

SCHOOL WORKSHOP BOOKING FORM

This document includes the booking form for Whitehouse Institute of Design School Workshops along with the Memorandum of Understanding and Risk Assessment. Please ensure all applicable forms are filled and returned to the appropriate address (please see page 9.)

School Details

School Name: _____

School Address: _____

Teachers Name: _____

Email: _____

Phone: _____

Mobile: _____

Fax: _____

Account Payable Details (for invoicing)

Name: _____

Phone: _____

Email: _____

Workshop Details

DATE/S for Workshop (preferred):

☐ New South Wales **OR** ☐ Victoria **OR** ☐ Queensland (Tick relevant box)

☐ School Incursion **OR** ☐ School Excursion (Tick relevant box)

Type of Workshop (Please Select one)	Location of Workshop (Please select one)
<input type="checkbox"/> Fashion Illustration and Drawing	<input type="checkbox"/> At Whitehouse (Minimum 15 students) <input type="checkbox"/> 1 day Workshop: \$50 per student <input type="checkbox"/> 2 day workshop: \$85 per student <input type="checkbox"/> ½ day Workshop: \$30 per student
<input type="checkbox"/> Interior Illustration Techniques	
<input type="checkbox"/> Styling and Creative Direction	
<input type="checkbox"/> Textiles and Design for the HSC (1 day)	
<input type="checkbox"/> Textiles and Design for the VCE (1 day)	<input type="checkbox"/> Metropolitan Incursion (Minimum 20 students) 1 day <input type="checkbox"/> 1 day Workshop: \$50 per student <input type="checkbox"/> 2 day workshop: \$85 per student
<input type="checkbox"/> Textiles and Design for the QCE (1 day)	
<input type="checkbox"/> Tailored Program (Please see options on next page)	
	<input type="checkbox"/> Regional/country Incursion (Minimum 40 students) <input type="checkbox"/> 1 day Workshop: Price on application <input type="checkbox"/> 2 day Workshop: Price on application <input type="checkbox"/> 3 day workshop: Price on application
	<input type="checkbox"/> Online workshop (Minimum 15 students) <input type="checkbox"/> 1 day Workshop: \$40 per student

Student Details

Anticipated Number of students attending: _____ Year Group: _____

Start time: 9:30 am through to 3 pm with a half (1/2) hour break for lunch.

☐ Acknowledged (Please tick)

(For Incursions) Does the school have its own data projector/smart board? _____

Other

Please outline any special requirements of instructions:

Whitehouse School Workshops

School Workshops are practical beginner one or two day workshops designed for secondary school students that can be held at your school or at Whitehouse Sydney or Melbourne Campus. These workshops aim to introduce design concepts, and develop skills that will prepare students for further studies in design. School Workshops are suitable for students from Yr 5 through to Yr 12 who are studying design or the creative arts (*textiles, design and technology, visual arts, drama (costume)...*)

WORKSHOP OPTIONS OVERVIEW

Fashion Illustration and Drawing (1 day – 9.30am to 3pm)

- Drawing the human body as a fashion figure including proportion and stylised poses
- Rendering Fashion Illustrations with tonal and textural illustration techniques
- Overview of the design process and skills needed for a career in the design and fashion industries

Half day – you select from the above – (9.30am to Midday)

Fashion Illustration and Drawing (2 day – 9.30am to 3pm each day)

- Includes all content covered in 1 day Workshop
- Developing skills in analysing forecasted trends for fashion colours, fabrics and silhouettes and respond to a design brief
- Concept and idea development for sketching onto a three-body range
- Communicating design through coloured fashion illustration and production drawing

Interior Illustration Techniques (1 day – 9.30am to 3pm)

- Basic techniques for one-point perspective drawing and interior object drawing
- Appreciating colour theory and applying a colour palette to a drawing
- Discussion about skills required for a career in architecture, interior design and interior decoration

Half day – you select from the above – (9.30am to Midday)

Interior Illustration Techniques (2 day – 9.30am to 3pm each day)

- Includes all content covered in 1 day workshop
- Developing skills in pattern design and application to surfaces and objects
- Basic techniques for analytic and contour drawing for objects

Creative Direction and Styling (1 day – 9.30am to 3pm)

- Examine aspects of styling in industries such as fashion, interiors, food, events, film, advertising, visual merchandising and magazines
- Develop skills for styling garments with cultural influences and create a make-up/hair styling board for a catwalk look
- Overview of the styling industry, the role of a stylist and their relationship with the media

Half day – you select from the above – (9.30am to Midday)

Creative Direction and Styling (2 day – 9.30am to 3pm each day)

- Includes all content covered in 1 day Workshop
- Developing skills in analysing forecasted trends for styling in various industries
- Create a styled image or display

Textiles and Design for the HSC, VCE or QCE (1 day – 9.30am to 3pm)

- This in-depth Workshop will provide students with valuable instruction and feedback regarding the required skills to successfully complete their final year in High School design studies. This includes Portfolio guidelines, professional illustration, understanding criteria and external design consultation.

