

Instructions on completing the form

1. Complete the entire form, including the Literacy, Language and Numeracy Questionnaire.

Type directly onto the form, fields boxed in red are required fields.

2. Save the completed form as "your name.pdf" and email to:
VIS@QantmOnline.com.au

3. Print out pages 1 and 3 (attach cheque or fill in credit card details); sign and date where indicated. You will also need to provide a JP certified copy of your current student ID card or a statement (on official letterhead) from your school confirming your enrolment.

The printed pages and the supporting document can be either faxed or mailed to the following number/address:

ATTN: VET in Schools Coordinator

Fax: **07 3003 0953**

Mail: **PO Box 15477 City East QLD 4002**

4. After your form has been received, you will receive an email confirmation from us, letting you know whether further information is required and the next steps toward course commencement.

CUF30107 CERTIFICATE III in MEDIA - Qantm VET in Schools Enrolment Form

PLEASE COMPLETE ALL SECTIONS OF THE FORM

Given Name		Family Name	
Street		Suburb/Town	
State		Post Code	
School			
Phone		Mobile	
Email			
Date of Birth		Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>

* Please include a certified copy of your current student ID card with the application; alternatively you may ask your school to fax/mail us a copy of your current student ID, along with a statement (on school letterhead) confirming your enrolment.

QANTM POLICIES AND PROCEDURES *(Please read before signing)*

I have read the policies and procedures within the VET Online Policies & Procedures Handbook on the Qantm College website:

http://online.qantm.com.au/public/enrol/VET_Online_PoliciesProcedures_Handbook.pdf

I agree to pay all fees incurred by me with Qantm College.

PRIVACY POLICY

Qantm College acknowledges the importance you attach to information that identifies you (personal identifiers such as name, address, date of birth, email address). Qantm College is committed to protecting and managing the personal information you choose to share with our organisation. Through providing this information, we seek to ensure that you will be able to deal with our organisation in full confidence that your personal information will only be used by Qantm College in the ways we have described to you, that it will be held securely, and when there is no longer any legitimate purpose in retaining such information it will be disposed of appropriately. For a full copy of our Privacy Policy please refer to our [VET Online Policies & Procedures Handbook](#)

I consent to Qantm using the information I provide and they subsequently gather, for the purpose it was collected, to assist in the administration of products and services and to carry out all necessary activities associated with their operational business activities, workplace compliance and legal governance issues.

REFUND POLICY

- Students may be eligible for refunds for units that have been paid for but not accessed
- No refund will be granted for an individual unit once the unit materials have been made accessible to the student.
- Course cancellation fees may apply
- Students may not be eligible for refunds if they have exceeded their end of course date
- All refunds will be made payable to the payee
- All refunds are at the discretion of Qantm College



Name (Printed)

Signature

Date

Parent/Guardian Name (Printed)

Signature

Date

ABN: 64 072 518 980
CRICOS Number: 02689A

PO Box 15477
CITY EAST Q 4002

W: www.qantmonline.com.au
E: online@qantmcollege.edu.au

T: 1300 136 933
07 3017 4333
F: 07 3003 0953

CUF30107 CERTIFICATE III IN MEDIA - SPECIALISATION SELECTION

The Certificate III in Media offers two specialisations: Screen & Media and Interactive Digital Media. Please check the box to indicate the specialisation you intend to study.

Within each specialisation, the units are listed in the recommended order of study. Please check the boxes to indicate the cluster of units you intend to pay for with your enrolment.

PLEASE NOTE: Any changes to the order of study **must** be negotiated with Qantm Online prior to the commencement of your course.

