



COLLEGE OF SOUND  
AND MUSIC PRODUCTION  
PKY MEDIA PTD LTD • RTO # 41549

# VET IN SCHOOLS

## STUDENT HANDBOOK 2018

Certificate III in Music Industry : CUA30915



NATIONALLY RECOGNISED  
TRAINING



# THE COSAMP VET PROGRAM



The **College of Sound and Music Production (COSAMP)** gives school music students access to learning tools that reflect realistic, up-to-date techniques & skills in today's music industry. These programs provide Vocational Education & Training (VET).

In conjunction with **Salt Studios**, one of Melbourne's best-known recording studios, we have developed a range of exercises and activities for aspiring sound engineers, musicians, producers and technical operators. We believe that the future generation of musicians and producers will have a hybrid skill-set, incorporating musicianship, sound engineering and composition skills and, as such, are working with your teacher to get you involved in real industry activities & give your career or interest a head start!

## YOUR CERTIFICATE

You are enrolled in **CUA30915 Certificate III in Music Industry**. This qualification is located at level 3 of the Australian Qualifications Framework.



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### AQF LEVEL 3 CRITERIA

#### Summary

Graduates at this level will have theoretical and practical knowledge and skills for work and/or further learning.

#### Knowledge

Graduates at this level will have factual, technical, procedural and some theoretical knowledge of a specific area of work & learning.

#### Skills

Graduates at this level will have a range of cognitive, technical and communication skills to select and apply a specialised range of methods, tools, materials and information to:

- Complete routine activities
- Provide and transmit solutions to predictable and sometimes unpredictable problems

#### Application of knowledge and skills

Graduates at this level will apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts within established parameters.

#### Specialisations

The Certificate III in Music Industry allows for Specialisations to be added in brackets after the qualification title on Certificates:

- Certificate III in Music Industry (Performance)
- Certificate III in Music Industry (Sound Production)
- Certificate III in Music Industry (Music Business)

### COSAMP'S ROLE IN YOUR VET PROGRAM

**COSAMP** is a Registered Training Organisation (RTO #41549) and your school delivers your VET Music Industry qualification under an auspice arrangement with us. Students receive Certificates and Statements of Attainment that are recognised nationally by any Registered Training Organisation and by employers in the industry. At the end of the year your teacher will send all of your results to COSAMP and we will make your Certificate or Statement Of Attainment and send it back to the school to give to you.

If you are deemed **COMPETENT** in all of the Units of Competency, then you will receive a Certificate.

If you are deemed **NOT YET COMPETENT** in any of the Units, then you will receive a Statement of Attainment, outlining the Units for which you have achieved competency.

## HOW YOU'LL LEARN

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Your teacher will:

- Show you how to do new things the first time you are given a new task
- Ensure you get enough practice at the new skill to become confident and competent
- Monitor your progress toward your learning goals
- Meet with you regularly, either individually or in a group
- Give you encouragement when you need it, praise when you deserve it, and correction when things go wrong
- Make sure you get enough practical experience to be sure you have all necessary skills
- Help you with problems

## GET HELP WHEN YOU NEED IT

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We encourage you to ask questions if you get stuck or if the requirements are unclear. Avoid being too dependent – but make the most of your teacher's time. It is your responsibility to learn and to maintain your motivation.

You'll be able to learn for yourself and apply learning in a real situation. It will take some time for you to have all the skills you need. It isn't enough to be able to perform the skill only once or only sometimes get it right. You will need to be consistent and for that you will need to get enough real practice.

As you go, you'll have the opportunity to apply what you learn in different situations, so your skills will be wider and more useful and you'll be better able to interpret what is needed in each situation.

Expect some tasks to be new and potentially difficult. (Almost everything is scary the first time.) Don't worry if you fail at something the first time around; think of it as a learning experience.

If you have any particular needs that affect how you'll be assessed, discuss them with your teacher. They might be due to sickness, schedule, disability, culture, or your level of experience.

If you are finding the math and technical stuff too difficult, or even the language and reading stuff, just speak your teacher. If need be, COSAMP can help your teacher create a learning plan for you that helps you with your leaning needs.

At the end of the course, we'd like your feedback on how the course went, what helped you most and what you'd change.

You should also look at how you went and what you'd still like to improve on.

## YOUR USI (*Unique Student Identifier*)

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In 2015, The Council of Australian Governments instituted the USI as a mandatory system for all students of vocational training. Students only need **one** USI, so please manage this process in conjunction with your VET teacher.

The USI is something you should register for yourself, but ask your teacher if you need help. It is your school's responsibility to help you with the USI process. In the USI application, you will need your Medicare Card, Birth Certificate, Passport or to register. Registration is with **usi.gov.au**.

