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Room 504, Building 10, Qianhai Shenzhen HongKong Youth
Innovation and Entrepreneur Hub, Shenzhen, Guangdong, China 51800

ARTDiCO Portfolio Centre Shenzhen

Staff Handbook for Teachers

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Little Red Book



WeChat Official Account

**Address: Room 504, Building 10, Qianhai Shenzhen HongKong Youth Innovation and
Entrepreneur Hub, Qianwan 1st Road, Nanshan, Shenzhen City, Guangdong, China**



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Welcome Message

Dear Staff,

Welcome to ARTDiCO Portfolio Centre Shenzhen. As a digital art portfolio centre dedicated to cultivating the next generation of creative talent, we are delighted to welcome you to our team. This handbook provides comprehensive information about our centre's policies, expectations, and available resources to support you in delivering an exceptional and fulfilling teaching experience.

We deeply appreciate your commitment to empowering students through digital media, game design, animation, and visual effects. Your expertise and passion will play a vital role in shaping our students' creative journeys and professional futures.

Warm regards,

KunAn Li

Centre Director
ARTDiCO Portfolio Centre Shenzhen



Part I: ARTDiCO Overview

1. Mission and Values

1.1 Institutional Mission

Mission: To prepare Chinese students for international success in digital creative industries through innovative portfolio development and personalised mentorship, serving as a professional bridge connecting Chinese creative talent with world-leading art institutions.

Our Commitments:

- Provide world-class digital art education
- Develop personalised development plans for each student
- Ensure professional and objective application guidance
- Foster artistic innovation while respecting individual creative voices
- Build lasting relationships that extend beyond graduation
- Maintain decision-making principles based on student best interests

1.2 Our Vision

"To be recognised as Asia's leading creative education hub, where talented artists are nurtured, global connections are forged, and the future of digital creativity is shaped."

Strategic Goals:

- Achieve 99%+ acceptance rate to students' first-choice institutions
- Expand our network of UK university partnerships
- Develop innovative teaching methodologies for creative education
- Establish ARTDiCO alumni as leaders in the global creative industries
- Continuously evolve our programmes to meet industry demands

1.3 Core Values

Creativity & Innovation

- Encourage original thinking and experimental exploration
- Promote the fusion of technology and art innovation



- Develop students' creative problem-solving abilities

Academic & Artistic Excellence

- Maintain the highest teaching quality standards
- Pursue internationally advanced art education levels
- Continuously improve teaching methods and curriculum content

Collaboration & Respect

- Build an inclusive and diverse learning environment
- Promote mutual respect among teachers, students, and colleagues
- Encourage cross-cultural and interdisciplinary collaboration

Global Citizenship

- Cultivate students' international perspectives
- Promote Sino-foreign cultural exchange and understanding
- Assume social responsibility and moral obligations

Student-Centred Learning

- Focus on student needs and development
- Respect student individuality and right to choose
- Provide comprehensive support and guidance

1.4 Educational Philosophy

Holistic Creative Development We believe that exceptional creative professionals require more than technical skills. Our educational approach develops:

- **Technical Mastery:** Proficiency in industry-standard tools and techniques
- **Creative Vision:** The ability to conceive and execute original artistic concepts
- **Critical Thinking:** Skills to analyse, evaluate, and improve creative work
- **Cultural Fluency:** Understanding of global creative contexts and markets
- **Professional Readiness:** Preparation for international study and career success

Personalised Learning Pathways Every student brings unique talents, experiences, and aspirations. We create individualised learning experiences that:

- Assess and build upon existing strengths



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- Address specific areas for development
- Align with personal and professional goals
- Adapt to different learning styles and paces
- Provide appropriate challenge and support

Industry-Connected Education Our programmes maintain strong connections to professional practice through:

- Current industry practitioners as faculty
- Real-world project experiences
- Guest lectures and workshops by industry professionals
- Internship and networking opportunities
- Up-to-date knowledge of industry trends and requirements

2. Organisational Structure

2.1 Management Structure

Centre Director 中心主任



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- |— Academic Manager 学术经理
- | |— Professional Mentors 专业导师
- | |— Teaching & Research Mentors 教研导师
- | |— Studio Coordinators 工作室协调员
- | |— Curriculum Development Specialists 课程开发专员
- |— Application Services Team 申请服务团队
- | |— Application Counselors 文书老师
- | |— Application Review Specialists 文书审核老师
- |— Student Affairs Officer 学生事务主管
- | |— Student Advisors 学生顾问
- | |— Parent Liaison Officers 家长联络员
- |— Marketing Team 市场团队
- | |— Digital Marketing Specialists 数字营销专员
- | |— Brand Promotion Coordinators 品牌推广协调员
- | |— Admissions Specialists 招生专员
- |— Administrative Support 行政支持
- |— Human Resources Specialist 人力资源专员
- |— Finance Specialist 财务专员
- |— Facilities Manager 设施管理员

Key Departments:

- Academic Team: Responsible for teaching quality and curriculum delivery.
- Application Services: Assists students with overseas university applications.
- Student Affairs: Manages student welfare and parent communication.
- Marketing: Handles promotion, branding, and student recruitment.
- Administration: Provides operational support for all departments.



