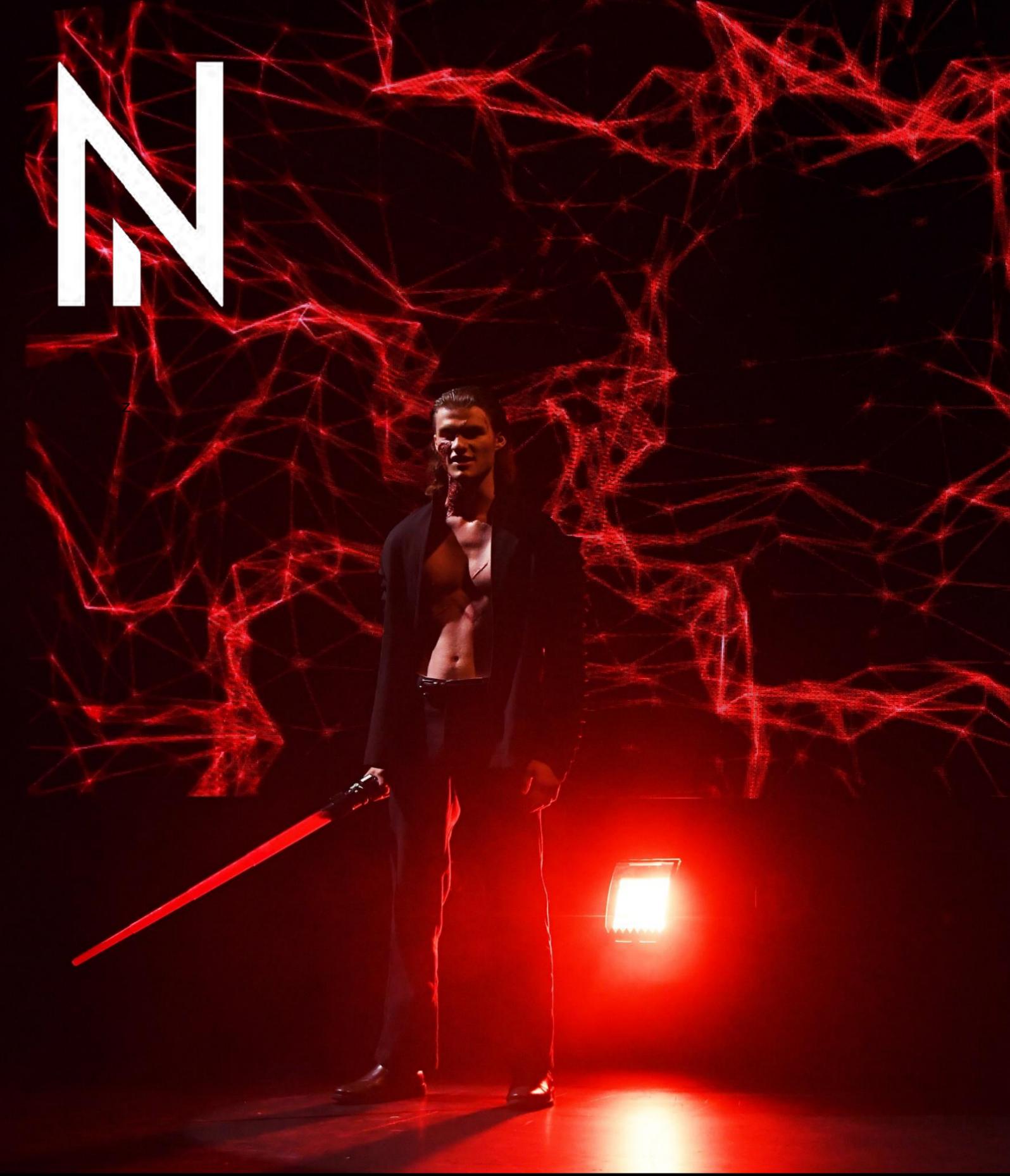# CUA50420 Diploma of Live Production and Technical Services

Application Guide, Fee Schedule & Entry Requirements 2024

CUA50420 Diploma of Live Production and Technical Services

This course is an intensive year of practical study that equips you with the skills and knowledge to set up and take down equipment, sets and other staging elements related to live events and productions. You will also learn how to set up and operate lighting, audio and vision systems.

