

Welcome to



Established in 1996, the Academy of Interactive Entertainment is recognised as Australia's peak non-profit Registered Training Organisation for the Australian Video Games, 3D animation and related industries.

Specialising in 3D computer graphics, games programming and design education, AIE provides real pathways to employment via training approved by industry and delivered by industry experienced teachers. AIE has close ties with many leading industry players and has won a number of awards for excellence in education development and delivery.

All AIE full-time courses are nationally accredited and recognised through the Australian Qualifications Framework. AIE has campuses located in Canberra, Melbourne and Sydney, and the Canberra campus also offers a variety of courses in partnership with Canberra Institute of Technology (CIT).

This Handbook is for use by all students.

AIE staff are here to make your learning experience enjoyable and productive. Please do not hesitate to talk to us if there is anything we can do to assist you with your studies.

AIE CANBERRA

ADMINISTRATION CONTACTS:

Lea Bartlett – Co-Head of School
Adrian Webb – Admin Manager/ Student Liaison

TEACHING CONTACTS:

Lea Bartlett - Head of Programming
Seb Perri - Head of Art

AIE MELBOURNE

ADMINISTRATION CONTACTS:

Lea Bartlett – Acting Head of School
Amy Zhou – Admin Manager/ Student Liaison

TEACHING CONTACTS:

Mark Flanagan - Head of Art
Ted Hung - Head of Programming

AIE SYDNEY

ADMINISTRATION CONTACTS:

Neil Boyd – Head of School
Vijay Kochar – Admin Manager/Student Liaison

TEACHING CONTACTS:

Alan Maxwell - Art
Conan Bourke - Programming

AIE acknowledges its working industry partnerships with 2K Australia, Australian Council of Private Education & Training, BigWorld, Canberra Institute of Technology, Deakin University, Game Developers Association of Australia, Micro Forté Studios, Murdoch University, Sony Foundation Australia, Tantalus Media, Team Bondi, Xenon and University of Canberra.



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Rights and Responsibilities

As an AIE student, you have rights and responsibilities and your attention is drawn particularly to the following:

You Have the Right:

- To a course of study that meets current educational standards of presentation, content and organisation
- To have your work assessed against the prescribed criteria, in a manner that is prompt and helpful
- To be treated with respect, in a non-discriminatory way
- To appeal against any assessment and on any grievance
- To have your personal information secured from all but those authorised to access it
- To information which will assist you to choose and manage your study program
- To accurate information about assessment requirements and criteria
- To a safe work environment
- To a positive and helpful learning environment
- To have access to academic and personal counselling
- To have your work assessed and feedback provided as quickly as possible
- To be kept informed of teacher availability for consultation or any other matter that affects your study. Teachers can be available through face-to-face contact either in class or by appointment, telephone, email and skype, as well as AIE's E-Learn website.
- To be given information about assessment requirements and due dates by the end of second week of study

It's Your Responsibility:

- To establish the place of your study amongst your personal priorities
- To self evaluate your work before you submit it
- To treat others with respect
- To raise and discuss issues which affect the good management of your study program
- To respect the personal information of others
- To accept a high degree of responsibility for the management of your own learning
- To familiarise yourself with the assessment requirements and criteria and to seek clarification where necessary
- To ensure that the work you submit for assessment is your own work
- To adhere to occupational health and safety regulations
- To contribute constructively to the learning of others
- To take good care of your work environment and equipment
- To adhere to all regulations and agreements regarding non-disclosure, network and intellectual property.
- To ensure that your tuition fees are paid on time according to your invoice and/or repayment contract.
- To familiarise yourself with the policies and procedures contained within this Student Handbook.
- To make sure you check your emails, intranet and bulletin boards for information which may affect you.

Legislations

Privacy

In accordance with the Privacy Act 1988, it is AIE's policy to ensure the privacy of all staff, students and third parties.

Any confidential information obtained by AIE and committees, individuals or organisations acting on its behalf, will be safeguarded by secure storage and accessed only by designated persons.

No information will be disclosed to a third party without the written consent of the client or student, except as required under the standards for Registered Training Organisations or by law. Details provided may be checked with or supplied to other authorized agencies (for example the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS)) for external reporting purposes.

By request, through the Administration Manager and/or Head of School, students and/or clients can access their personal records.

Copyright

Please be aware that the copyright laws of Australia have recently changed. During the course, we will try to make sure that these laws are understood both for your protection and for ours. Each classroom contains a CD/DVD writer. These are to be used only to produce demo or backup CDs or DVDs of your own personal work. Under no circumstances whatsoever are they to be used to reproduce commercial CD or DVD products, be it music, movies, computer software, or other materials. The reproduction of software onto floppy disks or removable media is also not permitted by law. A breach of these copyright laws will result in a written warning and may incur suspension from the course or a failed result. Please ask your teacher if you have any doubts about the legality of what you are doing.

