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**CUA51020 Diploma of Screen and Media
(Specialist Make-up Services)**

**Application Guide, Fee Schedule & Entry
Requirements 2023**

CUA51020 Diploma of Screen and Media (Specialist Make-up Services)

NIDA's CUA51020 Diploma of Screen and Media (Specialist Make-up Services) provides practical and intensive training to prepare students for industry facing roles in make-up design and application, hair styling, creating wigs and designing make-up special effects and prosthetics.

Make-up training is industry-driven with content delivered by practising professionals and guest tutors. The course is supported by organisations such as Foundation Theatres, Pinchgut Opera and includes site visits to the Opera Centre, Opera House and the Capitol Theatre.

Students have opportunities throughout their training to practise their skills through roles on live performance and film projects. Students have a chance to collaborate with students from NIDA's other creative disciplines in an environment which mirrors hair and make-up departments in the live performance industries.

The specialist make-up course includes placement on NIDA's production seasons which are at the heart of NIDA's calendar year. This provides the opportunity to work with NIDA tutors and industry guests, and to collaborate with Acting, Design for Performance, Directing and Musical Theatre students.

Assessments take place throughout the course, allowing students to build on the skills developed. Classes are practical, providing an active learning environment and a hands-on approach to learning.

The course culminates in a presentation of a live showcase of make-up work in one of the NIDA theatres. This event is attended by entertainment industry practitioners, producers and agents.

Application Guide & Fee Schedule 2023

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Course Overview

Learning outcomes

This vocational course provides students with knowledge and skills to perform the following functions associated with the entertainment arts:

- Gain skills and knowledge to design and apply make-up, create wigs and style hair and hair pieces
- Learn specialist skills relating to prosthetics and special effects make-up
- Develop the ability to work as a part of a team or independently in make-up services
- Develop autonomy in responding to make-up and hair design briefs
- Develop problem solving skills for a range of collaborative situations
- Develop skills to work collaboratively with other creative professionals and performers

Applicants seeking admission must:

- Must be an Australian citizen, Australian permanent resident or New Zealand citizen. This course does not accept international students.
- Have reached the age of 18 before the commencement of the course (in some circumstances NIDA may select candidates who turn 18 during their course).
- Have completed their Higher School Certificate or equivalent; ATAR is not required.
- Demonstrate a high level of practical ability, potential and motivation at the interview or audition.
- Complete the interview/audition requirements for the course.

Delivery Dates 2023

Term 1 **Wednesday 26th April – Friday 30th June**

Term 2 **Monday 17th July – Friday 29th September**

Term 3 **Monday 9th October – Friday 15th December**

Units of Competency

The course Diploma of Screen and Media (Specialist Make-up Services) comprises the following units of competency:

The qualification comprises 15 Units of Competency, which are delivered over 3 Terms /Units of Study:

1. CUAIND412 Provide freelance services
2. CUAIND512 Enhance professional practice using creative arts industry knowledge
3. CUAPPR411 Realise a creative project
4. CUAPPR515 Establish and maintain safe creative practice
5. CUAMUP411 Design, apply and remove make-up
6. CUAMUP412 Maintain make-up and hair continuity
7. CUAMUP413 Style hair for productions
8. CUAMUP414 Style wigs and hairpieces for productions
9. CUAMUP512 Design and apply specialised make-up
10. CUAMUP513 Design and apply special make-up effects
11. CUASFX411 Create special effects items
12. SHBHDES004 Create classic long hair up-styles
13. SHBHDES005 Select and apply hair extensions
14. BSBCRT512 Originate and develop concepts
15. BSBCRT413 Collaborate in a creative process



Application and Audition Guide

All applications must be submitted online via the NIDA website. You will be required to submit a video audition via a YouTube link as part of your application.

NIDA encourages applications from students from diverse backgrounds, with different levels of experience in the entertainment industry.

Applications for the 2023 intake open on 1 June 2022 and close 30th September 5:00pm (AEST).

How to apply

There are five steps to applying:

STEP 1

New Applicants: Create your application account [here](#). You will be sent an automatic email with your log in details to continue your application.

Returning Applicants: If you have previously applied (in 2020-2021) and your email address already exists in the application system you will not be able to create a new account. Please follow the link below to reset your password, use your email address as your User Login ID. Reset your password [here](#).

