

Welcome

Welcome to Animation College! We trust that you will enjoy your time with us and we look forward to supporting your learning and assisting you to achieve your educational goals.

Animation College New Zealand Limited is a private training establishment registered by NZQA under the provisions of the Education Act 1989. It is the responsibility of Animation College to provide a learning environment for students and a work environment for staff which is physically safe, free from harassment and conducive to the achievement of good learning outcomes.

Do spend some time reading through this document and the related Policies and Procedures folder on your Moodle homepage. They contain information that is essential for current students. In the event that you have questions or need any help, please do not hesitate to contact any of our staff.

We wish you all the best in your studies.

General Student Information – Auckland Campus

Building Hours

Levels 10 and 11, 385 Queen Street, are open from 7.30am – 6.00pm Monday-Friday. Outside of these hours, there is no public access and student access to the building must be overseen by a member of Animation College staff.

Common Room and Breaks

There is an open common room on Level 10 for our students to relax, eat and enjoy their break times. Water coolers, vending machines and a kitchenette can be found nearby. Students are asked to keep this area tidy and to clean up after themselves out of respect for their fellow students.

Food and drink are not allowed in the computer labs/teaching spaces. Water may be permitted in a cup or bottle with a lid - please check with your tutor where it can be stored to ensure it is kept well away from computers and other IT resources.

Toilets

Toilets are located in the stairwell on Level 10 and near reception on 11. There is a unisex accessible toilet on Level 10 (down the corridor to the left past Room 01). Toilets must be kept clean and tidy. Please put your rubbish in the bins provided. Should supplies in the bathroom be depleted, let the Receptionist, your tutor or any staff member know and they will alert the correct person.

Student ID Cards

Fully enrolled students (having completed their enrolment form, Public Trust Fees Agreement and paid fees or completed their StudyLink Student Loan application) are entitled to a photo student ID card for the duration of their enrolment. Student ID cards will be organised in the first two weeks of your studies and, once issued, should be worn at all times.

Visitors

Visitors, including parents, prospective students, friends, and visitors from industry are required to check in and sign the Visitors' Register at reception on Level 11. This is a health and safety requirement. Visitors who have not checked in may be asked to leave the premises. Students who have visitors are required to report those visitors to reception PRIOR to permitting those visitors on campus. Visitors are not allowed to enter classes unless specifically authorized.

External Commitments

Students are expected to ensure that outside commitments (including employment) do not affect their attendance and the completion of assessments. However, if employment and other commitments are impacting your studies, please speak with your tutor or the Programme Leader as soon as any possible to talk through options.

Health and Safety – Auckland Campus

While Animation College takes all reasonable precautions, it is also the responsibility of each individual student to take all precautionary measures when working around the College and handling potentially dangerous materials and equipment.

First Aid

A First Aid station can be found at Reception on Level 11 and there are first aid supplies located in some classrooms on Level 10. Please notify a staff member immediately if you or a fellow student needs access to first aid. We have staff members trained in basic first aid and they will know best how to handle any issues.

In the event of a serious medical emergency, please contact 111 immediately and ask for an ambulance. Please also notify an Animation College staff member.

Hazards and Accidents

Our Health and Safety team carries out health and safety and hazard identification checks. The team convenes once a term to review the premises for hazards and make recommendations for improvement.

Let your tutor, Programme Leader or Reception know if an accident occurs or if you have identified a potential hazard or risk. An investigation will be conducted and actions will be reported. Hazards may include, but are not limited to: water leaks; electrical faults; loose carpets; broken furniture; and obstacles.

Self-Management

Of key concern with all computer and desk-based study and employment is eye strain, neck and back problems.

Ensure that you regularly take micro-breaks and stretch to keep blood circulation active. Try to change your position when working at a computer. Stand up when you can and take a drink or get your work checked by your tutor. Regularly look up from your work, look at an object in the distance, and then back at your work. Repeat this many times to exercise the muscles in your eyes.

Please remember that the effects of overuse or poor posture can be the result of excess time on computers at home or work, not just during the teaching day.

Acting Responsibly

Animation College takes the safety of its staff and students very seriously. Students are to take responsibility for their own safety and the safety of others by acting responsibly at all times. Failure to do so could result in disciplinary action and possible academic exclusion. Please read the **Behavioural Expectations and Disciplinary Procedures** document which can be found in the Policy and Procedures folder on your Moodle homepage.

Animation College will not take responsibility for injuries incurred during recreational activities off site.

Fire Evacuation Procedures

The entire building at 385 Queen Street undergoes fire evacuation drills biannually.

If you hear the evacuation alarm, or if a Fire Warden instructs you to leave the premises - even though you cannot hear a fire alarm - you must stop whatever you are doing and leave the building immediately by the nearest exit and assemble at the assigned Rally Point.

The exits on both Level 10 and Level 11 are the stairs located on either side of the toilets, indicated by the green emergency signs.

Use the nearest fire-exit door. Follow the stairs down to the 4th floor and exit there. This will take you to the main entrance. Once leaving the main entrance turn left and walk down Queen Street to the Rally Point as quickly as possible. Obey the Fire Wardens. Use the stairs.

DO NOT use the lifts.

Do NOT carry any drinks.

Do NOT use the toilets.

Do NOT lock any doors.

Do NOT go back for anything.

Assigned Rally Point

There is a rally point assigned for our students in front of Myers Park on Queen Street. When exiting the building, please move as quickly as you can to the Rally Point where your tutors will mark attendance. Move away from the main entrance to the building at 385 Queen Street as quickly as possible. This will allow other people to exit safely and to keep the entrance clear for the Emergency Services. Wait at the Rally Point until a Fire Warden instructs you otherwise or confirms that it is safe to re-enter the building.