Language, Numeracy and Literacy

Students requiring additional language, numeracy and literacy help should approach the Administration Manager and/or Head of School. Support will be given on an individual basis and may involve referral to an agency recommended by the AIE.

EEO and Students with Specific Needs

AIE actively promotes equity in access to, and participation in, vocational education and training in accordance with the Australian Quality Training Framework 2007.

The AIE is committed to equal opportunity for all students.

The AIE applies the principle of 'reasonable accommodation' in providing support for students of equity groups. In some cases, the AIE can make flexible arrangements so that you are not disadvantaged. These might include special places in a course, curriculum modification or alternative assessment arrangements. You should tell us of your specific needs. We can't help if we don't know!

Access and Equity

AIE is committed to access and equity for all students. It is not only a staff responsibility but also the responsibility of our whole learning community to make sure that no student is discriminated against because of race, colour, origin, nationality, gender, sexual preference, religious beliefs and/or any other circumstance, characteristic, appearance or belief.

Harassment

It is the policy of AIE to provide a workplace free of harassment and to uphold the relevant State and Commonwealth legislations. All students/staff are expected to fully comply with this policy.

Harassment is offensive, belittling or threatening behaviour directed at an individual or group. Harassment is behaviour that is unwelcome, unsolicited, usually unreciprocated and usually (but not always) repeated. Harassment is often focused on the sex, cultural or racial background or disability of the individual or group.

For harassment to occur there does not have to be an intention to offend or harass. Moreover, harassing behaviour may be of a minor nature. Individual incidents may seem too trivial to warrant attention, or the person subjected to harassment may seem unaffected. Where the behaviour continues over a period and it is not addressed, however, such behaviour can undermine the standard of conduct.

Examples of harassing behaviour include:

- offensive physical contact, derogatory language or intimidating actions;
- insulting or threatening gestures or language (overt or implied) or continual and unwarranted shouting;
- unjustified and unnecessary comments about a person's work or capacity for work;
- openly displayed pictures, posters, graffiti or written materials which might be offensive to some;

- phone calls or messages on electronic mail or computer networks which are threatening, abusive or offensive to students/staff; and
- sexual harassment, which can consist of any or all of the following:
 - Unwelcome comments about a person's sex life or physical appearance;
 - Suggestive behaviour such as leering or ogling;
 - Unnecessary familiarity such as deliberately brushing up against a person;
 - Sexual jokes, offensive telephone calls, photographs, reading matter or objects;
 - Sexual propositions or continual requests for dates;
 - Physical contact such as touching or fondling; or
 - Indecent assault or rape (which is also a criminal offence)

AIE recognises that in any area of human interaction, the boundaries of what constitutes harassment may vary from one individual to another. In addition, individuals may have different boundaries for different relationships. It is the responsibility of each student/staff member to recognise and respect the boundaries set by others. It is important to talk to a harassment officer or other appropriate person if you feel you are being harassed.

Communication of Harassment Policy to Students

AIE Harassment Policy is communicated to students by:

- Publication of the policy in the student handbook and ensuring that each student receives a copy
- Bringing students' attention to the policy
- Publishing a summary of the policy on noticeboards, including contact officers

Contact officers:

CANBERRA - (02) 6162 5131
Lea Bartlett
Seb Perri
Noelene Dencio

MELBOURNE – (03) 9820 8201
Bruce Jenkins
Galatea Manolitsas

SYDNEY – (02) 8514 8800
Neil Boyd

Procedures for Resolving Sexual Harassment Complaints

- a. If you believe you have been or are being harassed you should report the circumstances to the appropriate contact officer.
- b. The contact officer will carefully follow the established process as laid out in the Policy Documents Manual. Full details of this process are available from the sexual harassment officers.

Occupational Health and Safety

The AIE implements and maintains OH&S standards within our working and training environments in accordance with the Occupational Health and Safety ACT 1991 and the Occupational Health and Safety Code of Practice 2008 as legislated by the Australian Federal Government.

The AIE aims to provide its students with a safe and healthy study environment. Your responsibility as a student is to know and follow all common sense and posted safety and fire regulations and utilise safety equipment properly to protect you and your fellow students from inconvenience or serious injury. It is your duty to report any unsafe conditions and defective working tools or equipment to your teacher. Any and all accidents, no matter how small, should be immediately reported to your teacher.

Management/Teacher Action

To ensure that accidents and injury are avoided, staff shall ensure that:

- Work is not assigned which is hazardous or located in a hazardous area until all steps have been taken to provide for the safety of the student.
- All students have received proper instruction and are familiar with pertinent health and safety rules and regulations.
- Work areas are frequently examined to ascertain that the work environment is safe and the employees are working in a safe manner.
- All health and safety deficiencies are corrected immediately and are not repeated.

- Accidents are investigated and corrective action is initiated where necessary.

Student Health and Safety Responsibilities

It is the responsibility of all AIE students to uphold the AIE's accident and injury prevention efforts. Students are expected to participate actively in developing an awareness of safety and observing all established precautionary measures.