STEP 2

Log in, select the green 'New Application' button and complete the online form.

You will be asked to submit your personal details, examples of previous experience, and reasons for interest in this course.

STEP 3

Upload the following documentation to the online form:

- Evidence of your most recent qualification if you have one (e.g., a school report, Higher School Certificate, university transcript, statement of attainment)
- Proof of identification and citizenship (e.g., Australian passport, Australian driver's licence, birth certificate. The scanned document needs to show your date of birth).

- A recent photograph (head and shoulders, in colour, well lit, plain background).
- **One** introduction/ Audition video as a link to an unlisted YouTube video.

STEP 4

Agree to the Terms and Conditions of application and click submit. You will receive a confirmation email when your submission is completed in full.

STEP 5

You will be contacted in early October regarding the outcome of your application and whether we are able to meet with you at a call-back session. You will receive an email confirming this and inviting you to log back into the application portal to book yourself into a Sydney face-to-face interview or Interstate Zoom interview. To assist with your planning, we will publish suggested dates and times on the course pages on our website.

If we have invited you, please attend your call-back session. Not everyone who submits a video will be invited to a call back.

Interview Requirements

As part of your application, you are required to provide a link to a pre-recorded video audition. The following information should act as guide for how to set up and film your introductions.

Filming your Interview

Your video submission need to be a short, 1 minute introduction to camera (introduce yourself and explain your experience).

Your video audition/interview should be submitted as an unlisted YouTube video link, in the appropriate field of your application. **You will only be able to upload one audition video. Please ensure that all components are in the one video, and under the one link.**

Click [HERE](#) for instructions on how to upload an unlisted YouTube video.

Please make sure you review the guidance below and prepare what is required for your interview/ audition submission before you start to record anything.

1. Set up

You can use a stand or surface or have someone hold the camera/ phone for you. Make sure though that it is level and not at an angle. If you are using a phone, film in Landscape mode.

2. Background – you must be seen clearly.

Try to record against a plain, light background, with no harsh shadows behind you. Avoid busy, distracting images, and 'hard' colours like green and red. Ideally, the background should be plain. Grey can work well for a wide range of skin tones on screen.

3. Lighting – you must be seen clearly.

Try to light yourself so that there are minimal shadows across your face. This can be done with free standing lights or using natural light sources. Whatever you chose make sure that we can see you.

4. Sound – you must be heard clearly. Check the space/room you have chosen to record in for sound disturbances. i.e. close any windows, turn off any devices playing music in the background, air-conditioning, noise/talking/cooking sounds etc.

Callback process

- All applicants will be notified regarding their outcome of their application status.
- Successful applicants will be contacted to arrange a suitable call back session.
- Call backs may be conducted face to face or via zoom between October- November.
- More information will be available on the website when applications close.

At the callbacks, you will:

- Discuss any previous experience or training
- Discuss your portfolio
- Undertake a written short-answer questionnaire
- Undertake a make-up task, using make-up and tools provided

Important things to remember:

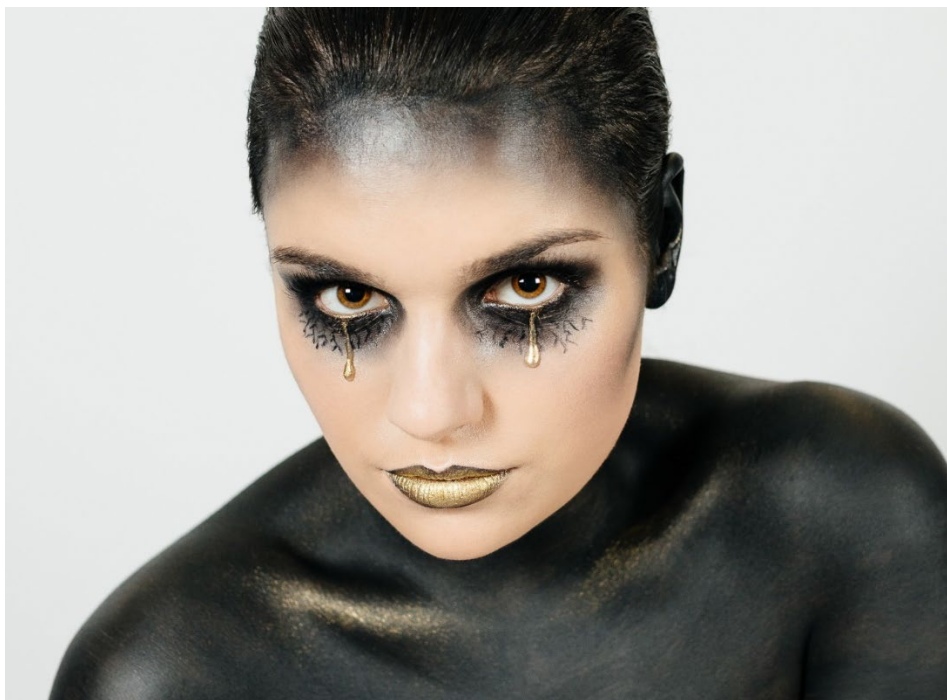
- Bring your application form outlining your previous training and/or experience.
- Bring a written testimonial from a teacher, colleague or employer.
- Bring along any documentation such as portfolios, photos and/or drawings to support your application.

