

2023
DESIGN
HORNSBY
GRAPHIC DESIGN
PHOTOGRAPHY

February START

CERTIFICATE III_GRAPHIC DESIGN
CERTIFICATE IV_GRAPHIC DESIGN
DIPLOMA of GRAPHIC DESIGN
CERTIFICATE IV_PHOTOGRAPHY





Welcome to New and Returning Students at TAFE Hornsby Campus

The following information should help you find your way around the college and answer most of your questions.

TAFECARD TheTAFEcard is a free identity card which will display your student number and photograph – it also functions as your **Library Card**. Carry this card with you at all times as identification and for use with borrowing equipment and free campus parking.

CONCESSION OPAL CARD The Concession Opal card is available for eligible students at participating tertiary institutions in NSW. You'll need to give your consent for your institution to share your details with Transport for NSW. Your enrolment has to be 'active'. This means you have made one payment.

Find out more at: https://www.opal.com.au/en/about-opal/opal_for_concessions/opal_for_tertiary_institutions/ There are two simple ways to apply: Online at: <https://www.opal.com.au/ordercard/?execution=e1s1> or by calling **13 67 25** (13 OPAL)

INFOPOINT located across the road from K&L Blocks in Building F, Ground Floor. Opening hours Monday to Friday 9:00am to 5pm.

ASSESSMENTS You must pass all projects to obtain your diploma or certificate. Assessment documents will be supplied by your teacher. All projects must be submitted on deadline.

EXCURSIONS You are asked to sign the Field Excursions Participation Form for each excursion, your teacher will give this to you. If you are under 18 years of age we require a parent or guardian signature.

COUNSELLING AND CAREER DEVELOPMENT SERVICE Career counselling and support for educational and personal matters is available to assist you make the most of your studies. To make an enquiry or arrange an appointment at Hornsby campus, contact TAFE counsellor **Sharon Phipps** on **9472 1512**, email to **NSI.HornsbyCounselling@tafensw.edu.au**, or drop into the counselling office in **Building C, Ground level, Room CG.07**, or liaise with InfoPoint.

STUDENT GUIDELINES and RULES Please read all the information in this package, as some important guidelines and rules are covered. If you have any questions or concerns please refer to the TAFE website at – **<https://www.tafensw.edu.au/documents/60140/294441/TAFE-NSW-Student-Guide.pdf>** – or see a member of staff.

HOLIDAYS A 2023 TAFE NSW calendar has been included in this information package (see pp 6/7).

COLLEGE LIBRARY Hornsby TAFE has a great library with a large range of material for design and related studies. The library is an extremely useful resource, so you should use it as much as you can. Your TAFEcard will become your Library Card. You can borrow up to 10 items.

PLAN DRAWERS – LOCKERS There are a number of lockable drawers available. We ask that you invest in a good lock for added security for your stored material. Please see Education Admin. Assistance & Technical Officer, **Orlando Luminere** (Room KG.34), who will help you find a space. Make sure you label your drawer with your name so it will not be taken to be unused and re-allocated. Bolt-cutters can be supplied if your key is misplaced.

CANTEEN/FOOD Hornsby TAFE has an excellent canteen on campus. Vending machines for snacks and drinks are located at various sites around the campus.

NOTICEBOARDS Please check the campus noticeboards, as well as **<http://www.designnorthcommunity.com>**, regularly for current student and general information. Job lists and 'For Sale' items can be displayed where appropriate.

CHANGE OF PERSONAL DETAILS Make sure you advise the Campus InfoPoint of any change of postal address, email address or telephone numbers. If we do not have current contact details, important documents may not reach you.

COVID-19

REMEMBER: THE FIRST LINE OF DEFENCE IS CLEAN HANDS

STUDENT IDENTIFICATION TAFEcards must be carried at all times as evidence of your current enrolment.

STUDENT RIGHTS & RESPONSIBILITIES These rights and responsibilities are documented on the NSI TAFE website at: <https://www.tafensw.edu.au/documents/60140/294441/TAFE-NSW-Student-Guide.pdf>

TAFE SECURITY – The campus Security office is located at the rear of the canteen. Officers can be contacted on **0418 183938**.

FREE CAR PARKING On presentation of your current TAFEcard, students and staff will have free access to Hornsby TAFE parking facilities. Parking is available in the **Jersey Street** car park at the rear of K Block, and adjacent to **J Block via Bridge Road**. Parking is a privilege that can be revoked.

NON-SMOKING CAMPUS Smoking is NOT permitted anywhere on College grounds (this includes E-cigarettes).