Reporting Injuries

All injuries, irrespective of their nature, are to be reported immediately to the Administration Manager and/or Head of School who will help decide the best action to be taken.

Failure to report injuries or illness may result in a delay or denial of workers' compensation benefits.

Accident Investigation

A completed Accident Investigation form must be returned to the Administration Manager as soon as possible so that any necessary corrective actions can be implemented as soon as practicable. Forms are available from the Administration Office.

CANBERRA - (02) 6162 5131

The OH&S Officer is:
Noelene Dencio

The First Aid Officer is:
Noelene Dencio

MELBOURNE – (03) 9820 8201

The OH&S Officer is:
Galatea Manolitsas

The First Aid Officer is:
Shawn Marinakis

SYDNEY – (02) 8514 8800

The OH&S Officer is:
Neil Boyd

The First Aid Officer is:
Jill Gray

Computer Use Limitations

Please note that the following are not permitted:

- Loading of any software program of any description onto an AIE computer without permission.
- Playing computer games at inappropriate times.
- Inappropriate use of the Internet.
- Use of the Internet/computers for obscene or offensive material.
- Changing the configuration of any computer other than the screen resolution, sound and volume.
- Modifying or interfering with the hardware of any computer, including opening the case.
- Unplugging the computer, monitor, or speakers for any reason.
- Removing keyboards, mice, or other equipment for use with personal laptops etc.

Failure to comply with these regulations may result in suspension or removal from the course.

AIE Network Use Policy

All network and computer access is controlled and monitored by teachers and the AIE IT Manager.

As computers are shared between students, and to reduce the risk of virus or spyware infection, **you must not install any software** unless explicitly cleared by your tutor or the IT Manager.

It is your responsibility to keep your work safe by following the back-up procedures as directed by your tutor and the IT Manager.

The classroom computers are not backed up. If the computer needs to be rebuilt or replaced, or if a teacher or another student using the computer deletes your files, all data on the computer will be lost. You should take home regular backups of your course work for safe keeping.

Full time students are each allocated 1 GB of personal storage space on the network server ("S:" drive). This is backed up weekly, and in most cases can be recovered in the event of a server failure. Reports on drive usage are generated on a regular basis, and if you have gone over the limit you must remove the excess data immediately. If you do not, the IT Manager will delete files until it is under the limit.

Part time students are encouraged to use a USB key or similar device for personal storage.

Your teacher will instruct you on the proper use of other network drives. You should not place files on these drives unless your tutor tells you to.

All storage on the AIE computers and network are only to be used for course-related material. Personal files should be kept on personal media such as a USB flash drive.

The AIE computers and network must not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against AIE policy, or not in the AIE's best interests.

You should keep your password safe, and log out when you're not at your computer. You must not "log in" using the username or password of any other student or a staff member, or otherwise attempt to impersonate any other student or staff for any purpose.

Any sort of "hacking", "cracking" or otherwise attempting to bypass or compromise the security of the AIE computers or network is absolutely forbidden. The AIE will implement full disciplinary measures against any student found to be involved in such activity.

Do **not** use any area of the AIE network or computers for illegal, offensive or copyright-infringing material. This includes (but is not limited to) mp3 files, pornography (including soft porn, "babes" pictures, and cartoons), movies, animations, TV shows, illegal software (warez, appz, cracks, keygens), offensive or violent web videos, or other material that is not otherwise directly related to your coursework. This type of material will be immediately removed, the offence will be logged, and repeat offenders will be disciplined.

Potentially offensive material that is course-related must be approved by your tutor before storing it on AIE computers or the network, and if it is approved it must be clearly labelled. You must respect the rights of all AIE students and staff to study and work in a non-hostile environment.

From time to time, at your tutor's discretion, you may be able to use classroom computers for limited internet access. However, usage is logged and monitored. You may download up to 20 MB per week. If you exceed this limit or download inappropriate material, you will have your internet access revoked.

You must only use the internet for web browsing. Other uses are strictly forbidden, including (but not limited to) peer-to-peer file sharing (P2P) and streaming radio or video. Downloading legitimate coursework-related files is allowed, but before downloading any files over 50MB you must get permission from your tutor or the IT Manager.

Complaints, Problems, Queries

The AIE is committed to continuous improvement of its programs, courses, teaching methods and administration. Students are invited to contact the Administration Office to make suggestions for improvement.

AIE's policy of handling complaints is based on the following:

Principles

- Feedback on performance provides an opportunity for the AIE to improve its service to its students
- Staff, students and community members are encouraged to comment on any aspects of the AIE's performance to ensure continuous improvement and to resolve difficulties.
- Staff and students have rights and responsibilities which are integral to the resolution of any problems.
- Complaints should be taken seriously by staff at every level and every effort should be made to resolve identified problems as soon as feedback is received and to ensure that the problem does not recur.