SCREEN & MEDIA

Unit Code	Unit Name	Cost
<input type="checkbox"/>	1. Industry knowledge & 2D animation	\$375.00
BSBCRT301A	Develop and extend critical and creative thinking skills	
CUFIND301A	Work effectively in the screen and media industries	
CUFANM301A	Create 2D digital animation	
BSBOHS201A	Participate in OHS processes	
<input type="checkbox"/>	2. Interactivity	\$375.00
CUFDIG302A	Author interactive sequences	
CUFWRT302A	Write simple stories	
<input type="checkbox"/>	3. 3D Modelling & Animation	\$375.00
CUFANM303A	Create 3D digital models	
CUFANM302A	Create 3D digital animations	
<input type="checkbox"/>	4. Audio & Video	\$375.00
CUFSOU204A	Perform basic sound editing	
CUFPOS201A	Perform basic vision and sound editing	
CUFRES201A	Collect and organise content for broadcast or publication	
Total cost		\$1500.00

NOTE: If a RPL application has been submitted, a separate payment schedule will be issued to the applicant.

INTERACTIVE DIGITAL MEDIA

Unit Code	Unit Name	Cost
<input type="checkbox"/> 1. Industry knowledge & 2D animation		\$375.00
BSBCRT301A	Develop and extend critical and creative thinking skills	
CUFIND301A	Work effectively in the screen and media industries	
CUFANM301A	Create 2D digital animation	
BSBOHS201A	Participate in OHS processes	
<input type="checkbox"/> 2. Graphic Design		\$375.00
CUFDIG303A	Produce and prepare photo images	
CUFDIG304A	Create visual design components	
<input type="checkbox"/> 3. Interactivity		\$375.00
CUFDIG302A	Author interactive sequences	
CUFDIG201A	Maintain interactive content	
<input type="checkbox"/> 4. Audio & Video		\$375.00
CUFSOU204A	Perform basic sound editing	
CUFPOS201A	Perform basic vision and sound editing	
CUFRES201A	Collect and organise content for broadcast or publication	
Total cost		\$1500.00

NOTE: If a RPL application has been submitted, a separate payment schedule will be issued to the applicant.

I wish to begin my course in:


Term 1 Term 2 Term 3 Term 4

In the year: _____

PAYMENT METHOD:

Cash  Cheque Credit Card
(made payable to Qantm College) *(Visa or MasterCard only)*

CREDIT CARD DETAILS:

Card Type		Card Number			
Expiry Date		Name on Card			
Amount		Signature 	Date		

1. EDUCATION

What is your highest year COMPLETED at school? 12 11 10 9 8

High school/s attended

LUI (QLD only)

Are you currently undertaking any other course? Yes No

If yes:

- Is your course full time or part time? F/T P/T
- Please indicate the type of course?

2. PLACE OF BIRTH

Were you born in Australia? Yes No

If NO, in which country were you born?

Are you an Australian Citizen? Yes No

Are you of Aboriginal and/or Torres Strait Islander origin? Yes No

3. LANGUAGE

Is English your first language? Yes No

If NO, please specify

4. PARENT / GUARDIAN DETAILS

Given Name		Family Name	
Street		Suburb/Town	
State		Post Code	
Relationship to student			
Home Phone		Work Phone	
Mobile		Fax	
Email			
<input type="checkbox"/> Please tick if study progress report is to be sent to the above email address			

5. ONLINE STUDY

- | | | |
|--|------------------------------|-----------------------------|
| Have you done online study previously? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have support from others who have multimedia/animation skills? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have support in your study from family or friends? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have responsibilities that may affect your ability to study consistently eg caring for aging relatives or young children? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have restrictions that affect how you can access a computer or the internet eg share a computer? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

6. SPECIFIC NEEDS OF STUDENTS

Filling out this section is optional. However to provide the best possible resources and service for our students it is important we understand any specific requirements our students may have. The information supplied will be used as listed below only.

- All information about individual students will be **treated as confidential** and only be available to your instructors and student resource officer as necessary
- General information with all individual student identification removed will go into a database to assist with the planning of future resources.

Do you have a physical or mental condition (including temporary conditions) that may affect your studies or that means you require additional support? Yes No

If YES, then please check ANY applicable boxes

- | | |
|--|--------------------------|
| Hearing difficulties | <input type="checkbox"/> |
| Visual impairment | <input type="checkbox"/> |
| Colour blindness | <input type="checkbox"/> |
| Mobility impairment | <input type="checkbox"/> |
| Motor skills impairment | <input type="checkbox"/> |
| Anxiety disorder, other mental health issues | <input type="checkbox"/> |
| Other please specify | |

Have you any further information about your condition that may assist us?