Outcome

If we are able to offer you a place on the course, we will contact you in December 2022 via phone and email to advise you of your course offer. You will be given a time period in which to accept or reject the course offer for the 2023 intake.

Terms and conditions of application

- There are no application fees for the 2023 applicants.
- Applications for NIDA's diploma level courses (that commence in 2023) close on 30th September at 5:00pm (AEST) 2022. NIDA may not be able to accept applications after this date.
- There are a limited number of places available in each of our diploma courses. Selection is based on merit; not all applicants who meet the published entry requirements will receive a study offer.
- All applicants are required to review the course information, including the schedule of tuition fees, published on the course page on our website.
- It is not possible to provide applicants with individual written or oral feedback on their audition.
- Applicants who receive a study offer for 2023 must accept the offer within the time frame indicated. It is not possible to defer a study offer at NIDA.
- NIDA encourages applications from people from diverse backgrounds, with different levels of experience in their chosen area of interest.



Fee Schedule

CUA51020 Diploma of Screen and Media (Specialist Make-up Services)

Delivery location(s): Sydney, NIDA Kensington campus

Duration: 1 year

Tuition fees

The Tuition Fees below apply to full time enrolment per year. Any changes in fees will be communicated to you prior to any formal offer of enrolment. All fees are in AUD and exempt of GST.

Term /Unit of Study	Term Commence date	Census Date/Payment Due Date	Term Completion date	VET Student Loan Amount*	Gap Amount	Total Term Fee
1	26/04/2023	10/05/2023	30/06/2023	\$5,407	\$493	\$5,900
2	17/07/2023	31/07/2023	29/09/2023	\$5,407	\$493	\$5,900
3	09/10/2023	25/10/2023	15/12/2023	\$5,407	\$493	\$5,900
Total				\$16,221	\$1479	\$17,700

* VET Student Loans incur a 20% government loan fee; this equates to an additional VETSL Debt of approximately \$1,081.40 per term. Total VETSL Debt amounts will be confirmed on the Commonwealth Assistance Note issued after each census date.

Administration Fees

These fees are payable at the time the service is provided or item purchased.

Administration and Other Fees 2023		
Item/Service	Detail	Cost 2023
Application Fee	There is no fee to apply for the 2023 Diploma of Stage and Screen Performance	\$0
Late Application Fee	Applications submitted after the 31 st of October may be subsequent to a non-refundable late fee	\$75
Locker Key	Deposit (to be refunded on return of key)	\$25
Make-up kit	Make-up, special effects and hair kits for class use	\$1490
Graduation	Academic Dress Hire: gown, hood and cap	\$38
Graduation	Additional tickets for guests (2 guests no charge)	\$20

Additional costs

Make-up Kit

Students need to purchase a make-up, special FX and hair kit, which will become their personal property. The materials and products in the kit are appropriate for the duration of the training, it is the responsibility of the students to renew any products if required.

The kits are compulsory and are provided by NIDA at a cost of \$1490.00. Students will receive an invoice for their kit as part of their enrolment process, all kits must be paid for before the commencement of the course.

NIDA will provide the greater part of additional resources and consumables required for the training.

Optional kit equipment:

Airbrush for beauty, body art and prosthetics. Approx. \$55.00 on [ebay](#)

Spray-paint respirator for prosthetics. Approx. \$59.90 at Officeworks.