Process

- In the first instance feedback should be provided to the area which is directly responsible for the subject of the complaint. If the problem is not resolved within a reasonable time, it will be referred as follows until a resolution is achieved: your teacher, the senior teacher, the Administration Manager, Head of School and then the CEO's office.
- Students may choose to use an advocate (such as a counsellor or student association representative) to assist in resolving the matter.
- Students are encouraged to achieve a resolution by using the AIE complaints process.
- If you have exhausted all possible avenues within AIE without resolving the problem, you may choose to refer the matter to an agency outside the AIE. Assistance and advice can be obtained from the Office of the Community Advocate, the local Ombudsman's Office, the Human Right's Office. AIE is also a member of ACPET (Australian Council for Private Education and Training) who will organise mediation services if required.

Counselling

AIE can arrange access to appropriate counselling support for all students. In the first instance students should contact the Administration Manager and/or Head of School.

The following resources may also be of assistance:

Lifeline (24-hour telephone counselling): phone 13 11 14, and www.lifeline.org.au

Beyond Blue (depression and anxiety information): www.beyondblue.org.au

Ybblue youth site (depression and anxiety information): www.ybblue.com.au

General Information

Student Cards

AIE students are entitled to a student identification card. This card entitles you to various concessions and discounts throughout the relevant state in which it was issued.

Travel Concession Forms

Travel concession forms are available from the Administration Office. Students must provide their own photos before forms will be authorised by AIE Administration.

Eating and drinking in The Classroom

Eating and drinking in the classroom is generally not permitted but is at your tutor's discretion.

Kitchen facilities

AIE allows students to have access to the kitchen facilities. Please be aware that you are responsible for washing up your own plates and cups and that you must leave the kitchen area clean and tidy.

Student Lounge

AIE provides students with a lounge area for their recreational use. Please make sure that you leave this area clean and tidy.

Music

Music is bound to distract someone and is not permitted. However, personal use of a MP3 and/or headphones plugged into your PC may be permitted by teachers in some circumstances.

Mobile Telephones

Please turn them off or to silent mode before you come into class and take all calls outside the class area. If necessary you can be contacted through the reception phone number of the campus at which you are studying and we can get a message to you. The office telephone can be used for emergency calls only.

Equipment

AIE equipment needs to be looked after. You should not connect your own equipment to the network without permission.

Attendance

AIE recommends that students attend a minimum of 80% of classes. If you do not attend regularly, you minimise opportunities for contact with other students and teachers. You may miss something vital. You certainly affect teamwork and develop poor work habits. However, sometimes things will go wrong and you will be late or absent. Please ring administration at your campus to let us know just as you would in any work situation.

If you have a medical condition that significantly affects your assessment or learning you may be asked to provide medical certificates. This particularly applies to missed deadlines, extended periods of absence of more than one week or assessment periods that require your presence in class.

First Aid

If you suddenly feel sick or unwell contact, or ask your teacher to contact, the campus First-Aid Officer in the school administration area. Emergency contact numbers are also posted near administration.

Excursions

Some excursions may be planned throughout the course and are not included in tuition fees. Although participation is not mandatory, AIE strongly recommends attending, if possible.

Security

You are responsible for looking after your own property and personal belongings. Please be careful with purses, wallets, and personal effects. Lost property should be reported to the Administration Office.

Library

AIE does have a small library for student use. Books are available for a maximum period of one week. Please contact the Administration Office to arrange borrowing of books to take off-site. The library is available to use at any time during class times, but please **do not** remove books from library with permission of administration staff.

Staff Availability

Academic staff are available for consultation with students at each AIE campus during the core hours of operation. The core hours of operation for each campus are 9.00am to 5.00pm each weekday. Academic staff should provide a roster near the entrance to the staff room indicating the times they are available for student consultation.

Students may also contact academic staff during core hours of operation through E-Learn, email, skype and telephone.

AIE Head of School

The AIE Head of School is there to help you resolve any problems you have regarding your course or academic progress. Do not hesitate to contact them.

The Course

You are enrolled in a full time course and the conditions you encounter here during training simulate industry experience. You are therefore expected to act as a responsible industry member would in terms of attendance, communication, team work and meeting deadlines. In a number of modules you will be directly assessed in these areas.

If you take on paid work which requires your commitment during class hours we are not required to rearrange any class activities or access time. On the contrary, we are required to maintain educational standards, including the assessment standards.

This reflects conditions in the industry; your clients expect your work to be up to standards and on time. Not attending for whatever reason means that your team members do not get your support. We do understand that problems may arise with Youth Allowance, New Start and AUSTUDY, etc, and we will try to support you with these.

If you have any problems, please negotiate time off BEFORE you take it and discuss issues as they arise with a teacher, the Administration Manager or the Head of School.

Enrolment Procedure

The procedure for enrolling in an AIE course is as follows:

Application

To apply for an AIE course, an official application form must be filled out and submitted to the AIE Administration Office by the closing date of applications.

The AIE staff will then process the application forms and select a number of applicants to be interviewed.