2.2 Leadership Team

Centre Director

- Overall strategic leadership and institutional management
- External partnership development and maintenance
- Board relations and stakeholder communication
- Final authority on major institutional decisions

Public representation of ARTDiCO

- Academic Manager (Reports to Centre Director)
- Academic programme oversight and quality assurance
- Faculty recruitment, development, and evaluation
- Curriculum development and implementation
- Student academic progress monitoring
- UK university relationship management

Student Affairs Officer (Reports to Centre Director)

- Student services coordination and support
- Application process management and tracking
- Parent and family communication
- Student welfare and wellbeing programmes
- Admissions and enrollment processes

Administrative Manager (Reports to Centre Director)

- Human resources and staff development
- Financial management and budget oversight
- Facilities management and operations
- Compliance and regulatory affairs
- Information systems and technology



2.3 Reporting Lines & Communication

Academic Staff Reporting Structure: Teaching Staff → Lead Instructor → Academic Manager → Centre Director

Administrative Staff Structure: Support Staff → Department Specialist → Administrative Manager → Centre Director

Cross-Departmental Collaboration:

- Weekly department head meetings
- Monthly all-staff meetings
- Quarterly strategic planning sessions
- Annual staff development conferences

Communication Channels:

- Staff portal for daily communications
- Email for formal notifications
- Video conferencing for remote meetings
- Face-to-face meetings for sensitive matters

2.4 Contact Information

Emergency Contacts:

Centre Director Mobile: 0086-13147064303

Academic Manager Mobile: 0086-18824231002

Security/Facilities: 0086-18824231002

Local Emergency Services: 110 (Police), 119 (Fire), 120 (Medical)

Department Contacts:

Complete contact directory available in staff portal and Appendix D.



Part II: Compliance & Professional Standards

3. UK Education Agent Code Compliance

3.1 Mandatory Training Requirements

Legislative Framework As an institution providing education consultancy services for UK institutions, ARTDiCO operates under the UK Education Agent National Code of Ethical Practice. All staff involved in student consultation and application guidance must demonstrate comprehensive understanding and compliance with these requirements.

Training Categories:

Category A: All Teaching Staff (Mandatory within 30 days of employment)

Module 1: Understanding the UK Education Agent Code (8 hours)

- Five core standards overview
- Legal and ethical obligations
- Student rights and protections
- Complaint procedures and resolution

Module 2: Professional Conduct & Ethics (4 hours)

- Conflict of interest identification and management
- Transparency requirements in fee structures- Academic integrity standards
- Anti-discrimination policies

Module 3: Student-Centred Practice (4 hours)

- Objective advice principles- Cultural sensitivity and inclusion
- Supporting diverse learning needs
- Safeguarding and welfare considerations

Category B: Application Guidance Staff (Additional 16 hours required)

Module 4: UK Education System & Applications (8 hours)

- University structure and qualification frameworks



- UCAS and direct application processes- Visa requirements and procedures
- Quality assurance and accreditation

Module 5: Institution Partnerships & Relationships (4 hours)

- Partner institution agreements and obligations
- Commission structures and disclosure requirements
- Marketing and promotional guidelines
- Professional networking and communication

Module 6: Documentation & Record Keeping (4 hours)

- Student record management
- Evidence collection and storage
- Compliance monitoring and reporting
- Data protection and privacy

Certification Requirements:

- Written examination (minimum 85% pass rate)
- Practical case study assessment
- Annual refresher training (8 hours minimum)
- Peer review and professional development activities

Training Records:

All training completion, scores, and certificates must be maintained in individual staff files and available for inspection by regulatory authorities.

3.2 Ethical Standards & Professional Conduct

3.2.1 The Five Core Standards

Standard 1: Organisational Behaviour We operate with professionalism, integrity, and transparency



Expected Practices:

- Act professionally, honestly, and responsibly in all interactions
- Declare conflicts of interest promptly and appropriately
- Maintain clear protocols for managing third-party relationships
- Display company registration and accreditation information prominently
- Use only approved marketing materials and gain necessary approvals
- Provide safe and professional environments for staff and students

Evidence Maintained:

- Staff handbook and training records
- Conflict of interest declarations
- Marketing material approval logs
- Facility safety certificates and photographs
- Professional development certificates

Standard 2: Ethical Business Practice We maintain the highest standards of honesty and fairness

Expected Practices:

- Ensure all staff understand and implement the National Code
- Maintain transparency about fee structures and payment arrangements
- Avoid practices designed to unfairly influence student choices
- Provide clear complaint handling and dispute resolution procedures
- Maintain accurate records and avoid fraudulent documentation
- Prevent inappropriate student transfers between institutions

Evidence Maintained:

- Signed student agreements with clear fee information
- Complaint handling records and procedures
- Staff training documentation
- Marketing compliance audits
- Student transfer protocols and justifications



Standard 3: Objective Advice and Guidance We provide honest, accurate, and unbiased information

Expected Practices:

- Introduce multiple institutional options aligned with student profiles
- Avoid false claims about government endorsements or institutional relationships
- Implement honest and accurate marketing practices
- Maintain transparency about fees and refund policies
- Base recommendations on student best interests, not financial considerations

Evidence Maintained:

- Student consultation records showing multiple options presented
- Marketing material compliance documentation
- Fee transparency documentation and refund policies
- Student and family feedback records

Standard 4: Student-Centred Practice We advocate for students and act in their best interests

Expected Practices:

- Provide realistic information tailored to individual circumstances
- Support students without prejudice or discrimination
- Act in the best interests of qualified students
- Advise students about non-genuine institutions and sector concerns
- Provide appropriate pastoral care and wellbeing support
- Specify student rights and responsibilities clearly
- Ensure strict confidentiality of personal information

Evidence Maintained:

- Individual student assessment and consultation records
- Equality and diversity policy documentation
- Student welfare and support records



- Written agreements outlining rights and responsibilities
- Data protection and confidentiality protocols

Standard 5: Organisational Competence We maintain and develop professional expertise

Expected Practices:

- Ensure all UK-focused staff understand relevant legislation and regulations
- Require completion of UK education agent training for all relevant staff
- Maintain at least one British Council certified education agent per office
- Provide regular training from UK educational institution partners
- Keep detailed records of all staff training and development

Evidence Maintained:

- Staff training certificates and records
- British Council Education Agent Training Programme certificates
- Institution-specific training documentation
- Continuing professional development records

3.3 Transparency & Student Rights

3.3.1 Fee Structure Transparency

Student Payment Obligations: All fees charged to students must be clearly explained in writing before service commencement. At ARTDiCO Portfolio Centre, we provide comprehensive transparency through our detailed portfolio learning timeline, course pricing structure, and curriculum planning documentation. Prior to enrollment, students receive and confirm all program information, including detailed fee breakdowns and payment schedules. Our Student Affairs Officer ensures that both students and parents fully understand all financial commitments before service commencement, maintaining complete transparency throughout the enrollment process.