Tailored Program

We will work with you to tailor a School Workshop program that meets the specific design and/or illustration skills your students need. For developing a specialised School Workshop, or to book one of the below options please contact us

- Rendering Workshop
- Styling and flat-lay photo shoots
- Styling and paper dress construction
- Working from 2D to 3D (model making)
- Design thinking and Design Challenges
- Measurement and sizing workshop for fashion

Memorandum of Understanding - School Workshop

This MOU accompanies the attached booking form. No bookings can be accepted unless the MOU has been signed by both parties.

1. MOU Parties Details

Program Name	Whitehouse School Workshop
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This Agreement is made on		
Between	Whitehouse Institute Pty Ltd trading as Whitehouse Institute of Design, Australia ABN: 49 122 953 557 RTO Provider Code: 91319	as the training provider
And		as the partnering High School
This MOU is valid for the period of the specified Workshop/s only.		

This agreement provides the arrangements for the delivery of	<i>School Workshops - 1/2, 1, 2 and 3 day</i>
by the Whitehouse Institute to students from	(Name of the High School)

Contact Details

Whitehouse Institute of Design, Australia			
Position	Contact Details		
Workshop Contact - NSW	Phone:	(02) 92678799	
	Email:	reception@whitehouse-design.edu.au	
Workshop Contact – Victoria	Phone:	(03) 9600 3625	
	Email:	study@whitehouse-design.edu.au	
Workshop Contact – Queensland	Phone:	1300 551 433	
	Email:	study@whitehouse-design.edu.au	

High School			
Position	Name	Contact Details	
Principal		Phone:	
		Email:	
Head Teacher of Design		Phone:	
		Email:	
Participating Teacher/s		Phone:	
		Email:	

2. Whitehouse Institute of Design Roles and Responsibilities

It is agreed that as the training provider Whitehouse Institute of Design, Australia will fulfil the following roles and responsibilities	
▪	The Whitehouse Institute complies with the <i>Child Protection (Prohibited Employment) Act 1998</i> in relation to each person directly involved in delivering an outsourced program
▪	Advise the partner high school of any change in Workshop details that might affect the delivery of the Workshop as soon as practicable
▪	Provide the partnering high school in advance of the Workshop with the name/s of facilitators who are attending
▪	Provide a certificate of participation for each financial student in attendance on the day
▪	Provide one <i>non transferable</i> Young Designer Award (tuition only) for a 3-day Workshop voucher to one student per Workshop (this is not redeemable for cash)
▪	Provide public liability insurance cover for students to attend Workshops on our premises
▪	Supply the trainers art materials

3. High School Roles and Responsibilities

It is agreed that as the high school partner _____ (Name of the School) the following roles and responsibilities	Please check you have read
<ul style="list-style-type: none"> Nominate a person at the High School who will be a contact for the Whitehouse Institute 	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide a final number of participating students, and their full names, 15 working days prior to the scheduled workshop date. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Advise Whitehouse of any change in Workshop details that might affect the delivery of the Workshop as soon as practicable. Please note that: <ul style="list-style-type: none"> Any Workshop that is cancelled or rescheduled within 15 working days may incur a \$100 administrative fee fees are not refundable but are transferrable within 12 months 	<input type="checkbox"/>
<ul style="list-style-type: none"> At the time of booking advise the Workshop facilitator of any special needs students and the nature of what is required to adapt training for said students. 	<input type="checkbox"/>
<ul style="list-style-type: none"> At the time of booking advise the Workshop Coordinator of any religious or cultural restrictions that might affect delivery or the presentation of the Whitehouse trainer 	<input type="checkbox"/>
<ul style="list-style-type: none"> Will ensure that students bring the following: <ul style="list-style-type: none"> Lead pencils Glue stick Eraser Ruler Scissors Pencil Sharpener Coloured pencils A4 and A3 photocopy paper 	<input type="checkbox"/>
<ul style="list-style-type: none"> Advise Whitehouse availability for workshop Trainer(s): <ul style="list-style-type: none"> Parking on school ground Light refreshment (Morning tea/Lunch) 	<input type="checkbox"/> <input type="checkbox"/>