Interview

Applicants who have been selected for an interview will receive a letter containing the date and time of their interview, what to bring and where to go. It is important that applicants bring everything that is stated in the letter to their interview as failure to do so will delay the enrolment process.

Enrolment

Students who are offered a place in an AIE course, and wish to accept that place, must then officially enrol.

Enrolment forms MUST be filled out at AIE before the commencement of the course. Invoices for tuition fees will be issued at time of enrolment.

Withdrawal

Students may withdraw from a course or module at any time, however they may only be eligible for a REFUND in circumstances outlined by the Refunds Policy. Students must complete the Course Withdrawal Form (appendix 1) by the census date or due date on their tax invoice (whichever is applicable), in accordance with terms outlined in the Refund Policy, or they will be liable for the total amount of their invoice. A copy of the refund policy is available in this student handbook.

Re-Enrolment

At the end of each enrolment period you must register to study for the next part of your program. The AIE Administration Office will provide details of where and when to register.

Students who have not paid their fees for their current modules will not be eligible to re-enrol in any module.

Assessment Details

Subject programs, assignments and assessment methods will be provided to you by your teacher within the first two weeks of study.

Requests for Extensions

Requests for extensions must be directed to and signed by your teacher on the official Extension Application for Assignment form prior to the due date of the assignment. Relevant evidence should be attached to the form.

Application for Award

If you are withdrawing from a course and are eligible to apply for a qualification certificate, you must direct your application to the Administration Office prior to withdrawal from the course.

All relevant forms are available from AIE Administration Office.

Fees

(International students refer to International Student Section)

Payment of Fees

AIE appreciates that for many students payment of fees in full prior to the commencement of study can be difficult. For this reason, students may be offered the option of paying fees via a payment plan which allows for students to pay their fees via instalments.

A first payment must be made prior to the due date on the invoice, with instalments of a specific amount to be made as per the payment plan. As the AIE is taking a large risk by doing this, students will be required to sign a Tuition Fee Repayment Contract when they make arrangements to pay using this scheme. The contract states that the student agrees to pay the fees by specific dates. It also states that the student acknowledges that failure to pay the fees will result in their qualification award being withheld and that legal action may be taken to recover the balance owing.

AIE reserves the right to log any student out of the system who has not paid an instalment by the due date.

A student on the Tuition Fee Repayment Contract who withdraws from the course before their total fee is paid is eligible for a refund ONLY where stated in the Refund Policy. If a student is not eligible for a refund, then the remainder of the fees MUST be paid in full.

VET FEE-HELP

VET FEE-HELP assistance is available for Advanced Diploma tuition fees. It allows eligible students to be able to borrow funds to help pay for all or part of their tuition fees. Applications for VET FEE-HELP can be made through Administration at any of our campuses. For more information regarding VET FEE-HELP please ask at any of our administration offices or visit our website at http://www.aie.edu.au/info/vet_fee_help.php

Refunds

(International students refer to International Student Section)

A refund of fees will be granted where a student withdraws and lodges an Application for Refund prior to the census date or due date of the invoice (whichever is applicable). Where a student withdraws from a subject or module after the census date or due date of the invoice (whichever is applicable) the student is not eligible for a refund, except under exceptional circumstances.

1. Where withdrawal occurs after enrolment and prior to the commencement of the academic year, or prior to or on the CENSUS date.

a. Students in these circumstances do not incur a VET FEE-HELP debt.

b. Students who have paid their fees up-front are entitled to a refund.

2. Where withdrawal occurs after the CENSUS date.

- a. Students in these circumstances will incur a VET FEE-HELP debt.
- b. Students who have paid their fees up-front will not be entitled to a refund.

3. Where Withdrawal occurs after the CENSUS date – special circumstances.

A student may apply after the census date to have their VET FEE-HELP balance re-credited or a refund of fees paid up-front if the student has been unable to complete the requirements of a unit of study if;

- a. The student has been unable to complete the requirements of the units of study; AND
- b. The student believes that this was due to special circumstances; AND
- c. The student applies to the AIE for a tuition fee refund or to re-credit their VET FEE-HELP debt.

The following should be taken as a guide to special circumstances:

- medical circumstances;
- family circumstances;
- personal circumstances;
- employment related circumstances;
- course related circumstances.

Application for Refund

Applications for the refund of fees are made to the AIE Administration Office. Students will need to state in writing to the Head of School the grounds for the refund and provide supporting documentary evidence. The AIE will assess the application and inform the student in writing whether the refund has been approved. The AIE arranges for the refund to be issued by cheque or paid directly into the student's bank account and will be made payable to the person who paid the fees.

NO CASH REFUNDS ARE PERMITTED.

Recognition of Prior Learning

Recognition of Prior Learning may be granted under some circumstances. All students applying for RPL will need to complete and return to AIE an RPL application form. Applicants requesting RPL for specific modules must provide formal certification of achievement in this field of study OR submit a portfolio for assessment by AIE staff. Staff will assess the work against competency standards relating to the modules in question and a report of the assessment will be forwarded to the applicant. Students should be aware that AIE charges a fee for this service, however applicants will be eligible for a 50% refund of that fee should their claim for RPL be unsuccessful.