Institutional Commission Disclosures: Students must be informed in writing which partner institutions provide commission payments to ARTDiCO and how this may affect our recommendations:



- Current partnership agreements and commission structures
- Commitment to objective advice regardless of commission arrangements
- Equal quality service guarantee for non-commission institutions
- Annual disclosure updates for any partnership changes

Student Rights Declaration: Every student receives a written statement of their rights, including:

- Right to accurate and complete information about all services and costs
- Right to objective advice based on their individual circumstances
- Right to confidentiality and data protection
- Right to complaint and appeal procedures
- Right to refund under specified circumstances
- Right to change advisors or terminate services

3.4 Conflict of Interest Management

Identification Requirements All staff must annually declare potential conflicts of interest:

Personal Relationships:

- Family members employed by partner institutions
- Personal friendships with university admissions staff
- Romantic relationships with current or prospective students
- Financial investments in educational institutions

Professional Relationships:

- Consulting work for competing institutions
- Part-time employment with other education providers
- Membership on university advisory boards
- Speaking engagements with potential conflicts

Financial Interests:

- Ownership stakes in related businesses
- Rental property leased to students



- Investment portfolios including education sector holdings
- Royalties or payments from educational publishers

Management Procedures:

1. Annual Declaration: Complete detailed disclosure form by January 31
2. Ongoing Disclosure: Report new conflicts within 5 business days
3. Recusal Protocols: Remove yourself from relevant decisions and discussions
4. Documentation: Maintain records of all conflict situations and responses
5. Review Process: Annual management review of all declarations and actions

Violation Consequences:

- First offense: Formal warning and remedial training
- Second offense: Suspension and performance improvement plan
- Third offense: Termination of employment
- Serious violations: Immediate dismissal and possible legal action

4. Professional Expectations

4.1 Code of Conduct

4.1.1 Professional Behaviour Standards

We expect all ARTDiCO staff to:

Demonstrate Professional Excellence

- Arrive punctually and prepared for all scheduled commitments
- Maintain high standards of personal presentation and communication
- Complete all assigned tasks thoroughly and by established deadlines



- Seek assistance proactively when encountering challenges
- Take initiative to improve processes and student outcomes

Act with Integrity and Honesty

- Provide accurate information to students, families, and colleagues
- Acknowledge mistakes promptly and work to correct them
- Avoid misrepresentation of qualifications, experience, or outcomes
- Report ethical concerns or violations through appropriate channels
- Maintain consistency between stated values and actual behaviour

Respect Others and Foster Inclusion

- Treat all individuals with dignity, courtesy, and respect
- Value diverse perspectives and cultural backgrounds
- Address discrimination or harassment immediately
- Support colleagues and collaborate effectively
- Create welcoming environments for all students and families

Maintain Confidentiality and Privacy

- Protect student personal information and academic records
- Avoid discussing student cases inappropriately
- Secure all confidential documents and digital information
- Obtain proper authorization before sharing student work or achievements
- Respect proprietary institutional information and procedures

4.1.2 Prohibited Behaviours

Absolutely Unacceptable:

- Use of alcohol or controlled substances during work hours
- Harassment, discrimination, or bullying of any kind
- Inappropriate physical contact or romantic relationships with students
- Theft or misuse of institutional property or resources
- Falsification of records, credentials, or student work
- Accepting inappropriate gifts or benefits from students or families
- Breach of confidentiality or data protection requirements

Professional Misconduct:

- Chronic tardiness or absenteeism without approval



- Failure to prepare adequately for classes or meetings
- Inappropriate use of technology or social media
- Disruptive behaviour in meetings or professional settings
- Failure to follow established policies and procedures
- Insubordination or refusal to accept reasonable assignments

4.2 Academic Integrity

4.2.1 Originality and Authenticity Standards

Student Work Requirements:

- All portfolio pieces must be original creations by the student
- Any references to existing works must be properly cited and attributed
- Collaborative projects must clearly identify individual contributions
- Use of tutorials or educational resources must be acknowledged appropriately
- AI-generated content must be disclosed and used only as permitted

Plagiarism Prevention:

- Educate students about academic integrity expectations from day one
- Implement regular originality checks using appropriate software
- Maintain detailed documentation of student creative processes
- Require students to present their work and explain their creative decisions
- Establish clear consequences for academic integrity violations

Faculty Responsibilities:

- Model academic integrity in all professional activities
- Provide honest assessments of student work and potential
- Avoid exaggerating student achievements or institutional success rates
- Maintain current knowledge of best practices and industry standards
- Report suspected violations through established procedures

Application Integrity:

- Ensure all application materials accurately represent student work and achievements
- Verify authenticity of transcripts, certificates, and supporting documents
- Provide honest assessments of student readiness and probability of success
- Avoid making guarantees about admission outcomes
- Maintain detailed records of all application materials and processes



4.3 Confidentiality Requirements

4.3.1 Student Information Protection

Confidential Information Includes:

- Personal and family background information
- Academic records and performance data
- Financial circumstances and ability to pay
- Health information and special needs accommodations
- Career goals and institutional preferences
- Application strategies and timeline details
- Creative work and intellectual property

Handling Protocols:

- Access student information only on a need-to-know basis
- Store all records securely in approved systems
- Never discuss student cases in public areas or informal settings
- Obtain written permission before sharing student work externally
- Report any suspected breaches immediately to management

Digital Security Requirements:

- Use only approved devices and networks for accessing student data
- Maintain strong passwords and enable two-factor authentication
- Never share login credentials or leave systems unattended
- Regularly update software and security systems
- Follow established backup and recovery procedures

Institutional Confidentiality:

- Protect proprietary teaching methods and curriculum materials
- Maintain confidentiality of business relationships and contracts
- Avoid sharing internal financial or strategic information
- Respect confidential communications with university partners
- Report suspected security breaches or unauthorized access



4.4 Anti-Discrimination Policy

Commitment to Equality and Inclusion

ARTDiCO is committed to creating and maintaining an environment free from discrimination, harassment, and bias. We celebrate diversity and believe that different perspectives and backgrounds strengthen our community and enhance learning outcomes.

Protected Characteristics: We prohibit discrimination based on:

- Race, ethnicity, and national origin
- Gender, gender identity, and gender expression
- Sexual orientation and marital status
- Religious beliefs and political opinions
- Age and generational differences
- Physical abilities and mental health status
- Socioeconomic background and family circumstances
- Educational background and previous experience

Inclusive Practices:

- Use inclusive language in all communications and materials
- Adapt teaching methods to accommodate different learning styles
- Provide equal opportunities for participation and advancement
- Address bias and stereotypes when encountered
- Create support systems for underrepresented groups
- Celebrate cultural diversity and different perspectives

Reporting and Response:

- Multiple confidential reporting channels available
- Prompt and thorough investigation of all complaints
- Appropriate corrective actions and support for affected parties
- Protection against retaliation for good faith reporting
- Regular training and awareness programmes
- Continuous monitoring and improvement of policies and practices

Reasonable Accommodations: We provide reasonable accommodations for:

- Students with learning differences or disabilities
- Religious observances and cultural practices
- Family responsibilities and caregiving needs
- Language barriers and communication preferences



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- Financial constraints affecting participation

Part III: Employment Policies

5. Terms of Employment

5.1 Working Hours & Attendance

Standard Schedule:

- Core Hours: Tuesday to Saturday 10:00 AM to 7:00 PM
- Lunch Break: 12:30 PM to 1:30 PM (unpaid)
- Total Weekly Hours: 40 hours (excluding lunch breaks)
- Flexibility: Schedule adjustments available based on student needs and programme requirements

Extended Hours: Teaching staff may be required to work outside standard hours for:



- Evening classes and workshops (until 8:00 PM maximum)
- Weekend portfolio sessions and special events
- Student showcase events and exhibitions
- Parent meetings and family conferences
- University representative visits and information sessions

Attendance Management:

- Clock-in System: Use the digital staff portal to record daily arrival and departure
- Punctuality Standard: Arrival within 10 minutes of scheduled start time
- Notification Requirement: Contact Academic Manager immediately for any delays
- Excessive Tardiness: More than 3 late arrivals per month triggers formal review

Remote Work Options:

- Online teaching sessions may be conducted from home with prior approval
- Administrative tasks and lesson planning can be completed remotely
- Virtual meetings and consultations are encouraged when appropriate
- Home-based work requires reliable internet and professional environment

Overtime Compensation:

- Teaching Overtime: Additional hourly rate for extended teaching sessions
- Event Participation: Flat rate compensation for weekend events
- Voluntary Basis: Overtime opportunities offered fairly among qualified staff

5.2 Leave Policies

Annual Leave Entitlements:

Employment Period	Annual Leave Days
0-10 years	5 days
10-20 years	10 days
20 years +	15 days



Personal Leave:

- **Emergency Leave:** Up to 3 days per year for family emergencies
- **Bereavement Leave:** Up to 3 days for immediate family, 2 days for extended family
- **Personal Days:** Up to 15 unpaid days per year for personal matters
- **Religious Observance:** Reasonable time off for religious holidays

Maternity/Paternity Leave:

- **Maternity Leave:** 98 days paid leave (14 weeks) as per Chinese Labor Law, with additional unpaid leave options available
- **Paternity Leave:** 15 days paid leave with flexible scheduling (varies by province)

Application Procedures:

1. **Advance Notice:** Submit leave requests minimum 2 weeks in advance
2. **Emergency Situations:** Notify management within 24 hours when possible
3. **Coverage Arrangements:** Coordinate with colleagues to ensure continuity
4. **Documentation:** Provide required medical or official documentation
5. **Approval Process:** Receive written confirmation before taking leave

5.3 Performance Standards

5.3.1 Teaching Excellence Indicators:

Student Achievement Metrics:

- Portfolio quality improvement (measured through standardized rubrics)
- University acceptance rates (target: 85% first-choice institution acceptance)
- Student satisfaction scores (target: 4.5/5.0 or higher)
- Parent satisfaction ratings (target: 90% positive feedback)
- Peer recognition and collaboration effectiveness

Professional Development Metrics:

- Training completion rates (100% mandatory training within deadlines)
- Professional certification maintenance
- Conference attendance and knowledge sharing
- Innovation in teaching methods and curriculum
- Contribution to institutional improvement initiatives

Collaboration and Communication:



- Effective teamwork with colleagues and administration
- Timely and professional communication with students and families
- Participation in departmental meetings and activities
- Support for institutional events and initiatives
- Mentoring and guidance for new staff members

Performance Review Schedule:

- **Probationary Review:** 3-6 months after start date
- **Annual Review:** Comprehensive evaluation each December
- **Mid-Year Check-in:** Informal progress discussion each June
- **Project-Based Reviews:** After major exhibitions or student cohort completions

Improvement Support:

- Professional development opportunities for areas needing growth
- Mentoring programmes pairing experienced and newer staff
- External training and certification support
- Collaborative goal-setting and progress monitoring
- Recognition and rewards for exceptional performance

5.4 Dress Code

Professional Casual Standard: ARTDiCO maintains a professional casual dress code appropriate for a creative studio environment while ensuring we present a polished image to students, families, and university partners.

