are the skills that you will have gained by the end of your training program at the Frampton Institute of Cinemagraphic Makeup. These of course vary depending upon the nature of your training program and are discussed with you in detail during your initial interview. If you have any further inquiries, please feel free to contact the Director of Learning.

After successfully completing the Diploma of Cinemagraphic Makeup course at the Frampton Institute, Graduates will have these relevant industry skills, knowledge and understanding of:

- Film Industry Appraisal
- Work Environment
- Communication Between Departments
- Dealing with On-Set Problems
- Script Breakdown and Call Sheets
- Freelancing/Networking/Portfolio Presentation
- Product & Equipment Knowledge
- Cranial and Facial Analysis
- Basic Day and Evening Make-up Application
- Make-up for High Definition Filming
- Character Make-up
- Mood Alteration
- Styling Facial Hair
- Photo Transformation
- Period Composition
- Fundamental Ageing
- Simulating Injuries and Wounds
- Body Scarification/Tattooing
- Ethnic Body Painting
- Introduction to Prosthesis
- Basic Casting and Mould Making
- Sculpting
- Manufacturing and Applying Prosthetics
- Special Effects/Airbrush Techniques

## RECOGNITION OF PRIOR LEARNING (RPL)

Students who have completed appropriate training or who through prior learning and experience have gained the required skills/competencies stipulated for the units of the course may be granted credit upon substantiation of that claim.

The assessment will be professionally conducted by the Director of Learning and will be valid, reliable, flexible and fair. Due to high costs of makeup products, practical assessments will attract a fee payable by the student. There will be no reduction of course fees for Recognition of Prior Learning competencies.

Evidence for credit of prior learning may include:

- Evidence of current competence
- Performance, demonstration, or skills test
- Workplace or other pertinent observation
- Oral presentation
- Portfolio, logbook, task book, projects or assignments
- Written presentation

If you feel that you have prior knowledge and skills that you wish to be recognised, please request and complete the Recognition of Prior Learning Application Form and attach copies of any evidence for credit.



## **FACILITIES, EQUIPMENT AND RESOURCES**

All training facilities and equipment are of the highest professional standard including quality make-up stations, simulating film make-up studios. All equipment and learning environments used by The Frampton Institute meet relevant Occupational Health and Safety Standards. Students have access to FICM reference books, magazines, trade journals, DVD/video and script library.

## **COURSE DURATION, ATTENDANCE AND FEES/COSTS TO STUDENTS**

The full cost of the Diploma of Cinemagraphic Makeup for 2010 is \$9,500.00, which includes at no extra cost a custom built make-up case with a full range of professional products included, and valued at \$2,000.00. Fees are payable in full prior to course commencement.

Students will be expected to attend all classes and to inform the Institute if they are going to be absent from class. If more than two consecutive days are taken absent then a doctor's certificate is required and will be kept on the student's file.

Students are to provide their own stationery, or note taking resources. Students will also be responsible for personal costs incurred during their training program such as telephone calls, childcare, transport, accommodation, lunches and stationery.

## **DISCIPLINARY PROCEDURES**

The Frampton Institute will carry out disciplinary procedures if a student fails to conduct themselves in a satisfactory manner during their course of study. Inappropriate behaviour includes, but is not limited to: Alcohol and drug abuse, racism, sexual harassment and dangerous behaviour, which endanger the safety of self and others. Any complaints made in respect of the above by fellow students and staff are regarded as confidential and must be directed to the Director of Learning. The Director will then discuss the matter with the student and a decision will be made whether or not the student is to return to classes. The Frampton Institute retains the right, at the discretion of the Director, to terminate a student at anytime, due to improper conduct. In this event the student would not be entitled to claim any fees paid.

## **REFUND POLICY**

- Should the Frampton Institute cancel the training course before commencement then a full refund of all fees paid will be made to the student.
- Should the student cancel the training reservation in writing 20 days or more prior to the commencement of the first day of training, and then all fees paid will be refunded.
- Should the student cancel the training reservation less than 20 days, but more than 14 days, then a 10% administration fee will apply, 90% of all fees paid will be refunded to the student.
- After course commencement there will be no refunding of any course fees.
- If a student is unable to complete the Course due to unforeseen and reasonable circumstances or due to ill health, the student may complete remaining competencies or assessments, at a later date during another course acceptable to the Director of Learning.
- Fees will be kept in a separate account with a recognised bank institution.

Applications for refunds can be made to the Administrative Manager.

## **COURSE AWARDS**

Upon successful completion of all units of competencies in the entire course, students will be awarded a Diploma of Cinemagraphic Makeup or a Statement of Attainment will be issued for those competencies achieved. In compliance with the Vocational Educational, Training and Employment Act 2000 the Frampton Institute will issue certification within 21 days of training completion.

## **COURSE CANCELLATION**

The Frampton Institute reserves the right to cancel any advertised courses prior to commencement date, this will only occur due to unforeseen circumstances beyond the control of the Frampton Institute. Enrolled students will be notified and either offered alternative dates or full refund of any tuition fees paid in advance.



## ASSESSMENT POLICY AND PROCEDURES

Assessment is carried out by the Frampton Institute's qualified trainers and assessors and/or the Director of Learning, Peter Frampton and is designed to determine whether the student can demonstrate the target competencies. Students who are unable to demonstrate competency at a given time or who successfully appeal assessment results may be reassessed at an appropriate later date acceptable to the Director of Learning. The Frampton Institute will allow one reassessment per competency.

Any student taking a reassessment outside their course three-month duration will be required to provide all products and equipment at their own cost.

Assessments are in accordance with the National Assessment Principles and AQTF 2007 Standards for Registered Training Organisations and ensure validity, reliability, flexibility and fairness.

All units are progressively assessed. Progressive assessment is based upon the following strategies:

- Projects/assignments – written and practical
- Tests – written and/or oral and/or practical
- Skills performance testing – observation
- Role Play/Discussion groups
- Case studies

## CREDIT TRANSFER/ARTICULATION

Diploma Certification or Statement of Attainment Certification from the Frampton Institute may be used by students for credit against similar courses or training packages offered by other Nationally Recognised Training Institutes requiring these competencies as electives or core components.

## GRIEVANCE AND APPEAL PROCEDURE

In the event of a grievance or an appeal, a student can:

- Talk directly with the person concerned to resolve the problem
- Seek the assistance of his/her trainer.
- Consult the Director of Learning.
- Seek arbitration by a third party acceptable to all parties to the grievance
- If the grievance is still unresolved, the student will be advised of external organisations of appeal.

## CLIENT COUNSELLING/SUPPORT

Student counselling and support services are available upon request. Please contact the Administrative Manager if this service is required and individual needs in this area will be determined. Where a student requires counselling or support outside of the realm of the Frampton Institute a referral to an appropriate organisation will be made.

## PRIVACY POLICY

The Frampton Institute archives all prospective students' details. At no time will this data be accessible or used for any other purpose other than the one intended. As a registered training organization, the Frampton Institute is required to archive all training records, this data will not be accessible or used for any other purpose other than an archive for verification of attained qualifications.

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