MOBILE PHONES Students must switch off phones whilst in class.

DISABILITY SERVICES Disability services are available. Students with a disability, learning difficulty or medical condition are encouraged to contact **Elizabeth Andrew** at Hornsby Campus. Support which may be available to you in your course includes **fee exemption, tutorials, note taking, access support**. Please ring Elizabeth on **9472 1216, 0429 404 823** or email her at elizabeth.andrew@tafensw.edu.au for an appointment.

SAVING YOUR STUFF As you progress through your course, you will accumulate a large amount of information in the form of electronic files.

All projects, reference material, photographs etc, should be stored on your USB stick or portable hard drive. Make sure you have all of this material backed up to a second USB stick or portable hard drive. Don't rely on saving to the classroom computers as these can be deleted at any time – there is no guarantee that you will always be able to access the same computer every time.

A good habit is to back up every night or at least every week. It would be terrible if you got to the end of your course and then lose your USB drive or find that it went through the washing machine! *All that work lost and unrecoverable!*

TAFE MOODLE All students (Certificate III, Certificate IV and Diploma) have access to the TAFE Moodle. Here you can download the projects and resources needed to complete your assignments. You should also be able to upload your finished projects for marking. Always have your own personal storage device ie, USB stick or portable hard drive. We suggest that portable drives have at least 64Gb capacity – the bigger the better.

FOOD AND DRINKS

NO FOOD OR DRINK IS TO BE CONSUMED IN ANY OF THE STUDIOS OR COMPUTER LABS.

ACCESS TO THE ADOBE CREATIVE SUITE Once you are enrolled you will be given free access to the Adobe Creative Suite at the campus and at home on your personal computer. You first have to be nominated by our technical staff and then you will be given instructions on how to access the Suite. Follow these instructions carefully.

STAFF HEAD TEACHER – Glenn Jeffries – office located in room KG.05.

TEACHERS: **FULL-TIME** – **Jenny Young ■ Janet Tavener ■ Keith Needham Howard Binns-McDonald**

TEACHERS: **PART-TIME** – **Joanne Sykes ■ Peter Ko ■ Tim Levy Bec Bennett**

Education Admin. Assistance & Technical Officer: **Orlando Luminere**

PASSWORD INFORMATION

Take care to note the Username and Password you are given, as these will give you access to the TAFE computers, our server, the TAFE server and the internet.

Your Username and Password will look something like this –

username – charlie.smith12@tafensw.edu.au

password – peach246

When you log into a TAFE computer check that **@tafensw.edu.au** appears in your username, eg **charlie.smith12@tafensw.edu.au** and then your password.

You can change your password through the Student Portal. If you forget your username or password, ask your teacher to reset them or go across to the Library to have them reset.

BASIC GUIDELINES FOR STUDENTS 2023

- 1 Students must be punctual for all classes. Most classes begin with a briefing, so lateness means you will miss out. Teachers will not repeat instructions for late students. A student could fail if their attendance is poor. Although students are expected to continue working on their projects outside class hours, students are required to develop and discuss each stage of their work with their teacher in class. *Projects that have been entirely developed and produced without the teacher's supervision may not be accepted to be assessed.*
- 2 Please avoid leaving class early as it is disruptive to the teacher and the class. Break times will be specified by the class teacher and should be strictly adhered to. Please note that your valuable belongings are your responsibility.
- 3 No mobile phones are allowed to be used during classes.
- 4 No food or drink is to be consumed in studios and computer rooms.

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MOODLE

**FOR TIMETABLES AND MOODLE ACCESS GO TO –
<https://www.designnorthcommunity.com>**

2023 TAFE NSW Student Calendar

January							Sem 1
M	T	W	T	F	S	S	
30	31					1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

February							Sem 1
M	T	W	T	F	S	S	
	1	2	3	4	5		
6	7	8	9	10	11	12	1
13	14	15	16	17	18	19	2
20	21	22	23	24	25	26	3
27	28						4

March							Sem 1
M	T	W	T	F	S	S	
		1	2	3	4	5	4
6	7	8	9	10	11	12	5
13	14	15	16	17	18	19	6
20	21	22	23	24	25	26	7
27	28	29	30	31			8

April							Sem 1
M	T	W	T	F	S	S	
					1	2	8
3	4	5	6	7	8	9	9
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	10

May							Sem 1
M	T	W	T	F	S	S	
1	2	3	4	5	6	7	11
8	9	10	11	12	13	14	12
15	16	17	18	19	20	21	13
22	23	24	25	26	27	28	14
29	30	31					15