As a RTO, COSAMP must verify the USI provided by you. As such, part of the verification process includes accessing the USI system to locate your USI. When we do this, you may receive an automated notice via email telling you we've verified your USI in our system. Please contact COSAMP if you have any queries or concerns about this process.

## ENROLMENT WITH COSAMP

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When it's time to enrol with COSAMP, your teacher will guide you through the process. It is a simple online form and you'll need to enter some details about yourself and the course you're studying.

It's **really important** that you are careful about the details you enter, particularly your name, date of birth and USI. The name you enter into the Student Enrolment form is your legal name, that is, you can't use preferred names or abbreviations. The way you write your name in the enrolment form is the name that will appear on your certificate and needs to be exactly the same (spelling, hyphens and apostrophes) as the way you wrote your name in the USI application.

You will need to have the following things ready when you enrol with COSAMP:

- Your **USI**: *See above*
- Your **email address**: *Please provide an active email address*
- **COSAMP Program Code**: *This will be provided to you by your teacher*
- **VET School Name**: *This is the school you study your VET course at.*
- **Home School Name**: *This is only required if you are a student who studies a VET course at another school other than your usual school. If this applies to you, please provide your usual school name in this field.*

## YOUR ASSESSMENTS

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VET assessment is based around achieving prescribed benchmarks in a range of work-based activities. These work-based activities are called Units of Competency. Your teacher will be assessing your performance according to a range of criteria for each of the chosen Units of Competency. This will occur throughout the entire year, and your teacher will be recording your results as you go.

When you are given a new assessment task, you will receive a **Learner Guide** that informs you about which Units of Competency you are being assessed for and what you will need to do to undertake the task. If you have any questions about any assessment tasks or their assessment criteria, speak to your teacher. At any time, you can speak to your teacher about how you are going with your studies and with the assessment tasks. You can also access your record of results by asking your teacher.

## ASSESSMENT SUBMISSION GUIDELINES

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Your teacher will instruct you about the timelines and expectations for submission of your work. In all cases the evidence required by the task is the evidence you will need to submit to your teacher, and in the format as written in the Task Learner Guide as determined by your teacher.

“Evidence you’ll need for this task” has been provided to you on each **Learner Guide**. This simple checklist is a guide for you to help you understand what you need to create for each assessment task. If you’re unsure what evidence you need to provide, ask your teacher.

## YOUR OWN WORK

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You need to make sure that all of the work you submit is **yours**. COSAMP has a clear policy in place regarding plagiarism and academic misconduct and works with your teacher to ensure that all of the work submitted and assessed is actually the work of the student who submitted it, and not somebody else’s.

Here are a few definitions to help you understand:

**Plagiarism:** *“Taking words, ideas or data from an external source and presenting them as if they were your own.”*

### ACTS OF PLAGIARISM:

- Submitting assessable work completed by someone else
- Copying words or ideas from someone else
- Referencing source material in a misleading way
- Paraphrasing without referencing
- Self-plagiarising

### ACADEMIC MISCONDUCT:

- Any form of cheating or disruption that occurs in relation to the assessment process
- Acts of Academic Misconduct:
- Fabrication, falsification, bribery, deception, sabotage

Your responsibility to submit your own work and not plagiarise other people’s work is in the Terms and Conditions of your enrolment with COSAMP, and any instances where a student has engaged in plagiarism or academic misconduct may lead to action being taken by COSAMP, including potentially the cancellation of your enrolment.

If you have any questions about plagiarism and how you can protect yourself by being better informed, please ask your teacher.

## WORKPLACE HEALTH & SAFETY (WHS)

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You are required to work safely and to keep your environment safe at all times. Your VET training is teaching you how to behave in the workplace, and preparing you for the level of responsibility that comes with working around others.

You have a **duty of care** to act in a safe and considerate manner around others at all times.

During your program, and then forever afterwards, you should adopt important behaviours such as:

- Be careful around electrical equipment
- Be aware of others around you
- Always lift gear more than 1/3 of your weight with another person
- Carry equipment close to the centre of gravity of your body
- Always wear hearing protection when in a space where music/noise is louder than 85dB
- Keep drinks away from power and audio equipment
- Keep your leads and working space tidy.

Your teacher will guide you in other WHS behaviours so you can eliminate or minimise hazards in your workplace/study space. Listen carefully during the Health and Safety classes - some of the boring bits of this course could save your life one day!

## ACCESS & EQUITY

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Your VET Music program is flexible and responsive to the individual educational needs of all students. Where required, the delivery of the course and the assessments will be modified by your teacher to ensure students whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level presents a barrier to access, may participate fully and have every opportunity to achieve suitable outcomes.

