

Actors Centre

A U S T R A L I A

Welcome to
Actors Centre
Australia

Where your calling and craft ignite

**STUDENT HANDBOOK
ACCESSIBLE ACTING
PROGRAM 2024**

ACCESSIBLE ACTING PROGRAM



PERSONAL OUTCOME

This 20-week program has been co-designed with leading industry tutors and actors, including those with disability.

As a participant you will have the ability and avenue to share your own stories that represent your life. We believe that through this program you can act to educate and encourage understanding from the wider public while also changing industry perceptions and show the true power of authentic representation.

Actors Centre

AUSTRALIA

OUTCOMES

Through the program you will gain the following

- Improved fundamental acting skills
- Building a foundation and pathway for further study
- Increasing employment opportunities and career prospects in the entertainment industry
- Increase your self-confidence
- Build and develop friendships and connections to like-minded individuals
- Build your communication and listening skills
- Improved social and community participation
- Memorisation, comprehension, and literacy skills
- Independence and problem-solving skills

Whilst this program is designed to provide you with the skills ACA cannot guarantee employment outcomes.

Your final performance

As part of your participation in the program you will work with your fellow actors and acting tutors to create a filmed self-tape for your showreel and participate in an end of program live performance.

The final live performance will be at the conclusion of the 20-week program.

A message from...

Troy Harrison

Head of Accessible Acting Program

"When asked to run a one-off acting workshop for a group of students from Bus Stop Films, I jumped at the opportunity. By the end of the two hours, it was very clear that the workshop should only be the beginning.

Bus Stop Films runs an incredible program, teaching people living with a disability what goes on behind the camera. Partnering and collaborating with them to create a program that teaches what goes on in front of the camera or on a stage was a natural fit.

The Accessible Acting Program was designed in consultation with three students from Bus Stop: Gerard O'Dwyer, Audrey O'Connor, and Chris Bunton. They shared their lived experiences and expressed what they would want from an acting program.

The AAP is an exceptional program, and the results extend far beyond the creative journey the students go on. The growth and confidence of each participant, both in the rehearsal room and in their everyday lives, are inspiring to witness.

The ongoing partnership with Bus Stop Films and ACA, as well as the drive to grow and expand the Accessible Acting Program in the future, is truly exciting. I am proud and honoured to head the program."

Tracey Corbin-Matchett

CEO, Bus Stop Films

Bus Stop Films was thrilled to partner with Actors Centre Australia on the development of the Accessible Acting Program. Creativity is a powerful medium to improve confidence, independence, literacy and social skills. All aspects that we have seen fruit in the lives of people living with disability through our Accessible Filmmaking Program and delighted to extend our expertise in this approach through Australia's leading acting school. We cannot wait to see the participants of the Accessible Acting Program learning their craft with the brilliant team and within the supportive environment offered by ACA.

The Accessible Acting Program was piloted with assistance of an Information, Linkages and Capacity Building - Social and Community Participation grant from the federal government's Department of Human Services.

Acknowledgement of First Peoples

Actors Centre Australia acknowledges the traditional custodians of the country throughout Australia, their diversity, histories and knowledge, and their continuing connections to land and community. As Australians all, we respect our nation's First Peoples, their cultures, and Elders of past, present, and emerging generations. In our activities Actors Centre Australia continuously strives to ensure we are inclusive of Aboriginal and Torres Strait Islander people and their aspirations.

Message from Our Patron:

"I walked into the Actors Centre and my life changed forever. From the very beginning I was in love with all the classes. Acting was a passion of mine but still at the time it was something I saw more as a hobby. I was not at the point where I had the guts to say to the world, "I want to be an actor".

Actors Centre Australia was where the fire for learning the craft was lit, a fire that is still burning within me today. I felt I had finally found my tribe.

Dean, from just one of your many students, THANK YOU!"