June							Sem 1
M	T	W	T	F	S	S	
			1	2	3	4	15
5	6	7	8	9	10	11	16
12	13	14	15	16	17	18	17
19	20	21	22	23	24	25	18
26	27	28	29	30			

July							Sem 2
M	T	W	T	F	S	S	
31					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	1
24	25	26	27	28	29	30	2

August							Sem 2
M	T	W	T	F	S	S	
1	2	3	4	5	6		3
7	8	9	10	11	12	13	4
14	15	16	17	18	19	20	5
21	22	23	24	25	26	27	6
28	29	30	31				7

September							Sem 2
M	T	W	T	F	S	S	
				1	2	3	7
4	5	6	7	8	9	10	8
11	12	13	14	15	16	17	9
18	19	20	21	22	23	24	10
25	26	27	28	29	30		

October							Sem 2
M	T	W	T	F	S	S	
30	31					1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	11
16	17	18	19	20	21	22	12
23	24	25	26	27	28	29	13

November							Sem 2
M	T	W	T	F	S	S	
		1	2	3	4	5	14
6	7	8	9	10	11	12	15
13	14	15	16	17	18	19	16
20	21	22	23	24	25	26	17
27	28	29	30				18

December							Sem 2
M	T	W	T	F	S	S	
					1	2	18
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Key dates*

Term 1: 6 February – 9 April
 Autumn Holidays: 10 April – 23 April
 Term 2: 24 April – 24 June
 Winter Holidays: 3 July – 16 July
 Term 3: 17 July – 24 September
 Spring Holidays: 25 September – 8 October
 Term 4: 9 October – 3 December

Public holidays

New Year's Day: 1 January
 Australia Day: 26 January
 Easter: 7 April – 10 April
 ANZAC Day: 25 April
 Queen's Birthday: 12 June
 Labour Day: 2 October
 Christmas Day: 25 December
 Boxing Day: 26 December

Legend

- TAFE NSW Student Vacations
- Public Holidays
- Non Teaching
- Summer
- Winter
- Autumn
- Spring
- 0 Semester Weeks

A TAFE NSW course may begin at any time during the year, and educational delivery is through a range of delivery options.

TAFE NSW staff are available for consultation and to assist throughout the year.

Educational delivery of TAFE NSW courses is not restricted to a semester based calendar year, with a semester-based schedule of attendance and/or participation.

*Note: Term dates show that Semester 1 and Semester 2 both include 18 week teaching programs. Term dates align to Semester based courses.

- 5 Take care of the furniture and equipment. Wilful damage to equipment may result in exclusion from the class. This includes cutting on unprotected surfaces – use the cutting mats provided. ***No student is to tamper with computer equipment under any circumstances.***
- 6 Spray adhesives are banned and not to be used on the college campus under any circumstances. This includes the stairwells.
- 7 Enclosed footwear must be worn at all times (no thongs or open sandals).
- 8 Smoking is NOT permitted anywhere on college grounds.
- 9 Studios must be left in a tidy state after each class. Each student must leave their own work area clean and tidy. This includes the sinks in the studios. Everything must be washed up and neatly put away under the sinks in the cupboard. Special wipes are provided for wiping down computers and mice at the beginning and/or end of each computer session.
- 10 Bad behaviour will not be tolerated. Teachers have the right to dismiss students from class – students will not be allowed to re-enter that class until they have discussed the problem with the Graphic Design Head Teacher. Students may be excluded for consistent inappropriate behaviour.
- 11 Students may access computer rooms outside of class time only with the teacher's or technical staff's permission.
- 12 All projects must be submitted to your class teacher. Unless other arrangements have been made, projects must not be submitted to anyone else. All work must have the teacher's name, class name, student name and student number clearly indicated.
- 13 Students will not be penalised if they are sick, however, a doctor's certificate must be provided upon return to class.
- 14 If a student fails a project, under some circumstances work may be redone and resubmitted, at the class teacher's discretion.
- 15 Near the end of your course, it is your responsibility to double check that all your units have been or are nearly complete. This will ensure that you have 'course complete' to facilitate a smooth transition to any following course.
- 16 First time users of the FindMe printer (KG.32) should check instructions with their class teacher and/or see instructions posted on the wall behind the printer.

A Few Helpful Suggestions

- 1 The college library has an excellent range of graphic design books and multimedia software – use this facility as much as you can.
- 2 Equipment and facilities are available for use during and after classes, please speak to your teacher for direction.
- 3 Manage your time efficiently. The more work you do in class under supervision the less you will have to do at home by yourself.
- 4 If for any reason you are having difficulties with the course, discuss your problems with one of the Graphic Design staff or a Student Counsellor. Tackle a problem before it gets out of hand or begins to affect your studies.