Talk to your teacher about your particular needs so your circumstances can be accommodated.

## CONTRIBUTION TO YOUR SENIOR SCHOOL CERTIFICATE

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Your VET Music program can provide you with credit towards your Senior School certificate, or an ATAR score. Check with your teacher for credits that you can earn that contribute to completing your Senior School Certificate and/or ATAR score.

## STRUCTURED WORKPLACE LEARNING

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Your VET Music program simulates learning in the workplace. Your teacher may organise excursions to industry venues, visits by industry professionals to your school or performances for you in concerts or festivals which will help prepare you for engagement in the industry on completion of your program.

Check with your teacher for the plans that have been organised for you.

## BEHAVIOURAL EXPECTATIONS

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While engaged in your VET Music program, you are expected to realize that this is an *adult learning environment* and that you are required to take responsibility for your own studies.

- Your teacher may give you deadlines for the completion of work, but you should work with your teacher to identify relevant timeframes for the submission of your assessment tasks.
- You need to be reliable and be prepared to prioritise your VET Music commitments over your social and/or part-time work commitments.
- Make sure you turn up for your classes and performances on time with all the equipment that is expected of you.
- Remember that this is a study that you have probably chosen to undertake. Be thoughtful of the needs of others in your class that have also chosen this study. Always cooperate with your teacher and allow others the opportunity to complete their work without being distracted by unruly or other obstructing behaviours.
- Make sure that you remember and record passwords to websites that you are required to use in the course of your study.
- Respect the work of other students on computer equipment. If you notice someone doing things like deleting other's files, changing content or unauthorized use of their accounts, please advise your teacher immediately.

## TIME COMMITMENT & ATTENDANCE

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Your VET Music program requires you to be present in class for the allocated time in your timetable. There may be some exceptions to this where performances after school hours may be offset against time in class.

- Make sure you always advise your teacher if you are absent
- Talk with your teacher about alternative arrangements for attendance.

## RECOGNITION OF PRIOR LEARNING (RPL)

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**Recognition of Prior Learning (RPL)** is a process that applies to any student in a vocational training program who has already done some learning about one or some of units in their current course.

Under certain circumstances and provided it can be clearly proven through evidence that the student has previously learned the concepts and could easily demonstrate competence in the task or some of its components, that prior learning can be recognised and used to count towards parts of units, whole units or even a whole qualification.

While this rarely relates to a VET in Schools program for students of your age, the system and process is available to you as a student of COSAMP.

Keep in mind, we work closely with your school to help your teacher create the program around your needs, school schedule and of course what you and your fellow students already know.

Please ask your teacher if you have any questions about RPL.

## CREDIT TRANSFER

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If there is a Unit of Competency in your course that you have already achieved elsewhere (provided it has exactly the same code and title), COSAMP has a clear process in place where we work with your school to determine Units that you have previously achieved. In this case your previous Units achieved are recognised by COSAMP and you will not need to be assessed for these particular units.

In a VET in Schools context, this is mainly likely to happen if a student moves from one school to another and enrolls in a program that includes units they achieved at their previous school, or if the school itself changes providers and all students half way through a two year program need the **Credit Transfer**.

COSAMP works closely with your and other schools to manage these Credit Transfer situations on your behalf.

## FEES & CHARGES

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Generally speaking, your VET Music program is covered by your school fees. However, there may be some charges which may not be covered such as:

- Transport for excursions
- A materials levy applied by the school
- Personal equipment relevant to your specific instrument or audio role.

Check with your teacher if there are any extra monetary requirements for your course.

## COMPLAINTS & APPEALS PROCESS

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As a student of COSAMP you have full access to support mechanisms that are there to ensure you have the best possible learning experience.

If you need to make a formal complaint or would like to appeal a decision made, please visit the COSAMP website ([www.cosamp.com.au](http://www.cosamp.com.au)) and navigate to either the **Complaint Form** or the **Appeal Form**.

## LEARNER SATISFACTION & CONTINUOUS IMPROVEMENT

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At the completion of your training, you'll receive a **Learner Questionnaire** via email from COSAMP which will ask you about aspects of your training. Your feedback plays an important role in developing the quality of your education.

Also, if you have any specific suggestions about how we could improve aspects of our service or training materials, please visit the COSAMP website ([www.cosamp.com.au](http://www.cosamp.com.au)) and navigate to the **Continuous Improvement Form**.



## OTHER ACTIVITIES

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The COSAMP resources provided to your school for your VET program include a range of other activities that your teacher can use throughout your course, including music production **Practice Tasks** based in a range of DAW software platforms. These include Pro Tools, Logic, Cubase and other popular DAW software platforms.

