

Big Fish School of Digital Filmmaking

Student admission policy

Big Fish School of Digital Filmmaking's recruitment policy is dictated by its stated objectives as follows:

- To train young people to be socially relevant filmmakers and to use media to affect change.
- To devise and implement cutting edge training interventions to address skills shortages and to facilitate transformation by giving talented young people training opportunities and employment in the film and TV industry.
- Primary focus is on new entrants to the industry.

Procedure

While the pursuit of one objective should not be held above the other, Big Fish makes a commitment to, as far as possible, recruiting learners within the following Broad Based Black Economic Empowerment and Employment Equity parameters, referring to the composition of the final class to be taught:

85% Black – of African, Indian or Colored origin (at least 60% African)

55% Female

2% Disabled

Application processes are designed to

1. Exhibit the competencies required for entry into the programme (these may be further tested if not revealed in the application).
2. Reveal a passion for film and television.
3. Collect additional information about the applicant that could demonstrate their suitability for the programme.

In cases where the applicant does not fulfill the application criteria, he/she shall be counseled about other programmes that may be suitable, both within and external to Big Fish. He/she shall be allowed to submit to later programmes.

Any applicant who has previously been admitted to a Big Fish programme and failed to complete it due to lack of attendance or attrition may not apply for any further training programmes at Big Fish. As the majority of our programmes are funded and free to students, we take the view that wasting such a chance is inexcusable.

Selection for any programme follows the steps outlined below:

1. Following a “call for entries”, advertised in industry-relevant publications and on websites, interested parties are asked to complete a detailed application form. As Big Fish frequently receives in excess of 500 applications for a course that only holds 20 places, any incomplete submissions or incorrectly submitted applications will not be considered. Along with their application form, the following documentation must be supplied:
 - a) Brief CV
 - b) Certified copy of ID document
 - c) Certified copy of driver’s licence if they have one
 - d) Certified copy of matric certificate
 - e) Proof of any other qualifications achieved
2. All applicants must have passed their grade 12, secondary school examinations.
3. A committee comprising the CEO of Big Fish, Head of Training (an industry professional), the Head of Finance for Big Fish and a representative from the relevant funder for the course advertised shortlists the applications and a three day interview schedule of 20 applicants per day is undertaken.
4. Following interviews, a selection of 20 students is made, based on their application form and their personal interview and perceived commitment to the course.
5. BBBEE status i.e. the composition of the class, shall be the final criterion considered in selection choices.

Admission

A learner may be accepted to a Big Fish programme after submitting within the guidelines, being selected for the programme, fulfilling the admission requirements and undergoing the admission procedures stipulated above for the particular programme.

Any forgery of documents or counterfeit certificates submitted to Big Fish by a learner will result in the expulsion of such a learner and possible prosecution under the law.

Learners are issued with fixed term contracts of employment for the duration of their course and as such are subject to the Basic Conditions of Employment Act.

Daily class attendance registers

Students are expected to attend on each scheduled day of their study period and attendance is closely monitored through the class or group mentor who marks the attendance register daily with relevant comments being made.

Learners must fulfill a daily attendance rate of 84% and a minimum average of 84% in their weekly assignments. This is assessed in regular assessments, peer assessments and group work.

Learners are not allowed to swear or use abusive language on the premises and this will result in disciplinary action.

Learners may not eat or disrupt lessons and visitors will not be allowed during class.

All disciplinary procedures and actions are instituted by and through the disciplinary committee which is made up of Big Fish management and two more staff members elected by management.

Tracking Learner Progress during delivery of the programme

Learner progress is tracked both during and after delivery of the programme. Our learners are member-based, form part of our alumni database and receive ongoing communication via the alumni facebook group as well as job advertisement mailings. We are able to track and monitor their progress, taking them through the enablement pathway from being aspiring filmmakers to competitive award-winning experts.