- **Hugh Jackman**

Messages from Some of Our Ambassadors:

"I love my job, the people I do it with and the industry that supports it. I feel so lucky to be an actor. Actors Centre Australia was my training ground. I knew so little of what was required before I got there and I left with a more open mind, a better work ethic, a larger imagination, more empathy and all the other tools I have needed so far. I'm proud to have put the work in there to emerge an employable, working graduate."

- **Harriet Dyer**

"My time at ACA was a huge experience for me. It laid a strong foundation for my future learning (the learning never ends) and the way I conduct myself professionally, whether I'm working here or overseas. Culture is everything, and I carry it with me wherever I go. My experiences at The Actors Centre helped me set a very strong personal culture as an actor. Over three decades of service to the arts demonstrates Actors Centre's longevity."

- **Patrick Brammall**



THE ENROLMENT PROCESS.



Thank you for your interest in enrolment for Actors Centre Australia's Accessible Acting Program.

WHAT HAPPENS NEXT?

- 1. All new students complete a phone conversation with our Support and Engagement Manager or senior support worker.*
- 2. Spots are finalised and students are advised of their Tutors location, and timing of their class. Remember your enrolment is for the full 20-week program.*
- 3. Your orientation day will be confirmed in your welcome pack which will be emailed to you.*

PROGRAM FEES

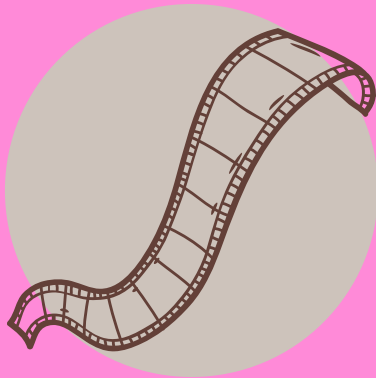
*For 2024 the 20-week program fees are **\$5,500(inc GST)** for the full course.*

- *Students who enroll and accepted into the program are enrolled for the full 20-week program and are liable for the fees.*
- *Actors Centre Australia is not an NDIS provider however we allow students to pay for the program using their NDIS.*
- *Invoices are provided at five-week intervals requiring payment to continue the course. Please note that any invoices that are not paid by the due date will incur a 2% fee per day until the invoice is paid.*
- *All invoices will need to be paid in order for participants to participate and attend the final performance.*

Actors Centre Australia (ACA) also delivers additional offerings such as theatre shows, screenings, masterclasses, Q&A's to enhance student experience and connect to industry. While some of these events are free of charge any paid events are not included in the program fees.



Your program fees cover the following:



01 20-WEEK ACTING PROGRAM

Delivered by industry professionals with real industry connections + Guest Experts directing performance and self-tapes



02 THURSDAY NIGHTS

1 x 3-hour class per week from 6:30pm-9:30pm



03 SUPPORT

2 x Support Workers in the classroom + Administration of your enrolment and program



04 PERFORMANCES

Final theatre production of scene work performed for industry agents + Self-tape provided to be used for industry agent opportunities

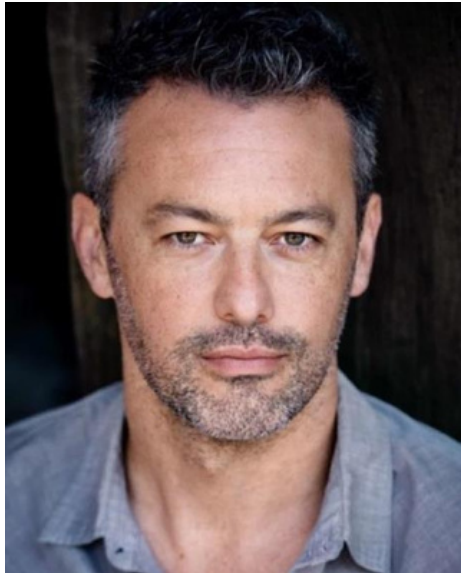
COURSE OVERVIEW

| WEEK | OVERVIEW |
|-------|---|
| 1-5 | ACTING TECHNIQUE |
| 6-12 | ON CAMERA & SELF TAPES |
| BREAK | 2 WEEKS |
| 13-20 | THEATRE SCENE REHEARSAL PERFORMANCE SHOWCASE |