Your tutors will be current practising professionals from the entertainment arts industry. The course is supported by Opera Australia and Foundation Theatres and includes site visits to a range of Sydney venues including Sydney Theatre Company, Sydney Opera House and Sydney Lyric Theatre.

Classes are practical, providing you with a hands-on approach to learning. Throughout the course, you will apply your skills to live performance and film projects, collaborating with students from other creative disciplines across NIDA. The course includes placement on Student Productions which are at the heart of NIDA's calendar year.

As a key part of the course, you will also undertake an industry placement, enabling you to develop networks and pursue an area of specialisation.

Application Guide & Fee Schedule 2024

Course Overview
Learning outcomes

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

- develop skills to successfully and safely bump-in and bump-out shows.
- prepare to work as a part of a crew for live productions and events.
- develop problem solving skills for a range of collaborative situations.
- develop autonomy in responding to lighting, sound and vision briefs.
- learn industry standard skills regarding the use of lighting, sound and visions equipment.

Applicants seeking admission 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).
- Demonstrate a high level of practical ability, potential and motivation.
- Provide experience and training in at least 1 technical area: staging, lighting, sound or vision.
- Respond to workplace challenges and requirements in line with current industry standards.
- Have understandings acquired through work experience, or previous formal study.

Delivery Dates 2024

Term 1   **Monday 5 February – Friday 12 April**

Term 2   **Monday 29 April – Friday 5 July**

Term 3   **Monday 22 July – Friday 11 October**

Classes are scheduled 4 days per week, 9am–5pm.

The scheduling and delivery of this course each year is subject to minimum enrolment numbers.

Units of Competency

The CUA50420 Diploma of Live Production and Technical Services Performance comprises the following units of competency:

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

1. BSBLDR522 Manage people performance
2. BSBPMG541 Manage complex projects
3. CUAIND512 Enhance professional practice using creative arts industry knowledge
4. CUAPPR515 Establish and maintain safe creative practice
5. CPCWHS1001 Work safely in the construction industry
6. BSBAUD514 Interpret compliance requirements
7. CUAPPM431 Compile production schedules
8. CUAPPM514 Manage bump in and bump out of shows
9. CUALGT413 Set up and operate lighting cues and effects
10. CUASOU414 Manage wireless audio operations
11. CUALGT511 Realise lighting designs
12. CUASOU506 Create a final sound balance
13. CUAVSS502 Implement vision system design
14. CUALGT512 Manage installation of lighting systems
15. CUAIND412 Provide freelance services

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 2024 intake open on 13th June 2023 and close 30th October 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 interview. The following information should act as guide for how to set up and film your introductions.

Filming your Interview

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

Your video 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.**

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. Do not look directly into the camera for your monologues, but just to one side; to the left or right or alternatively ask a friend to stand to one side of the camera so that you have an eyeline and someone to deliver the monologues to.

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 back dates to be advised via the course page on the NIDA website.

- 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:

- Detail your experience and training in at least one technical area: staging, lighting, sound or vision.
- Provide us with the testimonial from a teacher, colleague or employer outlining why you would be a good candidate for the course.
- Undertake a written short-answer questionnaire.
- Participate in one or more group problem-solving tasks.

Outcome

If we are able to offer you a place on the course, we will contact you in December 2023 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 2024 intake.

Terms and conditions of application

- There are no application fees for the 2024 applicants.
- Applications for NIDA's DLPTS diploma close on 30th October at 5:00pm (AEST) 2023. 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 2024 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

CUA50420 Diploma of Live Production and Technical 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	5/02/2024	19/02/2024	12/04/2024	$4,975	$0	$4,975
2	29/04/2024	13/05/2024	5/7/2024	$4,975	$0	$4,975
3	22/07/2024	07/08/2024	11/10/2024	$4,975	$0	$4,975
			Total	$14,925	$0	$14,925

* VET Student Loans incur a 20% government loan fee; this equates to an additional VETSL Debt of approximately $995.00 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 2024		
Item/Service	**Detail**	**Cost 2024**
Application Fee	There is no fee to apply for the 2024 Diploma of Live Production and Technical Services	$0
Late Application Fee	Applications submitted after the 31st of October may be subsequent to a non-refundable late fee	$75
Locker Key	Deposit (to be refunded on return of key)	$25
Graduation	Academic Dress Hire: gown, hood and cap	$38
Graduation	Additional tickets for guests (2 guests no charge)	$20

Additional costs

Clothing

Shortly after arriving at NIDA students will be required to have a set of black clothes (i.e. long sleeved black top, with no visible logos/designs and long black trousers) and black shoes for production work. All black clothes should be neat and presentable.