Special Occasion Requirements:

- **University Visits:** Business casual or business professional
- **Parent Meetings:** Enhanced professional appearance
- **Public Events:** ARTDiCO branded shirts or formal attire as specified
- **Workshops:** Aprons or old clothes may be worn over professional attire
- **Graduation Events:** Formal business attire required



6. Professional Development

6.1 Induction Programme

Welcome week - Foundation and Orientation	
Day 1: Welcome and Institutional Overview	<p>Morning Session:- Welcome meeting with Centre Director</p> <ul style="list-style-type: none">- ARTDiCO history, mission, and strategic goals- Organisational structure and key personnel introductions- Campus tour and facility orientation- Administrative setup (ID cards, keys, technology access) <p>Afternoon Session:</p> <ul style="list-style-type: none">- HR orientation and policy review- Employment contract and benefit explanations- Safety protocols and emergency procedures- Introduction to staff portal and communication systems- Initial paperwork completion and questions
Day 2: UK Education Agent Code Training	<p>Morning Session :</p> <ul style="list-style-type: none">- Welcome meeting with Centre Director- ARTDiCO history, mission, and strategic goals- Organisational structure and key personnel introductions- Campus tour and facility orientation



	<ul style="list-style-type: none"> - Administrative setup (ID cards, keys, technology access) <p>Afternoon Session:</p> <ul style="list-style-type: none"> - HR orientation and policy review - Employment contract and benefit explanations - Safety protocols and emergency procedures - Introduction to staff portal and communication systems - Initial paperwork completion and questions
Day 3: Academic Standards and Teaching Methods	<p>Morning Session: Educational Philosophy and Standards</p> <ul style="list-style-type: none"> - ARTDiCO teaching methodology and curriculum framework - UK art education standards and expectations - Portfolio development principles and best practices - Assessment criteria and feedback techniques <p>Afternoon Session: Technology and Tools</p> <ul style="list-style-type: none"> - Digital portfolio platforms and software training - Student management systems and record keeping - Communication tools and parent engagement - File management and backup procedures
Day 4: Student Services and Application Process	<p>Morning Session: Student Support Services</p> <ul style="list-style-type: none"> - Student welfare and safeguarding policies - Academic support and intervention strategies - Cultural sensitivity and inclusion practices - Mental health awareness and response protocols <p>Afternoon Session: UK University Application Process</p> <ul style="list-style-type: none"> - UCAS system and direct application procedures - Institution selection and matching principles - Documentation requirements and timelines - Visa application support and guidance
Day 5: Practical Integration and	<p>Morning Session: Classroom Observation</p> <ul style="list-style-type: none"> - Observe experienced teachers in action



Assessment

- Note teaching techniques and student interactions
- Discuss observations with mentor teacher
- Review student work and assessment methods

Afternoon Session: Practice and Evaluation

- Practice teaching session with feedback
- Role-play parent consultation scenarios
- Complete induction assessment and certification
- Schedule follow-up meetings and support sessions

Mentor Assignment: Each new staff member is assigned an experienced mentor for the first 90 days:

- Weekly one-on-one meetings for guidance and support
- Classroom observation and constructive feedback
- Professional development planning and goal setting
- Cultural integration and team building support
- Available for questions and concerns at any time

6.2 Ongoing Training Opportunities

6.2.1 Monthly Professional Development Sessions

Teaching Excellence Workshops (*First Wednesday of each month*)

- Innovative teaching methodologies and techniques
- Technology integration in creative education
- Student engagement and motivation strategies
- Assessment and feedback best practices
- Peer teaching demonstrations and discussions

Industry Updates and Trends (*Second Wednesday of each month*)

- Current developments in digital creative industries
- Emerging technologies and software updates
- UK university programme changes and requirements
- Career opportunities and industry connections



- Guest speakers from partner institutions

Cultural Competency Training (*Third Wednesday of each month*)

- Cross-cultural communication skills
- Understanding diverse student backgrounds
- Supporting international study transitions
- Family engagement across cultures
- Inclusion and accessibility practices

Compliance and Quality Assurance (*Fourth Wednesday of each month*)

- UK Education Agent Code updates and refreshers
- Quality monitoring and improvement processes
- Documentation and record keeping standards
- Risk management and incident response
- Legal updates and regulatory changes

Approved Professional Development Activities:

- British Council Education Agent Training updates
- UK university recruitment training sessions
- Creative education conferences and symposiums
- Technology and software certification programmes
- Language proficiency improvement courses
- Leadership and management development programmes

6.3 Performance Reviews

6.3.1 Comprehensive Annual Review Process: Review Timeline:

- Self-Assessment Submission: November 15th
- Student/Parent Feedback Collection: November 30th
- Peer Review Input: December 5th
- Supervisor Evaluation: December 10th
- Review Meeting: December 15th
- Development Plan Creation: December 22nd