| WEEK | ACTIVITY | LEARNING OUTCOME |
|-------|------------------------------------|--|
| 1-3 | Acting exercises and theatre games | Exercises and theatre games are used to explore and begin working on the fundamentals of acting. Connection, Listening, improvisation, focus, commitment, voice, and physicality |
| 4-5 | A/B scene | A/B scenes or generic scenes begin the process of learning the importance of information in a scene. It puts the focus not on 'what' is being said but 'why' it is being said. |
| 6-10 | Acting on camera | Students will explore how to bring a performance "down", so it is appropriate for film while still being full of life and energy. |
| 11-12 | Film self-tapes | Each student will film a one-two minute self-tape scene. |
| | 2 week break | |
| 13-20 | Theatre scene rehearsal | Students will rehearse two hand theatre scenes, preparing for the week 25 live performance. |
| 20 | Live performance showcase | The live performance will consist of each student performing their live theatre scene as well as a screening of their self-tape. |

Meet your tutor

Troy Harrison



Inclusive Program Creator & Head of Acting of International Programs

With over 20 years' experience in the entertainment industry Troy has careers panning both stage and screen. On screen Troy has appeared in Rake (ABC), Bite Club (Nine), Pulse (ABC), The Secret She Keeps (Ten), Cops LAC (Nine), East West 101 (SBS), The Quarantine Hauntings (Morning Star Productions) and Baz Luhrmann's Moulin Rouge.

On stage Troy has worked on the productions The Walworth Farce (Workhorse Theatre Company), Savages (Darlinghurst Theatre Company), The Motherf**ker with the Hat (Workhorse Theatre Company/Darlinghurst Theatre Company), Savage in Limbo (WTC), That Pretty Pretty; or, The Rape Play (WTC), Ben Hur The Arena Spectacular as well as touring Australia, New Zealand and parts of Asia with musical theatre productions The Boy From Oz, Saturday Night Fever, Pricilla Queen of the Desert and Monty Python's Spamalot. Troy also toured Australia and New Zealand with Australian icon Barry Humphries in his show Dame Edna Back with a Vengeance.

Troy is the co-creator and Artistic Director of award-winning independent theatre company Workhorse Theatre Company.

Your point of contact

Email

General Inquiries: info@actorscentreaustralia.com.au

Student Support Executive: Zuzana Zichova: zuzanaz@actorscentreaustralia.com.au

Front Office and Event Coordinator: Tyler Duncan: tylerd@actorscentreaustralia.com.au

Telephone

(02) 9310 4077

Actors Centre Australia is a trading name of
ACA Sydney Pty Limited ABN 13 601 586 467

Address

Actors Centre Australia
The Forum Performance Precinct Piazza Level, Italian Forum
30A/23 Norton Street, Leichhardt NSW 2040

Mail

PO Box 361, Leichhardt NSW 2040

Preparing for your first day

We want to make sure you are all set and ready to go for your first day;