Clothing

Students are expected to attend class in professional attire which reflects the expectations of industry. Students should dress appropriately in a manner that maintains respect and establishes credibility. Clothing should comply with relevant workplace health and safety regulation (comfortable and easy to move in, with enclosed shoes) and not be revealing (bare midriiffs, strapless tops/dresses or clothes that may be construed as suggestive and/or offensive.)

When working with guests, models and on productions students should wear blacks. All black clothes should be professional and presentable. Students should also have comfortable, protective footwear for working in the make-up studio and theatres. Open toed shoes and sandals are not considered suitable footwear for this course.

Information Technology Recommendations

To access NIDA wireless (NConnect) network, students are required to have access to a laptop, tablet or mobile device. For file transfers and data backup, a 500GB hard drive or higher and an 8GB USB stick are also recommended.

Delivery

Term 1 / Unit of Study 1

Term Commence date	Census Date/Payment Due Date	Term Completion date	VET Student Loan Amount	Gap Amount	Total Term Fee
26/04/2023	10/05/2023	30/06/2023	\$5,407	\$493	\$5,900
Units of Competency <u>commenced</u>: <ul style="list-style-type: none"> CUAMUP411 Design, apply and remove make-up CUAMUP413 Style hair for productions BSBCRT413 Collaborate in creative processes CUAPPR411 Realise a creative project SHBHDES004 Create classic long hair up-styles CUAMUP512 Design and apply specialised make-up CUAIND512 Enhance professional practice using creative arts industry knowledge CUAPPR515 Establish and maintain safe creative practice SHBHDES005 Select and apply hair extensions 					
Units of Competency <u>completed</u>: <ul style="list-style-type: none"> CUAMUP411 Design, apply and remove make-up BSBCRT413 Collaborate in creative processes SHBHDES004 Create classic long hair up-styles CUAMUP413 Style hair for productions 					

Term 2 / Unit of Study 2

Term Commence date	Census Date/Payment Due Date	Term Completion date	VET Student Loan Amount	Gap Amount	Total Term Fee
17/07/2023	31/07/2023	29/09/2023	\$5,407	\$493	\$5,900
Units of Competency <u>continued</u>: <ul style="list-style-type: none"> CUAMUP512 Design and apply specialised make-up CUAMUP414 Style wigs and hairpieces for productions CUAIND512 Enhance professional practice using creative arts industry knowledge CUAPPR515 Establish and maintain safe creative practice SHBHDES005 Select and apply hair extensions 					
Units of Competency <u>commenced</u>: <ul style="list-style-type: none"> CUAMUP412 Maintain make-up and hair continuity CUAMUP513 Design and apply special make-up effects CUAPPR411 Realise a creative project CUAMUP414 Style wigs and hairpieces for productions 					
Units of Competency <u>completed</u>: <ul style="list-style-type: none"> CUAMUP412 Maintain make-up and hair continuity 					

- CUAMUP512 Design and apply specialised make-up
- CUAMUP414 Style wigs and hairpieces for productions
- CUAPPR411 Realise a creative project

Term 3 / Unit of Study 3

Term Commence date	Census Date/Payment Due Date	Term Completion date	VET Student Loan Amount	Gap Amount	Total Term Fee
09/10/2023	25/10/2023	15/12/2023	\$5,407	\$493	\$5,900
Units of Competency <u>continued</u>: <ul style="list-style-type: none"> • CUAMUP513 Design and apply special make-up effects • CUAIND512 Enhance professional practice using creative arts industry knowledge • CUAPPR515 Establish and maintain safe creative practice • SHBHDES005 Select and apply hair extensions 					
Units of Competency <u>commenced</u>: <ul style="list-style-type: none"> • CUASFX411 Create special effects items • CUAIND412 Provide freelance services 					
Units of Competency <u>completed</u>: <ul style="list-style-type: none"> • CUAMUP513 Design and apply special make-up effects • CUASFX411 Create special effects items • SHBHDES005 Select and apply hair extensions • CUAIND512 Enhance professional practice using creative arts industry knowledge • CUAPPR515 Establish and maintain safe creative practice • CUAIND412 Provide freelance services 					

Graduation Ceremony

NIDA holds one graduation ceremony each year around May/ June. Students who have successfully completed a vocational diploma will be invited to attend the ceremony. Graduation is usually held on a Sunday to enable all students with work commitments to attend. Those unable to attend the Graduation Ceremony will graduate in absentia. Their diploma and transcript will be sent via post. NIDA will send all correspondence to the most recent postal address provided by graduating students.