A LIST OF THE MOST COMMON ART MATERIALS THAT ARE RECOMMENDED FOR DESIGN STUDENTS

Not all of these items need to be purchased at the one time. Your teacher will guide you to what you need, and when.

- Visual Art Diary A4
- Cartridge Pad A3
- Bond Layout Pad A3
- Gouache paint set – Winsor & Newton Primary Colour Set
- Packet of small plastic dinner plates
- Artist Colour Pencils Staedtler Set 24
- White Staedtler Plastic Eraser
- Kneadable Eraser
- UHU Glue Stick
- 2 x Jasart A2 Kraft Plastic Envelopes
- Staedtler Sketch Pencils 4B, 2B, B & HB
- Surgical Scalpel Handle No.3
- 2 x Scalpel Blades No.11
- Scissors
- Plastic Ruler 30cm
- 2 x Fine Felt pens 0.4, 0.6
- 3 x Golden Sable or Nylon Brushes 5, 3 & 9 Round
- Zip Bag Plastic A4
- Double Sided Tape, small
- Stainless Steel Ruler
- Masking Tape Blue or Green, small
- Staedtler Pencil Sharpener, enclosed
- A2 Carry Bag
- Stanley Knife or Box-cutter Knife
- 2 x 64GB USB Sticks – it is recommended that the second stick is to be used as a back-up drive.