6.3.2 Evaluation Components:

Teaching Effectiveness (40%)	Student Learning Outcomes	1. Portfolio quality improvement metrics 2. University acceptance rates and outcomes 3. Student satisfaction and engagement scores 4. Creative development and skill progression
	Instructional Quality	1. Lesson planning and curriculum delivery 2. Use of technology and innovative methods 3. Classroom management and student support 4. Assessment and feedback effectiveness
Professional Growth (25%)	Skill Development	1. Training completion and certification achievements 2. New competencies acquired during review period 3. Innovation in teaching methods or curriculum 4. Contribution to institutional improvement
	Knowledge Sharing	1. Mentoring of new staff or students 2. Presentation of best practices to colleagues 3. Participation in professional networks 4. Research or publication activities
Collaboration and Communication (20%)	Teamwork	1. Effective collaboration with colleagues 2. Participation in departmental initiatives 3. Support for institutional goals and values 4. Conflict resolution and problem-solving
	Stakeholder Relations	1. Parent and family communication effectiveness 2. University partner relationship management 3. Student advocacy and support 4. Community engagement activities
Compliance and Professionalism	Adherence to Standards	1. UK Education Agent Code compliance 2. Institutional policy following 3. Ethical behaviour and integrity 4. Professional development participation



(15%)	Reliability and Initiative	<ol style="list-style-type: none"> 1. Attendance and punctuality record 2. Quality of work and attention to detail 3. Proactive problem identification and solving 4. Leadership and initiative demonstration
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Performance Rating Scale:

- **Exceptional (5):** Consistently exceeds expectations and demonstrates leadership
- **Proficient (4):** Meets all expectations with occasional excellence
- **Developing (3):** Generally meets expectations with some areas for growth
- **Needs Improvement (2):** Falls short of expectations in key areas
- **Unsatisfactory (1):** Significant deficiencies requiring immediate attention

Development Planning: Each staff member works with their supervisor to create:

- Specific, measurable goals for the upcoming year
- Professional development activities and timeline
- Resource and support needs identification
- Regular check-in schedule and milestones
- Career advancement discussions and planning

6.4 Career Advancement

Promotion Pathways and Requirements

Administrative and Leadership Track: Teaching Staff → Coordinator → Manager → Director

Specialist and Expert Track: Instructor → Specialist → Senior Specialist → Expert → Chief Expert

Teaching Track Advancement: Assistant Instructor → Instructor → Senior Instructor → Lead Instructor

Position	Advancement Path	Requirement
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Teaching Track Advancement	Assistant Instructor to Instructor	<ul style="list-style-type: none"> ● Minimum 2 years in position ● Consistent "Proficient" or higher performance ratings ● Complete all mandatory training and certifications ● Demonstrate independent teaching effectiveness ● Show positive student and parent feedback
	Instructor to Senior Instructor	<ul style="list-style-type: none"> ● Minimum 3 years as Instructor ● "Exceptional" performance in teaching effectiveness ● Mentor new staff successfully ● Lead professional development initiatives ● Contribute to curriculum development
	Senior Instructor to Lead Instructor	<ul style="list-style-type: none"> ● Minimum 4 years as Senior Instructor ● Proven leadership and management capabilities ● Exceptional university acceptance rates ● Innovation in teaching methods or programmes ● Advanced degree or equivalent professional recognition
Specialist and Expert Track	Portfolio Development Specialist	<ul style="list-style-type: none"> ● Advanced expertise in specific creative disciplines ● Published work or industry recognition ● Consulting capabilities for complex cases ● Research and development contributions
	University Relations Specialist	<ul style="list-style-type: none"> ● Deep knowledge of UK education system ● Strong partner institution relationships ● Expert-level application guidance ● Policy and regulation expertise

Promotion Requirements:

- **Performance Excellence:** Sustained high performance ratings
- **Leadership Demonstration:** Evidence of leadership capabilities and team contribution
- **Professional Development:** Continuous learning and skill enhancement



- **Institutional Contribution:** Significant contribution to ARTDiCO's success and reputation
- **External Recognition:** Professional recognition or industry contributions

Support for Career Development:

- Individual career counselling and planning sessions
- Leadership training and management development programmes
- Cross-functional project assignments and exposure
- External networking and professional relationship building
- Conference speaking and presentation opportunities
- Research and publication support

Part IV: Teaching Excellence

7. Teaching Responsibilities

7.1 Curriculum Delivery

ARTDiCO Curriculum Framework Implementation

ARTDiCO Curriculum Framework Implementation		
Foundation Level Curriculum Months 1-3	Core Skills Development	<ul style="list-style-type: none"> ● Traditional Art Fundamentals ● Drawing techniques and observational skills ● Colour theory and application ● Composition and visual design principles ● Form, perspective, and spatial relationships
	Digital Literacy	<ul style="list-style-type: none"> ● Adobe Creative Suite proficiency (Photoshop, Illustrator, InDesign) ● Digital painting and illustration techniques ● File management and digital workflow ● Basic animation and motion graphics
	Creative Thinking and	<ul style="list-style-type: none"> ● Ideation and brainstorming techniques



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	Process	<ul style="list-style-type: none"> ● Research methods and inspiration gathering ● Concept development and refinement ● Creative problem-solving approaches
Specialization Development Months 3-6	Advanced Technical Skills	<ul style="list-style-type: none"> ● Digital Media and Animation ● 3D modeling and rendering (Maya, Blender, Cinema 4D) ● Character design and rigging ● Motion graphics and visual effects ● Video editing and post-production ● Game Design and Interactive Media ● Game mechanics and level design ● User interface and experience design ● Interactive storytelling techniques ● Basic programming concepts for artists ● Visual Communication Design ● Brand identity and logo design ● Layout and typography principles ● Digital marketing materials ● Web and mobile interface design
Portfolio Integration Months 7-18	Application-Focused Development	<ul style="list-style-type: none"> ● Portfolio Planning and Structure ● University-specific requirements analysis ● Project selection and curation ● Narrative development and personal voice ● Technical presentation standards ● Professional Presentation Skills ● Documentation and process recording ● Photography and digital presentation ● Written artist statements and descriptions ● Interview and critique preparation