rd,

Please complete and return your photography and filming consent

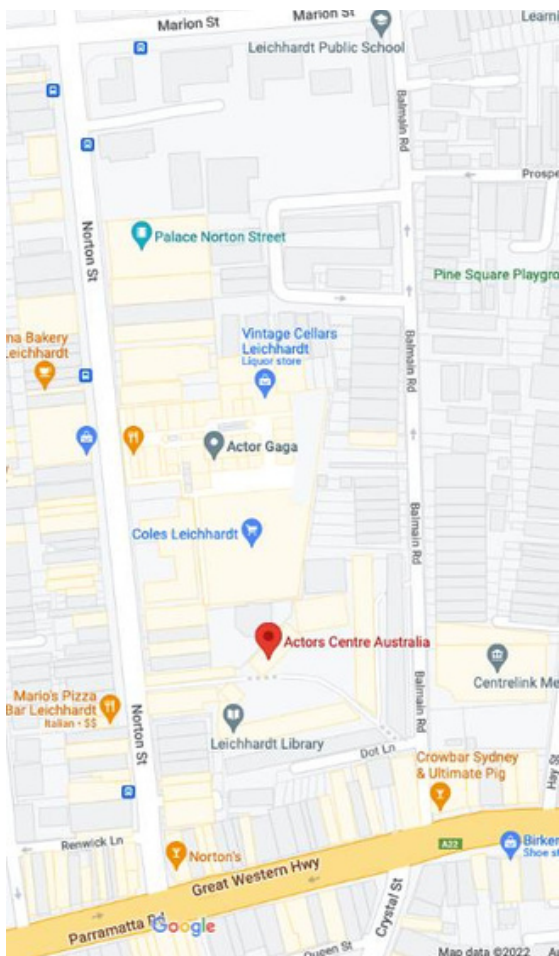
Form can be sent to info@actorscentreaustralia.com.au

Things you'll need for your course

- Pen or pencil
- notebook
- Water bottle
- Closed toes shoes
- Comfortable clothes
- Snack
- Proof of vaccine

Our Location

The Forum Performance Precinct: Italian Forum, Piazza Level 30A/23 Norton Street Leichhardt NSW 2040



Travel

Parking

The secure car park is in the Italian Forum Precinct with access from Norton Street and Balmain Road. Parking costs \$7 per hour and is open 24 hours, seven days a week. A validation parking card of 2-hour free parking is available to collect at the Box Office. Access to our venue is via the lifts from the car park to the ground floor (Piazza level).

There are both bicycle and motorbike parking sections on level B1 of the Italian Forum parking station. Further paid parking is available underground at the neighboring Norton Plaza.

Many of the nearby streets have metered and/or restricted parking times, so it is important when using any local streets for parking that you read and obey the parking signs.

Accessibility

We will be located on the ground floor – there is a ramp down to the main entrance from Norton Street. Pedestrian access to our front doors is from Norton Street and Balmain Rd.

There is also lift access. easy drop-off and pick-up points for school buses on Balmain Rd and site loading dock next to the secure parking entrance on Balmain Road.

Public Transport

The Italian Forum and its Performance Precinct are very accessible by public transport. Several major bus routes are accessible within walks of under five minutes. Petersham railway station is a walk of 10 to 15 minutes. Visit Transport NSW for timetable information: <https://transportnsw.info/#landingPoint>

Cancellations and Withdrawals

ACA is a fee for service offering and our Terms and Conditions reflect withdrawals or cancellations fees that are applicable. You can find our terms and conditions below.

Please be aware that students who are enrolled with Actors Centre Australia Accessible Acting Program are enrolled for the full 20-week program and after the first lesson of Term 1 are liable for the full program fees. Students are required to pay for the full term. Being absent from the term doesn't negate the fees.

We ask that should you not be able to attend a class, or you change your mind that Actors Centre Australia be notified. Each class builds upon the last and so if you miss too many classes it will be hard to catch up, it also makes it difficult for scene partners and the rest of the class when rehearsing scenes, so too many missed classes may result in being excluded from the end of program performance.

Commitment levels need to be high, and we like to see a student's commitment reflected in high attendance levels.

Please make sure you are familiar with our terms and conditions and understand the withdrawal period. If you have any questions that you raise them with our ACA Admin team:
info@actorscentreaustralia.com.au

Fees

The full fee of the course is \$5200 + a \$300 non-refundable admin fee. The course fee can be paid in full up front or for those paying via NDIS we provide invoices in four installments, every five weeks, as per the below.

| | |
|-------------------------------|---|
| \$300 | Prior to commencement of course |
| \$1300 | Week 5 of the course |
| \$1300 | Week 10 of the course |
| \$1300 | Week 15 of the course |
| \$1300 | Week 20 of the course and prior to final performance |
| TOTAL \$5500 (Inc GST) | |

Please note that any invoices that are not paid by the due date will incur a 2% fee per day until the invoice is paid.