The COSAMP **Practice Tasks** cover all aspects of using your Digital Audio Workstation (DAW) to make and produce music; from creating music with loops and samples to full blown mixing and mastering. There is even an entire album in multi-track form for you to play with, explore or even remix.

## THE STUDENT SITE

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You will also have access to the **COSAMP Student Site** via a set of 2018 login details provided to you by your teacher. The website is designed to supplement what the teacher explains and demonstrates to you in class. You are encouraged to use some of your class time - and definitely a good portion of your study time - to check out the following sections:

- The comprehensive online text book of all things music and sound production
- Audio grabs and video links for a range of lesson content
- Short interactive quizzes to test yourself on your knowledge
- Instructional videos on our COSAMP channels Industry TV and Tech Tips
- **Songbook:** Our comprehensive guide to classic songs from then to now
- **Virtual Classroom:** Our premium content video lessons on using music technology

## STUDY PATHWAYS

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The **College of Sound and Music Production** shares the facilities of **Salt Studios** and are always keen to help aspiring music industry professionals find pathways to work opportunities. Our multi-studio facility boasts one of the largest collections of professional audio and music production equipment in Australia.

COSAMP actively seeks to create quality partnerships with higher education providers and, as opportunities become available for further study, we will make these available via the **COSAMP Student Site**.

For more information about COSAMP's post secondary online course options, visit the COSAMP website ([www.cosamp.com.au](http://www.cosamp.com.au)) or speak to your teacher / careers advisor.

## CONTACT COSAMP

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You can contact the COSAMP if you have any questions.

Email: [info@cosamp.com.au](mailto:info@cosamp.com.au)

Phone: **(03) 9592 4801**

Web: [www.cosamp.com.au](http://www.cosamp.com.au)

Address: **766A Hawthorn Rd, Brighton East, VIC, 3187**

# CUA30915 Certificate III in Music Industry

Below is a list of Units of Competency. The units with ticks (  ) are the units you are studying this year.

YOUR UNITS	UNIT CODE	UNIT TITLE
	BSBWHS201	Contribute to health and safety of self and others
	CUACMP301	Implement copyright arrangements
	CUAIND303	Work effectively in the music industry
	CUAMLT302	Apply knowledge of style and genre to music industry practice
	CUAMCP201	Incorporate technology into music making
	CUAMCP301	Compose simple songs or musical pieces
	CUAMCP302	Write song lyrics
	CUAMCP303	Develop simple musical pieces using electronic media
	CUAMLT303	Notate Music
	CUAMPF202	Incorporate music technology into performance
	CUAMPF203	Develop ensemble skills for playing or singing music
	CUAMPF301	Develop technical skills in performance
	CUAMPF302	Prepare for performances
	CUAMPF303	Contribute to backup accompaniment
	CUAMPF304	Make a music demo
	CUAMPF305	Develop improvisation skills
	CUAMPF402	Develop and maintain stagecraft skills
	CUAMPF404	Perform music as part of a group
	CUAMPF406	Perform music as a soloist
	CUASOU201	Develop basic audio skills and knowledge
	CUASOU202	Perform basic sound editing
	CUASOU204	Mix sound in a broadcasting environment
	CUASOU301	Undertake live audio operations
	CUASOU302	Compile and replay audio material
	CUASOU303	Repair and maintain audio equipment
	CUASOU304	Prepare audio assets
	CUASOU306	Operate sound reinforcement systems
	CUASOU307	Record and mix a basic music demo
	CUASOU308	Install and disassemble audio equipment
	CUASOU309	Restore audio tracks
	CUASOU310	Analyse soundtracks
	CUASOU311	Mix music in a studio environment
	CUASOU402	Manage audio input sources
	BSBSMB301	Investigate micro business opportunities
	CUAIND304	Plan a career in the creative arts industry
	CUADIG201	Maintain interactive content
	ICTWEB201	Use social media tools for collaboration and engagement
	SITX EVT304	Provide event staging support
	BSBDIV301	Work effectively with diversity
	BSBINN301	Promote innovation in a team environment
	CUAIND201	Develop and apply creative arts industry knowledge
	CUALGT301	Operate basic lighting
	CUARES201	Collect and organise content for broadcast or publication
	ICTICT308	Use advanced features of computer applications
	CUAFOH201	Undertake routine front of house duties
	CUALGT201	Develop basic lighting skills and knowledge
	CUAMLT202	Apply knowledge of music culture to music making
	CUAMLT301	Develop and apply aural perception skills
	CUAMPF204	Play or sing from simple written notation
	CUAPOS201	Perform basic vision and sound editing
	CUASOU203	Assist with sound recordings
	CUASTA202	Assist with the bump in and out of shows
	BSBDES201	Follow a design process