Curriculum Adaptation Requirements:

- **Personalization:** Adapt curriculum to individual student strengths, interests, and goals
- **Institution Alignment:** Ensure content meets specific requirements of target universities
- **Industry Relevance:** Update materials and techniques to reflect current industry standards
- **Cultural Integration:** Incorporate both Chinese and international artistic perspectives
- **Technology Updates:** Regularly integrate new software and technological developments

7.2 Portfolio Development

Comprehensive Portfolio Guidance Standards

Portfolio Quality Framework		
Project Diversity and Range (25%)		<ul style="list-style-type: none">● Demonstration of multiple skills and techniques Variety of media and approaches● Personal projects alongside assigned work● Evidence of creative exploration and risk-taking
Creative Concept and Originality (30%)		<ul style="list-style-type: none">● Unique personal artistic voice and vision● Original ideas and innovative approaches● Cultural awareness and global perspective● Depth of creative thinking and problem-solving
Technical Execution and Craft (25%)		<ul style="list-style-type: none">● Professional-level skill demonstration● Attention to detail and finishing quality● Appropriate use of tools and techniques● Understanding of production processes
Presentation and Communication (20%)		<ul style="list-style-type: none">● Clear visual communication and layout● Professional photography and documentation● Coherent narrative and artist statement



- Understanding of audience and context

Portfolio Development Process

Portfolio Development Process	
Phase 1: Foundation and Discovery	<ul style="list-style-type: none">● Skill building through structured assignments and exercises● Exploration of different media and techniques● Development of personal interests and artistic voice● Regular one-on-one consultations to assess progress and direction
Phase 2: Specialization and Focus	<ul style="list-style-type: none">● Deep development in chosen specialization areas● Major project development with increasing independence● Integration of technical skills with creative concept development● Mid-programme portfolio review and goal refinement
Phase 3: Portfolio Completion and Application	<ul style="list-style-type: none">● Final project selection and refinement● Professional documentation and presentation preparation● University-specific adaptation and customization● Application submission support and follow-up

Quality Assurance Measures:

- **Weekly Progress Reviews:** Individual meetings to assess progress and provide guidance
- **Monthly Portfolio Assessments:** Formal evaluation using standardized rubrics
- **Peer Review Sessions:** Structured critique and feedback from classmates
- **External Expert Reviews:** Periodic evaluation by industry professionals or university representatives
- **Mock Admissions Reviews:** Practice presentations simulating university admission processes



7.3 Student Assessment

7.3.1 Comprehensive Assessment Framework

Continuous Assessment Model:

Continuous Assessment Model	
Daily Observation and Feedback (20%)	<ul style="list-style-type: none">● Class participation and engagement● Creative risk-taking and experimentation● Response to feedback and critique● Collaboration and peer interaction
Weekly Project Evaluation (30%)	<ul style="list-style-type: none">● Technical skill demonstration● Creative concept development● Problem-solving approaches● Time management and organization
Monthly Portfolio Reviews (30%)	<ul style="list-style-type: none">● Overall progress and growth● Project quality and completion● Personal artistic development● Professional presentation skills
Semester Comprehensive Assessment (20%)	<ul style="list-style-type: none">● Cumulative portfolio evaluation● Self-reflection and goal setting● Parent and student conference● Future planning and goal adjustment

Assessment Documentation Requirements:

Assessment Documentation Requirements	
Individual Student Records	<ul style="list-style-type: none">● Weekly Progress Notes: Brief observations of student development and areas of focus● Project Evaluation Forms: Detailed assessment of each major assignment or project● Portfolio Development Tracking: Documentation of portfolio growth and refinement● Goal Setting and Achievement: Record of student goals and progress toward achievement
Standardized Assessment	<ul style="list-style-type: none">● Technical Skill Rubrics: Objective measurement of software



Tools	<p>proficiency and artistic techniques</p> <ul style="list-style-type: none"> ● Creative Development Scales: Assessment of originality, concept development, and artistic voice ● Professional Readiness Indicators: Evaluation of presentation skills, time management, and work ethic ● University Preparation Checklists: Tracking of application readiness and requirement completion
Assessment Communication	<ul style="list-style-type: none"> ● Student Feedback: Regular verbal and written feedback on progress and areas for improvement ● Parent Reports: Monthly written summaries of student progress and achievements ● Goal Setting Conferences: Quarterly meetings with students and families to set goals and discuss progress ● Portfolio Presentation Practice: Regular opportunities for students to present their work and receive feedback

7.4 Progress Reporting

Systematic Progress Documentation

Bi-Semester Formal Reports: Each student receives comprehensive written reports twice per semester:

Report Components	
Academic Progress Summary	<ul style="list-style-type: none"> ● Technical skill development and proficiency levels ● Creative growth and artistic voice development ● Portfolio project completion and quality assessment ● Participation and engagement in class activities
Specific Achievements:	<ul style="list-style-type: none"> ● Notable improvements in skill areas ● Exceptional project outcomes or innovations ● Leadership or collaboration highlights ● Recognition or awards received
Areas for Development:	<ul style="list-style-type: none"> ● Skills requiring additional focus or practice ● Creative challenges to explore further ● Time management or organizational improvements ● Communication or presentation skill development



**Next Steps and
Recommendations:**

- Specific goals for upcoming reporting period
- Recommended additional practice or study areas
- Suggestions for extracurricular activities or opportunities
- Timeline adjustments or programme modifications