All invoices will need to be paid in order for participants to participate and attend the final performance.

COVID-19 Guidelines

Vaccination

Do I need to be fully vaccinated?

Yes, all workers, students and visitors entering Actors Centre Australia workplace (Classroom or Film Set) will also be expected to be fully vaccinated against COVID-19 unless medically exempt.

Proof of vaccination or medical exemption is required to be provided by all engaged.

Where do I send my proof of vaccination or medical exemption?

For all students, employees and crew please send proof of vaccination or medical exemptions to info@actorscentreaustralia.com.au

When do I need to submit my evidence of vaccination or medical exemption?

Prior to commencement of the program at Actors Centre Australia, proof of vaccination or medical exemption will need to be provided

Terms and conditions

These terms and conditions and any policies of Actors Centre Australia Ltd (ABN 13 601 586 467) (ACA Sydney Ptd Ltd) referred to in them (Terms and Conditions) apply to Programs you enroll in and participate in with Actors Centre Australia.

By applying to register for a Program, you agree with Actors Centre Australia to be bound by the Terms and Conditions. Capitalized terms used are defined at the end of these Terms and Conditions. Actors Centre Australia may change these Terms and Conditions from time to time. If you register for a new Program or continue to participate in an ongoing Program after a change to these Terms and Conditions, you will be deemed to have agreed to the change.

1. REGISTRATION

1.1 Acceptance as a student

Actors Centre Australia will review your application and may accept or decline your application to register for a Program depending on whether the application meets Actors Centre Australia and Bus Stop Film's eligibility criteria, and subject to a representative of Actors Centre Australia meeting with you (unless this is not practicable). Actors Centre Australia and Bus Stop Films agrees that it will only decline your application acting reasonably.

Your acceptance into a Program is contingent upon you providing a fully completed admission form, as prescribed by Actors Centre Australia, including signing the Photography and Filming Consent form, consenting to the Privacy Policy, and agreeing to comply with Student Guidelines in it.

1.2 Provision of Programs

Subject to these Terms and Conditions, Actors Centre Australia agrees to provide you with the Programs for which your application for registration has been accepted and for which registration fees have been paid.

1.3 Declaration

Upon applying for a Program, you:

- (a) declare that the information provided in the application form is true and complete in every detail.
- (b) understand that giving false or incomplete information may lead to the refusal of their application or removal from the Program.
- (c) authorize Actors Centre Australia to retain your photo image for identification purposes;

(d) understand that information collected during your registration and Program attendance may be stored on a server controlled by a third party whether in Australia or elsewhere; and

(e) accept liability for payment of all fees as explained on our website or other media from time to time and understand that unless a scholarship is awarded to you, Program registration fees will be payable for your participation in the Program.

Fees

1.4 Payment of fees

(a) You must pay, or arrange for payment of, all applicable Program registration fees by the due date indicated on any invoice provided to you by Actors Centre Australia.

Actors Centre Australia accepts payments through the National Disability Insurance Scheme.

(b) A non-refundable enrollment administration fee of \$300 is payable upon the enrolment of a student to the Program. This fee is used towards the total cost of course.

(c) If Actors Centre Australia does not receive the Program registration fees by the due date, Actors Centre Australia may remove you from any Programs in which you are registered.

(d) For the avoidance of doubt, and subject to clause 6, you agree that you will be liable for all applicable Program registration fees regardless of the number of classes that you attend during the Program.

2. Student behavior

(a) You agree that, as a student of Actors Centre Australia, you must:

(i) treat the equipment and space provided to you by Actors Centre Australia with care;

(ii) comply with reasonable instructions given to you by Actors Centre Australia instructors; and

(iii) comply with any Actors Centre Australia policies as notified to you from time to time, including the Student Guidelines signed by you as part of the prescribed admission forms.