Students should also have sturdy, protective footwear for working in workshops and theatres; rubber-soled work boots (Blundstones, Redbacks or similar), hiking boots with leather uppers, or something similar (steel caps recommended but not compulsory). Steel toed Dunlop Volleys are NOT recommended. Boots should have good ankle support, and students may wish to consider investing in a pair of cushioned inner soles. Canvas slippers, open toed shoes and sandals are not suitable footwear for workshops or the theatres.

Students should purchase a small tool kit; the main pieces of equipment needed are listed below. Stanley, Sidchrome, and Staedtler are considered reliable brands

- a multi tool
- 8 metre metric steel tape
- a 300mm scale rule
- 2 x 200mm or 8" adjustable wrench
- a torch
- a pair of riggers or yachting gloves for focusing/rigging
- a small headlamp
- a clipboard for use during productions

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

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
5/02/2024	19/02/2024	12/04/2024	$4,975	$0	$4,975

Units of Competency <u>commenced</u>:
- CPCWHS1001 Work safely in the construction industry
- CUAPPR515 Establish and maintain safe creative practice
- CUAPPM514 Manage bump in and bump out of shows
- BSBAUD514 Interpret compliance requirements
- CUALGT512 Manage installation of lighting systems
- CUALGT413 Set up and operate lighting cues and effects
- CUASOU414 Manage wireless audio operations
- CUASOU506 Create a final sound balance
- CUAVSS502 Implement vision system designs
- CUAPPM431 Compile production schedules
- BSBPMG541 Manage complex projects

Units of Competency <u>completed</u>:
- CPCWHS1001 Work safely in the construction industry
- CUASOU506 Create a final sound balance
- CUAPPR515 Establish and maintain safe creative practice
- CUAPPM514 Manage bump in and bump out of shows
- BSBAUD514 Interpret compliance requirements
- CUAPPM431 Compile production schedules

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
29/04/2024	13/05/2024	5/7/2024	$4,975	$0	$4,975

Units of Competency <u>continued</u>:
- CUALGT512 Manage installation of lighting systems
- CUALGT413 Set up and operate lighting cues and effects
- CUASOU414 Manage wireless audio operations
- CUASOU506 Create a final sound balance
- CUAVSS502 Implement vision system design
- BSBPMG541 Manage complex projects

Units of Competency <u>commenced</u>:
- BSBLDR522 Manage people performance
- CUAIND412 Provide freelance services
- CUAIND512 Enhance professional practice using creative arts industry knowledge
- CUALGT511 Realise lighting designs

Units of Competency <u>completed</u>:
- CUALGT512 Manage installation of lighting systems
- CUALGT511 Realise lighting designs

- CUALGT413 Set up and operate lighting cues and effects
- CUASOU414 Manage wireless audio operations
- CUAVSS502 Implement vision system design

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
22/07/2024	07/08/2024	11/10/2024	$4,975	$0	$4,975
Units of Competency <u>continued and completed</u>: • BSBLDR522 Manage people performance • BSBPMG541 Manage complex projects • CUAIND512 Enhance professional practice using creative arts industry knowledge • CUAIND412 Provide freelance services					

Graduation Ceremony

NIDA holds one graduation ceremony each year around June/July. 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 2024. 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	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.** 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.
VET Student Loan	**VET Student Loans are available to Australian Citizens and permanent residents only**. 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 expenses such as course materials or living expenses. Students can request a VET Student Loan at enrolment.

NIDA | Vocational Studies | Diploma of Live Production and Technical Services Application Guide, Fee Schedule and Entry Requirements 2024

ABN: 99 000 257 741 | RTO (Registered Training Organisation) code: 90349

	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.
VET Student Loans Course Entry Requirement	**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.** You must meet the following criteria: - 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: - 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. **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.** **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.** In addition, your approved course provider must reasonably believe you show competence in completing the course. - 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 2024 the course cap amount is;

Diploma of Live Production and Technical Services	$18,097

*VSL Course Caps Indexed Amounts released Aug 2022

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

13
NIDA | Vocational Studies | Diploma of Live Production and Technical Services Application Guide, Fee Schedule and Entry Requirements 2024

ABN: 99 000 257 741 | RTO (Registered Training Organisation) code: 90349

- 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