4. Risk Assessment

Sydney Campus / Melbourne Campus-- for a school excursion

	SYDNEY	MELBOURNE	BRISBANE
Venue name	Whitehouse Institute of Design, Australia	Whitehouse Institute of Design, Australia	Whitehouse Institute of Design, Australia
Location	2 Short Street, Surry Hills, NSW 2010	672 Bourke Street, Melbourne VIC 3000	Leckhampton House, 59 Shafston Avenue Kangaroo Point, Brisbane 4169
Phone number	02 9267 8799	03 9600 3625	1300 551 433
Web address	www.whitehouse-design.edu.au	www.whitehouse-design.edu.au	www.whitehouse-design.edu.au

Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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Activity / Program	School Workshop at Whitehouse - Sydney Campus - Melbourne Campus - Brisbane Campus
Staff accreditation competence <i>for this act</i>	Accreditation N/A Competence – Yes All staff have Current Working with Children Check
Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Polished Floors, Stairs, Elevator, Neighbourhood Risks.
Recommended age group/fitness level/ prerequisite skills	N/A – All Ages fitness levels, skills are welcome
Equipment Required	Please see High School Roles and Responsibilities
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i>	Yes

Please note that the information provided above was current as at February 2022. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will provide an update.

Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicate if any items are provided by the venue.</i>	Closed in shoes No high heels
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Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Fully supervised during session time (not break time) though it is expected that the partnering school's staff will remain with the students at all times
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Access	Are access to and egress from the premises safe and without risk to health?
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is the venue wheelchair accessible?
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are disabled toilets available?
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Emergencies	Are emergency procedures in place in the venue?
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are staff members trained to deal with emergency situations?
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

First Aid	Are first aid kits available for each activity?
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is there a trained first aid officer at the venue?
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is the first aid room available?
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Host School – to be completed for an incursion

Please note that the information provided is designed to assist both the Host School and Whitehouse in their risk management planning for incursions. If further information is required please contact Whitehouse, and if the information supplied changes, please notify Whitehouse.

Location/Address	
Phone number	
Insurance	Does the venue have public liability cover? Yes <input type="checkbox"/> No <input type="checkbox"/>

Activity/program	Whitehouse School Workshop
Recommended age group/fitness level/ prerequisite skills	All Ages, fitness levels, and skills
Staff accreditation competence for this activity	Design education Working with Children Background Check
Potential risks List hazards/risks related to each activity/program and the venue	Tools used may include sharpened pencils, scissors, cutting blades
Equipment <i>Includes any equipment, including personal protective equipment, to be provided for use during the activities/programs:</i>	Participants may use sharpened pencils, scissors, cutting blades and mats, glue, eraser, metal ruler, paint & paint brush Equipment supplied and used by Whitehouse Trainers include Laptop/iPad and Data Projector and document camera and is maintained in accordance with the OHS Regulation and appropriate standards.
Control Strategies Outline strategies for ensuring visitor safety for this potential risk	Whitehouse Trainers comply with all OH&S regulations, and exercise duty of care.
Other requirements Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicate if any items are provided by the venue.	
Supervision/services List services provided by venue staff including briefings, guided tours, supervision of activities etc	Whitehouse Kickstart Workshops must be fully supervised at all times by the regular Teacher.

Emergencies	Are emergency procedures in place in the venue? Yes <input type="checkbox"/> No <input type="checkbox"/> Are staff members trained to deal with emergency situations? Yes <input type="checkbox"/> No <input type="checkbox"/>
First Aid	Are first aid kits available for each activity? Yes <input type="checkbox"/> No <input type="checkbox"/> Is there a trained first aid officer at the venue/s the first aid room available? Yes <input type="checkbox"/> No <input type="checkbox"/>

5. Signatories to MOU

Whitehouse Institute of Design, Australia Representative		High School Representative	
Name		Name	
Position		Position	
Signature		Signature	
Dated		Dated	

Please return these forms signed to:

Workshop Co-ordinator – NSW

Post:
 Whitehouse Institute of Design, Australia
 2 Short street
 SURRY Hills
 NSW 2010

Email: study@whitehouse-design.edu.au

Workshop Co-ordinator – VIC

Post:
 Whitehouse Institute of Design, Australia
 762 Bourke Street
 Melbourne
 VIC 3000

Email: study@whitehouse-design.edu.au

Workshop Co-ordinator – QLD

Post:
 Whitehouse Institute of Design, Australia
 Leckhampton House
 59 Shafston Avenue
 Kangaroo Point
 QLD 4169

Email: study@whitehouse-design.edu.au