(b) Notwithstanding any other clause in these Terms and Conditions, no refund or Transfer Credit will be provided in any circumstances if you have breached these Terms and Conditions or have participated in serious misconduct.

3. Intellectual Property

3.1 Intellectual property in existing materials

(a) You agree that any intellectual property rights subsisting in training materials or other materials

provided to you in connection with any Program (Materials) remain owned by Actors Centre Australia or its licensors. Actors Centre Australia does not assign or transfer any intellectual property rights in the Materials to you.

(b) Subject to clause (c) below, you may use the Materials for the purpose of the subject matter of the relevant Program, or for your personal, non-commercial use.

(c) You must not sell, assign, sublicense, copy, share, disclose, distribute, lease, or grant or transfer any interest in the Materials to another person without the prior written consent of Actors Centre Australia.

3.2 Intellectual property in new material

(a) All right, title and interest (including intellectual property rights) in any new material created in connection with the final film produced as part of a Program (Film Material) created by you, whether solely or jointly with others or Actors Centre Australia, will automatically vest in Actors Centre Australia and by this agreement, you assign all right, title and interest (including intellectual property rights) that you may have in such Film Material to Actors Centre Australia so that they vest absolutely and immediately on creation in Actors Centre Australia.

(b) Actors Centre Australia agrees to grant you a non-exclusive, perpetual, transferable, sub-licensable and royalty-free license to use the Film Material for the purpose of the Program and any personal, non-commercial use.

(c) All right, title, and interest (including intellectual property rights) in any new material that is not Film Material created in connection with a Program by you (Other Material) will automatically vest in you.

(d) You grant Actors Centre Australia a non-exclusive, perpetual, transferable, sub-licensable and royalty-free license to use the Other Material for any of its functions and activities, including marketing activities.

(e) For the avoidance of doubt, Film Material does not include classroom projects that do not contain components required to produce the final film.

4. Refunds, Transfers and substitutions

4.1 Refunds

(a) Refunds, where applicable, will be made only to the person who made the original payment.

(b) All refund requests will be responded to in writing within a reasonable time, and approved refunds will be paid within 28 days of written notification to you of their approval.

(c) If you are paying via the National Disability Insurance Scheme, Actors Centre Australia will deduct

any "refunds" or credits granted under this clause 6 from its invoice for the applicable Program registration fees.

4.2 Cancellation or change by Actors Centre Australia

(a) Actors Centre Australia may cancel any Program at any time for any reason. In the event of the cancellation of a Program in which you are enrolled, Actors Centre Australia will provide you with either a credit in the amount of fees paid for the Program that can be applied towards another Program (a Transfer Credit), or a full refund at your election.

(b) Actors Centre Australia may change any Program for any reason including changes to the dates, curricula, tutors, or programs. Actors Centre Australia will use reasonable endeavors to notify you of any change prior to the scheduled time. If a change to a Program in which you are enrolled:

(i) prevents you from attending the Program; or

(ii) means that the Program no longer meets your needs,

then Actors Centre Australia will provide you with a Transfer Credit or a refund, at your election, in an amount that represents that portion of the Program not yet undertaken and provided you notify Actors Centre Australia in writing within 5 Business Days of being advised of the change.

(c) Actors Centre Australia may remove you from any Program in which you are enrolled if, in Actors Centre Australia's reasonable opinion, it is reasonably necessary to do so to ensure the enjoyment, health or safety of others, including if you fail to comply with clause 4 above. If you are removed from the Program pursuant to this clause (c) you will not be entitled to any refund or credit.

4.3 Changes or cancellation by you

(a)(Cancellation) If you wish to cancel your Program registration and receive a refund, you must notify Actors Centre Australia in writing. A full refund of the applicable Program registration fees (minus the \$300 admin fee) will be payable to you if the notification is received by Actors Centre Australia no more than one (7) days after the commencement date of the Program.