Do you have identified learning needs eg dyslexia? Yes No

Identify your learning needs and indicate any support you might require

7. HOW DID YOU HEAR ABOUT QANTM?

Please tick more than one box if applicable

Ex-Qantm Student	<input type="checkbox"/>	Magazine*	<input type="checkbox"/>
Qantm College Website	<input type="checkbox"/>	Newspaper*	<input type="checkbox"/>
Online Website	<input type="checkbox"/>	School	<input type="checkbox"/>
Word of mouth	<input type="checkbox"/>	SAE College	<input type="checkbox"/>
Surfing the web	<input type="checkbox"/>	Other*	<input type="checkbox"/>

*please provide details:

8. KEEPING INFORMED

Would you like us to keep you up to date with the latest program offerings, events, news & promotions? Please select your option below.

- I am happy to receive further Information Yes
- I do not wish to receive this information No

9. NETWORKING WITH OTHER QANTM STUDENTS

Some students have expressed an interest in meeting with other QANTM students.

The **Qantm Student Forum** that is available to all Qantm students has various areas to discuss your coursework and the industry, display examples of your work and general chat areas.

To help Qantm Online students connect with each other and with other Qantm students we register all new Qantm Online students with the **forum** as part of your enrolment process.

You will be sent your login and password. We have set your preferences initially to hide your email address (in accordance with our privacy policy), you may change this if you wish.

Do you have any suggestions of other ways you would like to network with Qantm students?

BASIC COMPUTER SKILLS /COMPUTER LITERACY

1. What type of Internet connection do you have?

- Modem/Dial up
- ADSL
- Broadband
- Other, please specify _____

2. How many hours on average do you spend using a computer each week? _____

3. What kinds of activities do you use a computer for? Please tick more than one box if applicable.

- Email
- Chat or MSN Messenger
- Surf the internet
- Play games
- Work or study related research
- Create spreadsheets
- Other, please specify _____

4. Please read the statements below and tick 1 to 5 to indicate your understanding from 1 (do not understand) to 5 (clearly understand)

I understand:

- what a computer mouse is
- the difference between a computer file and a computer folder
- the difference between a local hard drive and a network drive
- how to copy and paste in applications on a computer
- what 'right click' means on a PC
- what a short cut (or Alias) on a computer is
- what a browser is

5. Please place a tick against the computer related tasks below if you feel you may require some assistance with them:

- Copying a file from one location to another
- Renaming a file
- Sending an email
- Using the internet
- Creating a folder
- Creating a short cut
- Compressing a file using software such as Winzip
- Installing software
- Transferring a file using FTP (File Transfer Protocol)

LANGUAGE, LITERACY AND NUMERACY TRAINING STUDY SUPPORT

WELCOME

Thank you for choosing to study at Qantm College.

As a Registered Training Organisation we are required to establish language, literacy and numeracy competency for students enrolling in a vocational training course. This is so we can design a study support program to suit individual needs.

Please assist us in determining the level of support you may require by completing the following questionnaire.

If you are a trainee, this should occur in your workplace and may involve the presence of your employer and, where location permits, a language and learning support officer from Qantm College.

STUDENT DETAILS

Name:

Employer:
(if applicable)

Responsibilities:

Mode of study: Face-to-Face
 Online
 Combination of Face-to-face and Online

Please indicate which of the following you have successfully completed:

- Senior Secondary English
- Senior Secondary Mathematics
- Computer Studies
- Information Processing & Technology (IPT)

- Post-Secondary English Study
- Post-Secondary Mathematics Study
- Post-Secondary Computer Studies

Student signature: _____ Date: _____

LANGUAGE/LITERACY

Please read the passage below carefully and then answer the following questions.

The internet began as the 'ARPANET' in 1969. It was developed by the US Department of Defense's 'Advanced Research Projects Agency' (ARPA) in conjunction with a number of military contractors and universities to explore the possibility of a communication network that could survive a nuclear attack. It continued simply because ARPA, its contractors and the universities found that it provided a very convenient way to quickly communicate and transfer information across vast distances.