■ *Items indicated are considered to be compulsory items.*

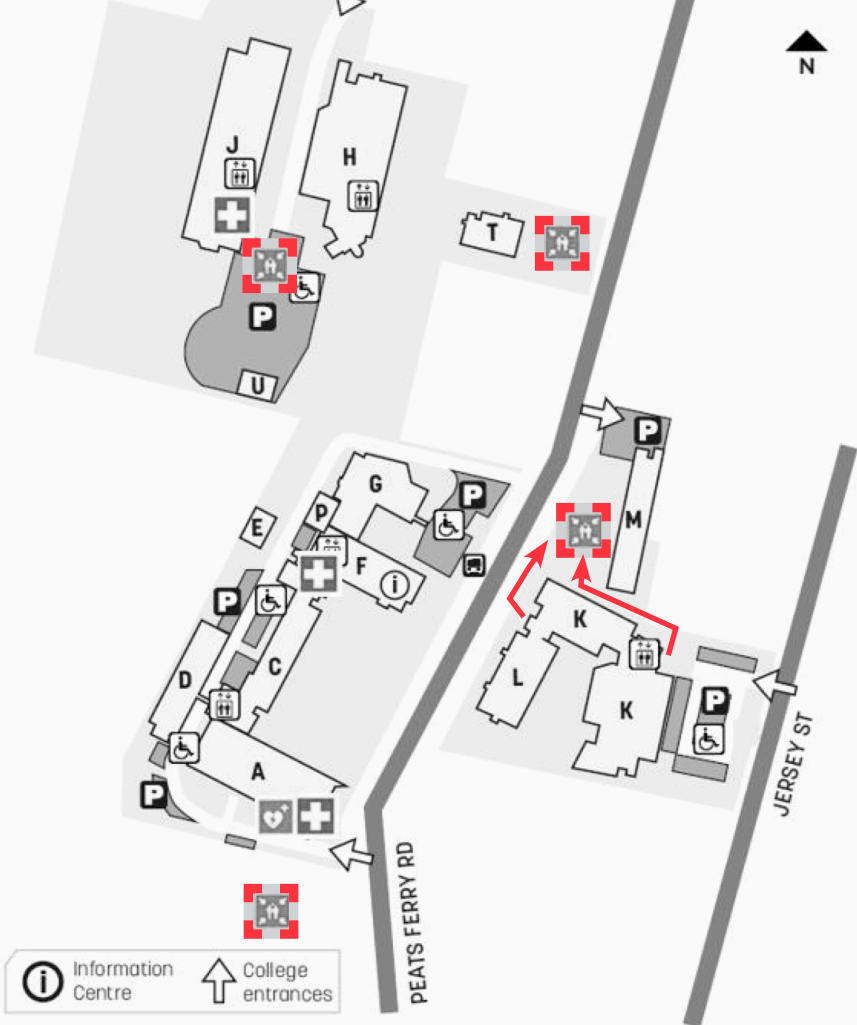
EMERGENCY SITE MAP

HORNSBY CAMPUS



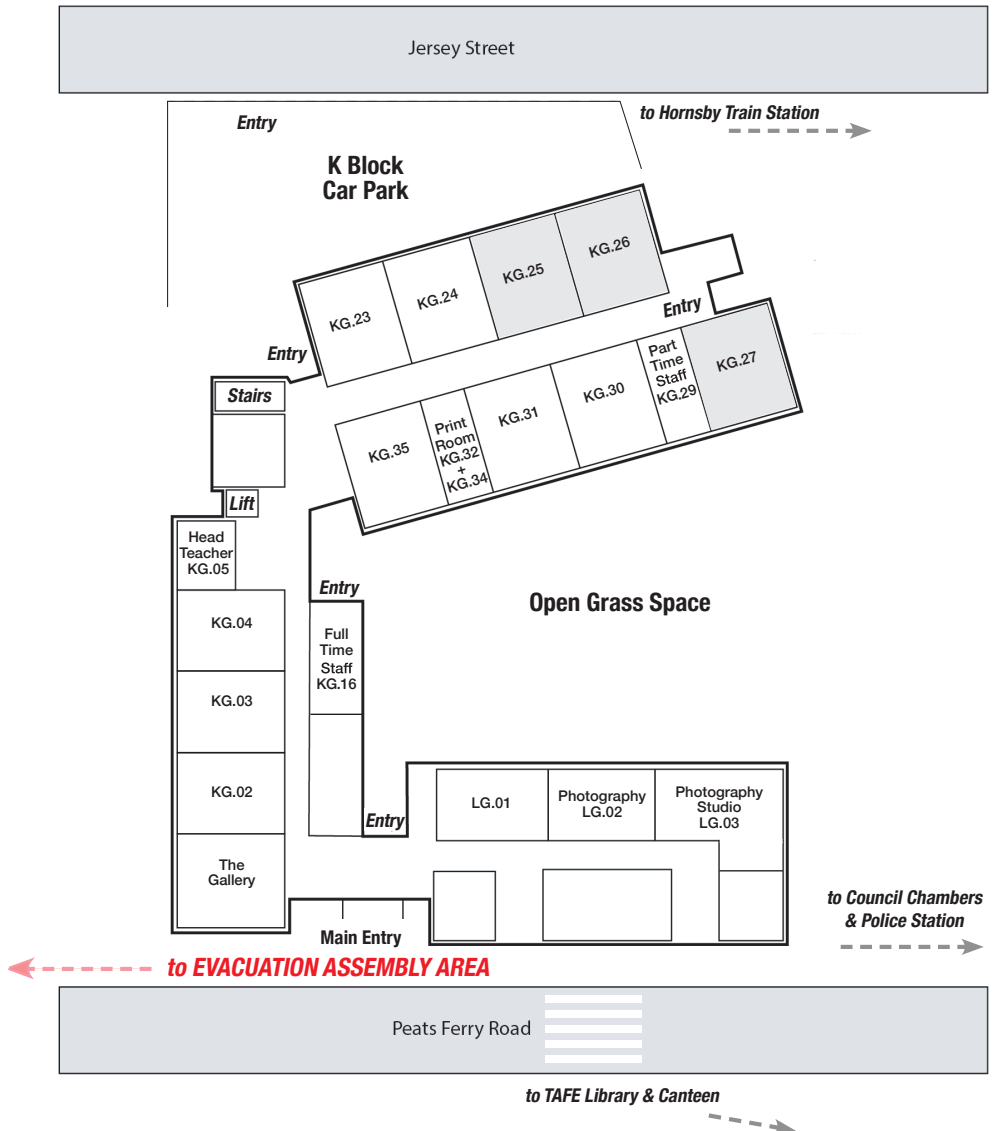
TAFE

HORNSBY CAMPUS



Information Centre
 College entrances

Key	
	Evacuation Assembly Areas
	Defibrillator
	Primary First Aid Kits: A Block Security & FG.11/JG.15



QR ACCESS TO designnorthcommunity.com

The Design North Community website is used by students, staff and the wider design community in Northern Sydney. This is a useful resource for students as you will find your timetable and Moodle links easily accessible on this site.

The site showcases work by past and present students as well as links to career paths in design.



QR ACCESS TO tafedesign.com

The TAFE design website provides access to the digital showcases produced by our graduating Graphic Design Diploma students. Each student presents their digital work to a panel of industry experts for feedback at the end of the Diploma via the tafedesign.com website.

Explore previous showcases, each student has a profile page which links to their individual graphic design websites. Many of these students are now working in Industry, so this is a great way to explore the range of design work you will produce during your design studies at Hornsby TAFE.