Some students may be eligible for direct entry into Year Two of Advanced Diploma study.

The Head of School ultimately makes RPL decisions. All Students applying for RPL will need to complete an application for RPL.

C/C++ Programming Skills

For RPL/RCC of C/C++ to be granted, evidence of formal qualifications may be provided in the form of: Certificate IV in Software Development, a Diploma in Information Technology incorporating C/C++ programming, a Degree in Computer Science (Programming) or any other relevant Certificate IV, Diploma or Degree. Other forms of evidence in the shape of resumés, testimonials and references may also be considered.

Applicants for Year Two of the Advanced Diploma of Professional Game Development will be asked to sit a test which will help the AIE gauge the degree of RPL/RCC in C/C++ programming skills. The result of this test will be considered along with the above before RPL/RCC is granted. The amount of RPL/RCC granted to applicants will determine whether they are best suited to Year one or year two of the Advanced Diploma of Professional Game Development.

3D Computer Generated Art

Completion of Certificate IV in Screen & Media, equivalent industry experience or equivalent recognised prior learning will grant you RPL/RCC for the Year One of the Advanced Diploma of Professional Game Development or the Advanced Diploma of Screen & Media. Evidence of formal qualifications and/or portfolio will need to be provided for assessment by AIE staff. Other forms of evidence in the shape of resumés, testimonials and references may also be considered.

Applications may also be made requesting RPL/RCC for specific modules. Staff will assess the work against competency standards relating to the modules in question and a report of the assessment will be forwarded to the applicant.

This portfolio need not contain graphics created in Studio Max/Maya software for RPL/RCC. Other software packages can be used to demonstrate competency in certain basic modelling/animation techniques. Some RPL/RCC may also be recognised after perusal of 2D art or design work and interview with the applicant.

Recognition of Competencies

AIE recognises AQF qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO'S). If you have successfully completed national units of competency with another RTO which are included in your new program, you may be granted advanced standing.

Assessment

Assessment involves collecting evidence and deciding whether competency has been achieved. We make these decisions by comparing your performance with a set of standards established through a course accreditation process which includes industry input.

Competency based assessment is used in all programs. This means there are no 'marks' and subjects are not graded. You will be given a learning and assessment schedule within the first two weeks of the course. If you are uncertain about the process after your first week's classes, please ask a teacher for more information. Assessment tools can sometimes be negotiated to suit the needs of individual learners and you can discuss different methods of presenting evidence of competence with your teacher. In some instances, for example, you can be assessed in your workplace or present evidence on-line.

Assessment processes are designed, at all times, to be transparent, relevant, fair and current. If you believe that your final assessment in any module is incorrect, you should check with your teacher in case an error has occurred. If you feel that, despite discussing the matter with your teacher you wish to appeal against the assessment, you should next discuss the matter with a Senior Teacher or Head of School and then apply in writing to the Head of School for a review of assessment. [Refer to the complaints procedure].

Grading

All AIE Certificate IV and Advanced Diploma courses receive the following assessment grades: Competent or Not Yet Competent.

Competent - Evidence of satisfactory achievement of the learning outcomes of all modules.

Not Yet Competent - Evidence of unsatisfactory achievement of one or more learning outcomes of the subject.

Note: The above is a generic guide to grading. Specific details for assessing competence, grading performance and allocating a final grade for the subject will be outlined in the assessment plan.

How to achieve Competency

To be awarded a Certificate, you need to successfully complete each unit of competency/module associated with the qualification. This means you need to meet all the assessment criteria for that unit of competency/module. You will not be successful if you 'get most of it right' or 'get more than 50 % of it right'. For example, if one of the assessment criteria is that you must meet the established time lines and you submit your work a day late, you will be assessed to have not met one of the assessment criteria – even if the work is adequate in all other respects. The same applies for all listed assessment criteria.

Before you submit your work for assessment, check it against all the assessment criteria. If you can, form teams with your colleagues and run 'crits' on each other's work before you submit.

Cheating, Plagiarism and Similar Misconduct

Students are advised that AIE will deem work found to be the result of cheating, plagiarism or similar misconduct unacceptable and inadmissible for assessment purposes because it is contrary to the tradition of respect for knowledge, scholarship and independent achievements of learners.

Submitting Work

When you submit your work for assessment, teachers make decisions about whether you have met all the assessment criteria. Inevitably, this involves a degree of subjectivity; teachers are required to exercise professional judgement and interpretation in determining the adequacy of your performance against the set criteria. The assessment of your work is done through a moderation procedure that requires more than one teacher to be part of the assessment process.

Deadlines for Handing in Work

Deadlines are not guidelines. Every assessment item you are given will have a due date. We expect you to respond to these deadlines, ie. hand in your work on (or before) the due date.