Otherwise, Actors Centre Australia is not required to provide a refund or credit for cancellation requests. Actors Centre Australia, in its sole discretion, may agree to a refund at any time where there are compelling, compassionate, or exceptional circumstances and Actors Centre Australia reserves the right to require evidence substantiating such circumstances to Actors Centre Australia's reasonable satisfaction.

(b) (Substitution) You may request that another person attend a Program for which you are registered instead of you. You must notify Actors Centre Australia of the substitution at least one Business Day prior to the commencement of the relevant Program, and the new participant must provide all registration details for that Program by that same date.

(d) (No-shows) If you have not canceled or substituted your registration for a Program in accordance

with the time frames set out above and you do not attend one or more classes, Actors Centre Australia will not be required to provide a refund and any fees that you have paid, or owe, in respect of that Program will be forfeited.

4.4 Transfer Credits

Transfer Credits expire on, and may not be used after, the earlier of:

- (a) 12 months from the commencement date of the Program in respect of which the Transfer Credit was issued; or
- (b) use of the Transfer Credit to register for a Program that is not canceled or postponed, unless otherwise extended in writing by Actors Centre Australia in its sole discretion.

5. PRIVACY

We undertake to comply with our Privacy Policy (which is set out at <https://www.actorscentreaustralia.com.au/privacy-policy/> in our collection, use, storage and disclosure of personal information.

6. Your rights

- (a) Under Australia's consumer protection laws, you have the benefit of certain protections. Agreement to these Terms and Conditions does not remove your right to act under those laws, or your right to pursue other legal remedies under Australian law.
- (b) You will be advised of any changes to these Terms and Conditions that may result from government legislation, at the time of application.

7. Other

7.1 Disclaimer

To the extent permitted by law, Actors Centre Australia is not liable to you for any loss, damage, injury, or any incidental, indirect, special, consequential, or economic loss or damage (including loss of opportunity, exemplary or punitive damages) whether to person or property and whether arising from default, negligence, misconduct or otherwise by Actors Centre Australia, its employees, agents or contractors in connection with any Program.

7.2 Indemnity

You agree to indemnify Actors Centre Australia against liability for, or in respect of, any claims, demands, actions, costs, expenses, losses, and damages arising out of or in connection with or because of any of your acts or omissions in connection with any Program that breach these terms and conditions.

7.3 Notices

(a) Actors Centre Australia may be contacted as follows:

Address: 30a/ 23 Norton Street, Leichhardt, NSW, 2040

Email Address: info@actorscentreaustralia.com.au

Attention: Operations Manager

(b) You agree to notify Actors Centre Australia of any changes to your contact details provided upon registration as soon as practically possible.

(c) A notice, consent or other communication is regarded as given and received:

(i) if it is delivered, when it has been left at the addressee's address.

(ii) if it is sent by mail, three Business Days after it is posted.

(iii) if it is sent by fax, when the addressee receives it in full and in legible form; and

(A) if it is sent in electronic form when the addressee's email system logs the email message as having been received if it is transmitted by 5.00 pm (Sydney time) on a Business Day – on that Business Day; or

(B) if it is transmitted after 5.00 pm (Sydney time) on the Business Day, or on a day that is not a Business Day – on the next Business Day.

7.4 Governing Law

(a) The Programs are provided in Australia

(b) These Terms and Conditions are governed by the laws in force in Australia and you submit to the exclusive jurisdiction of the courts of Australia.

8. INTERPRETATION

8.1 Definitions

The following definitions apply in this document.

Business Day means a day (other than a Saturday, Sunday or public holiday in the area where the Program is provided).

Program means a Program provided by Actors Centre Australia.

Film Material has the meaning given to it in clause 3.2

Materials has the meaning given to it in clause 3.1

Other Material has the meaning given to it in clause 3.2

Transfer Credit has the meaning given to it in clause 2.2