Fees and Further Information

The following is a summary of the current tuition fees and payment options and administration fees for 2023. This information is provided as a guide to assist your understanding of the fees for vocational courses at NIDA. Fees are subject to annual review and may increase each year.

- Any changes to fees are implemented at the beginning of an academic year and apply to all eligible students for the remainder of their course.
- Fees are invoiced on a termly basis.
- All fees are in Australian dollars.
- Vocational courses are only available to Australian citizens, permanent resident visa holders and New Zealand citizens.

Fee Payment Options

Students can pay their full fee costs upfront each term or can apply to access a VET Student Loan.

Upfront Payments	<p>Students can select to pay for their term fees upfront. An invoice will be sent via email at the start of each term and payments can be made using electronic transfer, BPAY, credit card or cheque. Tuition fees are due by the census date each term.</p> <p>Electing to pay tuition fees up front does not prevent a student from accessing VET Student Loans for the following term. Students must notify the Vocational Studies Department of their intention to change their tuition payment method before the commencement of the next term so the correct invoice can be issued. Students will also be required to complete an electronic Commonwealth Assistance form (eCAF) is lodged before the next census date.</p>
VET Student Loan	<p>VET Student Loans are available to Australian Citizens and permanent residents only.</p> <p>The National Institute of Dramatic Art has approval from the Commonwealth Government to offer VET Student Loans to eligible students for all diploma courses. They assist eligible students to defer part of their tuition fees to a government assisted loan. The loan cannot be used for any additional</p>

	<p>expenses such as course materials or living expenses. Students can request a VET Student Loan at enrolment.</p> <p>If the VET Student Loan amount does not cover the full cost of the fees, students will be required to cover the gap amount upfront, see further details below.</p>
<p>VET Student Loans Course Entry Requirement</p>	<p>To be an eligible student, you must meet ALL of the criteria below. VET Student Loans will not be approved for students who do not meet eligibility requirements.</p> <p>You must meet the following criteria:</p> <ul style="list-style-type: none"> • an Australian citizen, or • a qualifying New Zealand citizen [1], or • a permanent humanitarian visa holder, who is usually resident in Australia. • Your FEE-HELP balance (the amount of your FEE-HELP limit you have left) will sufficiently cover the required course costs. • You are enrolled with an approved course provider in an approved course and have enrolled in accordance with the application requirements. • You are studying the approved course primarily at a campus in Australia. • You have been assessed by your approved course provider as academically suited to undertake the approved course on the basis of either: <ul style="list-style-type: none"> • providing your Australian Year 12 Certificate; OR • providing evidence of successful completion of an Australian Qualifications Framework Certificate IV or higher qualification (where the language of instruction is English); OR • displaying competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy (LLN) test. <p>Students will complete this test before commencing at NIDA. NIDA uses the approved LLN assessment tool, Core Skills Profile for Adults (CSPA), published by the Australian Council for Educational Research Limited, July 2013.</p> <p>The results of this assessment will be reported to the student as soon as practicable after the assessment, and if requested, will be shared with the Secretary, as evidence of academic suitability for a VET Student Loan (Section 81 VSL Rules). NIDA requires the process be conducted with honesty and integrity.</p> <p>In addition, your approved course provider must reasonably believe you show competence in completing the course.</p> <ul style="list-style-type: none"> • You meet the Tax File Number (TFN) requirements. • You have a Unique Student Identifier (USI) or are otherwise exempt.

Census dates

Census dates occur each study period, they are the date in which a student's enrolment is confirmed for that period. Census dates occur at least 20% of the way through each term. All invoiced tuition

fees are due by the census date. This is also the last date in a term that a student can withdraw without financial penalty.

Students must be aware of the census date for each study period and are responsible for confirming all enrolment details and tuition payment preferences before this date. The census date is the deadline for submitting a request for VET Student Loans assistance and/or submission of a Tax File Number (TFN). If a student misses the census date, they will not be eligible to access VET Student Loans for that study period and may be required to pay their tuition fees upfront that term.

The census date is also the deadline for withdrawing from study without incurring further course costs or a VETSL Debt. If a student withdraws from their course before midnight on the census date, they will not be financially liable for fees due for that term. If a student withdraws from a course after the census date, they will still be liable for fees due for that term.