Late Submission of Assignments

Submitting your assignments on time is the first rule in an industry-training situation such as ours. However, some unforeseen events may prevent you from doing this. You may, prior to the submission date, negotiate an extension of time with your teacher. This must be done in writing with supporting evidence. In case of illness, a medical certificate will have to be produced. Use the 'Official Extension for Assignment' form obtained from your tutor or AIE Administration Office.

Re-Assessment and Change of Grade

In the first instance you should talk to your teacher informally about re-assessment of work or change of grade possibilities. If you are not satisfied by the outcome of these discussions you should fill in a Variation of Grade Form available from the Administration Office which will then be considered by a senior teacher and, if approved, a set time for re-assessment will be agreed on.

Re-assessment after an unsuccessful test or assignment is not automatic. However, if you handed in a reasonable attempt on time, you will usually have the opportunity to be re-assessed. This may not apply to final projects, which have been commented on and/ or developed over large parts of a semester. Please remember to discuss any re-assessment issues with your teacher(s) first.

Assessment Moderation

AIE ensures that assessment tasks and marking are valid, reliable, flexible and fair, in accordance with AQTF 2007. The validation and moderation process is conducted annually and improvement actions recorded.

Validating and moderating the relevance and consistency of assessments and assessment judgements is critical in ensuring the assessments meet the accredited course and training package requirements. AIE must validate its assessment strategies and task by:

- Reviewing, comparing and evaluating the assessment processes, tools and evidence contributing to judgements made by a range of assessors against the same competency standards, at least annually; and
- Documenting any action taken to improve the quality and consistency of assessment

Assessment validation and moderation will be conducted on units of study delivered and assessed in that year. All qualifications on the College scope of registration must undergo assessment validation and moderation at least once a year. Validation and moderation methods may include:

- Moderation activities
- An assessment review panel
- A lead assessor or supervisor with training and assessment competencies
- An independent external validator or Industry Consultation Committee
- Standardised assessment tools
- Benchmark against evidence guides such as Training Package Assessment Guidelines, Industry and Workplace requirements, other national and international providers, etc.

Module Outlines*

Course Structure

Our Certificate IV and Advanced Diploma courses are spread over approximately 40 weeks, Monday to Friday, 9:00 am to 5:00 pm and range from 740 – 840 hours per annum. Your time will be spent on a wide variety of projects, productions, tutorials and self-directed study.

Each course comprises of a set number of modules, which are taught in a holistic and flexible way rather than consecutively.

Year 2 of the Advanced Diploma of Professional Game Development involves programmers and artists working together to create a game product.

Advanced Diploma of Professional Game Development, 80841ACT

(Year 1 Art Stream)

Manage own work and learning
Produce and manipulate digital images
Prepare material and documents for editing
Edit dialogue and sound
Develop and apply industry knowledge
Create 3D digital animation
Create 3D digital models and images
Manage multimedia assets
Apply principles of visual design and communication to the development of a multimedia product
Create, manipulate and incorporate 2D graphics
Compile a production schedule
Follow health, safety and security procedures
Collaborate with colleagues in planning and producing a project
Make presentations
Conduct research

(Year 1 Programming Stream)

Language Overview
Functions & Algorithms
Advanced functions & variables
OO Design & C++
Vector Maths & Trig
Advanced C++ & Misc Topics
Revision & final year project

Year 2 Combined (Art and Programming)

Game Design
Games Industry and Console Development

Advanced Game Development Skills I
Advanced Game Development Skills II
Major Work Specialisation and Portfolio
Game Development Project

Advanced Diploma of Screen and Media, CUF60107

Year 1

Manage own work and learning
Produce and manipulate digital images
Prepare material and documents for editing
Edit dialogue and sound
Develop and apply industry knowledge
Create 3D digital animation
Create 3D digital models and images
Manage multimedia assets
Apply principles of visual design and communication to the development of a multimedia product
Create, manipulate and incorporate 2D graphics
Compile a production schedule
Follow health, safety and security procedures
Collaborate with colleagues in planning and producing a project
Make presentations
Conduct research

Year 2

Prepare a proposal
Develop and implement designs for animation
Produce storyboard for animation
Compose camera shots and operate a camera
Read and interpret the script
Devise camera coverage
Make creative and technical editing decisions
Develop and apply industry knowledge
Create titles for screen production
Integrate and use scripting language in authoring a multimedia product
Apply principles of visual design and communication to the

Development of a multimedia product

Originate and develop the concept
Develop and implement designs
Follow health, safety and security procedures
Create special effects for the screen
Manage a major project
Develop and implement an operational plan
Address legal and administrative requirements
Collaborate with colleagues in planning and producing a project
Make presentations
Conduct research

**Please note that module and course information was correct at the time of printing and may be subject to change in 2010.*

International Students

Fees

International students are invoiced for fees at the beginning of each semester. The first invoice is payable prior to commencement of the course and each subsequent invoice will be due within the first 2 weeks of commencement of semester studies or by previous arrangement with the AIE. If you require information regarding your fees or need to discuss possible payment options please contact your campus Administrator Manager.