For the first decade that the internet was in existence, it was primarily used to facilitate email, support online discussion groups, allow access to distant databases and support the transfer of files between government agencies, government contractors and universities. The computers were linked using existing phone lines, but you needed a direct line between the two computers, and they had to be using the same operating system so they could communicate with one another.

In 1990, HTML (HyperText Markup Language), an internet language that could link files together using 'Hyperlinks' in the text was introduced. By 1993, HTML could also communicate graphic information, which changed the way the internet looked. Using HTML individuals could create graphic pages (a website), which then became part of a huge, virtual hypertext network called the World Wide Web (www). The enhanced internet was far easier to access and navigate and, as a result, a huge additional audience was created.

1. Which phrase from paragraph one means 'acting together with'? _____

2. Which word from paragraph one means 'a person or company that agrees to provide work or a service for a fixed price'? _____

3. Which word from paragraph one means 'huge or wide' ? _____

4. Which of the following best describe the meaning of 'to facilitate' as used in paragraph two?
 - a) to make easier
 - b) to organise
 - c) to invent
 - d) to design

5. Which of the following best describe the meaning of 'network' as used in paragraph three?
 - a) the internet
 - b) a system of connected computers
 - c) to navigate
 - d) a mobile phone

6. What was the original purpose of the internet?
 - a) the ARPANET
 - b) to assist universities and the military
 - c) to serve as a form of communication that would not be damaged in a nuclear war
 - d) to communicate and transfer information across vast distances

7. Which of the following was not a primary use of the internet in the first 10 years?
 - a) to send electronic mail
 - b) to transfer information between government departments
 - c) to study at university
 - d) to assist online discussion groups

8. What development changed the appearance of the internet?
 - a) 'hyperlinks'
 - b) HTML
 - c) The World Wide Web
 - d) Websites

NUMERACY

Please complete the following numeracy-related questions.

1. Multiply 3.5 by 100

- a) 1350 b) 3500 c) 350 d) 103.5

2. Divide 5.5 by 1000

- a) 0.0055 b) 0.55 c) 1.55 d) 15.5

3. Reduce the following fraction to its lowest form $\frac{16}{24}$

- a) $\frac{4}{6}$ b) $\frac{8}{12}$ c) $\frac{2}{3}$ d) $\frac{1.6}{2.4}$

4. Calculate $542.75 - 34.9$

- a) 577.65 b) 507.15 c) 507.85 d) this equation is not possible

5. Change $\frac{3}{10}$ to a decimal number

- a) 0.3 b) 0.03 c) 3 d) 33%

6. Calculate the following equation if $n=7$

$$x = 4n + 6$$

- a) $x = 46n$ b) $xn = 46$ c) $x = 34$ d) $x = n + 46$

7. A file you have been working on is 2.4 MB in size. Using compression software you are able to reduce the file size by 33%. Could you save the compressed file onto a regular 1.44MB floppy disk?

- YES NO

8. If a CD drive with a spin rate of '1X' gave you a data rate of 150k per second what would you assume the data rate of a '4X' CD drive would be?

- a) $5X = 750$ b) 600 c) 4X d) 350X

9. In scanning a photograph, which of the following dimensions would produce a larger image:

- 400 pixels x 300 pixels 250 pixels x 350 pixels

10. How much space would the following files take up if you burnt them onto a CD?

780kb, 240kb, 10kb, 512kb, 160kb, 40kb, 70kb, 55kb

- a) 1867kb b) 1987kb c) kb cannot be added

11. A blank CD can store approximately 650MB of data. You convert a series of MP3 files to WAV files. In doing so the WAV files expand in size to approximately 49MB each. How many WAV files would you be able to store on a CD?

- a) 13MB b) 699 c) 13 d) 601

Office Use Only

- An interview occurred in person with this student
- English is a second language for this student
- Action required: _____

Additional Assistance required in:

- Computer Literacy
- Language / Literacy
- Numeracy
- No additional training required

Name: _____

Signed: _____

Date: ____/____/____