VET Student Loan, Gap Amount and Loan Fee

The Australian Government releases course caps annually for the amount of tuition fee which can be covered by the VET Student Loan, in 2023 the course cap amount is;

Diploma of Screen and Media (Specialist Make-up services)	\$16,221
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*VSL Course Caps Indexed Amounts released 4 Aug 2021

Gap Amount

Enrolled students are required to **pay the remainder of the course fee not covered by the VET Student loan each term**; this amount is referred to as the Gap Amount. Students will receive an invoice for the upfront amount of their term fees via email, and payments can be made using electronic transfer, BPAY, credit card or cheque. **Tuition fees are due by the census date each term.**

Loan Fee

A 20% loan fee applies to all VET Student Loans. This fee is added on a termly basis and is itemised on the Commonwealth Assistance Notice (CAN) issued via email after the census date each term. The loan fee is added to the VET Student Loan, it does not need to be paid upfront. Further information regarding VET Student Loans can be found here;

<https://www.dewr.gov.au/vet-student-loans/vet-information-students/information-vet-student-loans-students>

VETSL Debt

Students who chose to access the VET Student Loan will acquire a VETSL Debt. This debt will be to the Australian Government through the Department of Employment, Skills, Small and Family Business. A VETSL Debt includes the amount of loan used to cover tuition fees and the 20% loan fee. VETSL debts are managed through the Australian Tax Office and can be reviewed online using a myGov account <https://my.gov.au>

VETSL Debts must be paid back at the relevant repayment rate when an individual's income is above the compulsory repayment threshold. Repayment amounts are taken out of their pay by the Australian tax system. It is possible to make voluntary repayments towards VETSL Debts at any time to reduce their balance; payments are made directly to the Australian Tax Office. More information about paying back VETSL Debts can be found here;

<https://www.ato.gov.au/Individuals/Study-and-training-support-loans/When-must-you-repay-your-loan/>

<https://www.ato.gov.au/Individuals/Study-and-training-support-loans/Voluntary-repayments/>

Tuition Fee Policy

NIDA does not refund course fees unless in regard to exceptional circumstances or if students have submitted the proper requests before the census date. For more information regarding NIDA's Fee Policy please click [here](#).

For further information regarding debt complaints please refer to the following websites;

- Administrative Appeals Tribunal <https://www.aat.gov.au/apply-for-a-review>
- VET Student Loan or VET FEE-HELP debt complaints <https://www.studyassist.gov.au/vet-students/vet-student-loan-or-vet-fee-help-debt-complaints>
- VET Student Loans Ombudsman <https://vet.ombudsman.gov.au>

NIDA may withhold assessment results, prohibit re-enrolment or refuse graduation to any student who is in debt to NIDA and/or UNSW. Indebtedness includes failure to pay any fee, fine, loan or other charge and failure to return all library books and other equipment. Under special circumstances, the Director/CEO may waive or defer these matters.

Study assistance

It is the responsibility of students to organise study assistance. Eligible students, who are Australian residents, can apply to Centrelink for financial assistance through Youth Allowance, Austudy or ABSTUDY. The Australian Department of Human Services provides a wealth of information for students to find out more information regarding their eligibility, such as;

- Payment and Service Finder https://www.centrelink.gov.au/custsite_pfe/pymtfinderest/paymentFinderEstimatorPage.jsf?wec-appid=pymtfinderest&wec-locale=en_US#stay
- Payments for students and trainees <https://www.humanservices.gov.au/individuals/subjects/payments-students-and-trainees>
- Visit Centrelink <https://www.humanservices.gov.au/individuals/centrelink> or call 132 490 for more information.

Travel Concessions

Australian students are eligible to apply for a NSW Tertiary Student Concession Card and/or concession Opal card. To be eligible students:

- Must be an Australian citizen or permanent resident of Australia.
- Reside in New South Wales.
- Be enrolled in an accredited higher education or vocational education and training course, at a tertiary institution authorised by Transport for NSW to issue tertiary student concession cards.
- Be a full-time student enrolled on an internal basis

All students requesting a travel concession must fill in an application form which will be provided at enrolment. FAQs for concession Opal cards: <https://www.opal.com.au/en/about-opal/opal-for-concessions/faqs-concession-tertiary>