Refund Policy

General Guidelines

- All tuition fee refund applications must be submitted in writing and addressed to the 'International Admissions Manager' at AIE Canberra or to Administration Manager at the campus where the student is studying.
- The date of withdrawal is the date AIE Canberra receives the written notification for a refund.
- Refund policy is not applicable to application processing or accommodation placement fees.
- AIE Compliance Manager is responsible for ensuring Refund Policy and Procedure is in accordance with the National Code 2007.

Tuition Fee Refund Policy

- In the unlikely event that AIE is unable to deliver a course in full students will be offered a refund of all the course money paid to date. The refund will be paid within 2 weeks of the day on which the course ceased being provided (provider default).
- If AIE is unable to provide a refund or place students in an alternative course our Tuition Assurance Scheme (TAS) ACPET will place students in a suitable alternative course at no extra cost.
- Finally, if ACPET can not place students in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place students in a suitable alternative course or, if this is not possible, students will be eligible for a refund as calculated by the Fund Manager.
- A refund of fees will be granted where a student has paid fees and withdraws and lodges an Application for Refund:
 1. 28 days prior to commencement of the course. In this case a full refund will be given.
 2. Less than 28 days to the commencement of the course, a refund of 70% of fees received will be given.
- If at any time an intending student lodges an Application for Refund, and *provides evidence* that the request is due to the Australian authorities' refusal to provide a Student Visa, then a full refund will be given by AIE.
- No refund of fees will be granted where a student withdraws and lodges an Application for Refund on the day of commencement, or thereafter.
- Where a student withdraws from a subject or module after classes have commenced the student is not eligible for a refund.
- If you require the refund to be made payable to another person, then you must provide a letter of authority instructing the AIE to make the refund payable to the nominated person.
- After the commencement of a course a refund may be given (less any fees paid by AIE to an agent) within the first two weeks only where a critical incident has occurred and the total course duration is more than 100 hours. For courses of 100 hours or less an application for refund will not be considered after the course has commenced.
- In the case of an approved transfer to another Australian Institution, the unused portion of tuition fees (if any), less any fees paid by AIE to an agent, will be paid directly to the other institution.
- All refunds are made in Australian dollars.
- If you are returning to your home country home and are entitled to a refund, payment will be sent to your home address after AIE is satisfied that you have left Australia. The method of refund payment is normally in the form of a bank cheque.
- Refunds actioned by a student default, and approved by AIE, will be paid within 4 weeks after AIE receives a written claim.
- These regulations may be waived at the discretion of AIE, in exceptional and extenuating circumstances.
- The Refund Policy outlined does not remove the right to take further action under Australia's consumer protection law, nor to pursue other legal remedies.

Attendance and Academic Requirements

AIE is required to report student failing to comply with either attendance or academic requirements of their visa to the Department of Immigration and Citizenship (DIAC). This includes the following:

- Application for approved leave
- Withdrawal from the course, or
- Unsatisfactory academic results.

AIE are currently reporting on academic progress.

Arranging Health Insurance for Student

Even though it is not mandatory for providers to organise OSHC for international students, AIE is able to offer this service through AHM (Australia Health Management Group Limited).

If you would like more information about the services AHM provide or need to make a claim on your insurance may enquire at AIE Reception or by using any of the following methods:-

Phone: 1300 656 614 or 134 246
Fax: 1300 329 246

Email: oshc@ahmg.com.au or info@oshc.com.au
Website: www.ahm.com.au

Cancellation/Withdrawal Form



ACADEMY OF
INTERACTIVE ENTERTAINMENT
National Registration Code 88021

This form can be returned in person or to:

Canberra Campus
P O Box 7131
WATSON ACT 2602
OR
Fax: 02 6207 3759
Email: canberra@aie.edu.au

Melbourne Campus
Level 8, 14 Queens Rd
Melbourne VIC 3004
OR
Fax: 03 98214201
Email: melbourne@aie.edu.au

Sydney Campus
P O Box 1077
Broadway NSW 2007
OR
Fax: 02 8514 8801
Email: sydney@aie.edu.au

Use this form to withdraw from study at the AIE

Note: If you withdraw after the due date on your invoice you will be liable for part or all of your fees. Refunds will only be approved according to the terms outlined in the Refund Policy.

Do not assume that non-attendance is an automatic withdrawal as you will still be liable for the fees.

SURNAME: _____

GIVEN NAMES: _____

STUDENT ID: AIE

DATE OF BIRTH: ____/____/____

I wish to withdraw completely from my studies at the AIE.

PROGRAM NAME: _____

PROGRAM CODE: _____

STUDENT SIGNATURE: _____

DATE: ____/____/____

OFFICE USE ONLY Details checked by Administration Officer	<input type="checkbox"/>	Date: ____/____/____	Signed: _____
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