Monthly Progress Updates: Informal written updates sent to parents and students:

- Brief summary of recent activities and achievements
- Upcoming deadlines and important dates
- Specific feedback on recent work or improvements
- Celebration of milestones and accomplishments

Real-Time Communication:

- **Immediate Concerns:** Contact within 24 hours for significant issues
- **Major Achievements:** Prompt notification of exceptional work or breakthrough moments
- **Application Updates:** Regular communication during university application periods
- **Emergency Situations:** Immediate contact for health, safety, or welfare concerns

Digital Portfolio Documentation:

- **Process Documentation:** Regular photography of work-in-progress and final pieces
- **Video Reflections:** Student-recorded explanations of their creative process and learning
- **Time-Lapse Creation:** Documentation of major projects from conception to completion
- **Digital Archive:** Secure cloud storage of all student work for portfolio development and institutional records



8. Curriculum & Planning

8.1 Curriculum Framework

Integrated Learning Approach

ARTDiCO's curriculum is designed as an integrated system that develops both technical proficiency and creative thinking while preparing students for success in international educational environments.

Learning Pillars		
Technical Mastery	Foundation Skills	<ul style="list-style-type: none">● Traditional art fundamentals (drawing, painting, sculpture basics)● Digital design principles and software proficiency● Photography and image editing techniques● Basic animation and motion graphics
	Advanced Technical Development	<ul style="list-style-type: none">● 3D modeling, texturing, and rendering● Advanced animation and visual effects● Interactive design and user experience● Professional workflow and project management
	Industry-Standard Tools	<ul style="list-style-type: none">● Adobe Creative Suite (Photoshop, Illustrator, After Effects, Premiere)● 3D software (Maya, Blender, Substance 3D)● Game development tools (Unity, Unreal Engine)● Web design and development basics
Creative Development	Conceptual Thinking	<ul style="list-style-type: none">● Ideation and brainstorming methodologies● Research techniques and inspiration gathering● Cultural analysis and contemporary art awareness● Personal voice and artistic identity development



	Creative Problem-Solving	<ul style="list-style-type: none"> ● Design thinking processes ● Iterative development and refinement ● Client-focused project development ● Cross-disciplinary collaboration techniques
	Artistic Expression	<ul style="list-style-type: none"> ● Personal project development ● Experimental media exploration ● Cultural storytelling and narrative development ● Social and environmental consciousness in art
Professional Preparation	Portfolio Development	<ul style="list-style-type: none"> ● Project curation and presentation ● University application requirements ● Professional documentation and photography ● Artist statements and written communication
	Industry Awareness	<ul style="list-style-type: none"> ● Creative industry career pathways ● Professional networking and self-promotion ● Intellectual property and legal considerations ● Entrepreneurship and freelance practices
	Global Competency	<ul style="list-style-type: none"> ● Cross-cultural communication skills ● International study preparation ● English language proficiency for creative fields ● Contemporary global art and design movements

8.2 Lesson Planning Requirements

8.2.1 Weekly Lesson Planning Standards

Submission Requirements:

- **Deadline:** Every Saturday by 5:00 PM for the following week
- **Format:** Use standardized ARTDiCO lesson plan template
- **Review Process:** Academic Manager review and feedback by Tuesday morning
- **Adjustments:** Flexibility for real-time adaptation based on student needs



8.2.2 Lesson Plan Components:

Learning Objectives (SMART Goals):

- **Specific:** Clear description of what students will accomplish
- **Measurable:** Quantifiable outcomes and assessment criteria
- **Achievable:** Realistic expectations based on student level
- **Relevant:** Connection to overall curriculum and portfolio goals
- **Time-bound:** Clear timeline and session structure

Assessment Integration:

- **Formative Assessment:** Ongoing evaluation and feedback during class
- **Peer Assessment:** Structured opportunities for student critique and collaboration
- **Self-Assessment:** Student reflection and goal-setting activities
- **Summative Assessment:** Formal evaluation of project completion and skill demonstration

8.4 Quality Assurance

Comprehensive Quality Monitoring System:

Academic Standards Monitoring		
Monthly Meetings	Faculty	<ul style="list-style-type: none">● Review of student progress and curriculum effectiveness● Discussion of challenges and successful strategies● Sharing of best practices and innovative approaches● Planning for upcoming projects and deadlines
Quarterly Curriculum Reviews		<ul style="list-style-type: none">● Analysis of student learning outcomes and achievement data● Review of university application success rates and feedback● Assessment of curriculum relevance and industry alignment● Updates to teaching materials and methodologies
Annual Review	External	<ul style="list-style-type: none">● Independent evaluation by UK university representatives● Industry professional assessment of programme relevance● Student and parent satisfaction surveys and analysis



- Benchmarking against international creative education standards

Continuous Improvement Processes:

Student Feedback Integration	
Weekly Check-ins	<ul style="list-style-type: none">● Informal feedback on lesson effectiveness and engagement● Suggestions for improvement or alternative approaches● Assessment of workload and pacing appropriateness
Monthly Student Surveys	<ul style="list-style-type: none">● Formal evaluation of teaching quality and curriculum relevance● Assessment of support services and resources● Feedback on facilities and technology adequacy
Semester Focus Groups	<ul style="list-style-type: none">● Detailed discussion of programme strengths and areas for improvement● Suggestions for new projects or learning opportunities● Evaluation of preparation for university applications

Faculty Development and Support:

- **Peer Observation Programme:** Regular classroom visits and constructive feedback
- **Mentoring System:** Experienced faculty support for new team members
- **External Training Opportunities:** Conference attendance and professional development
- **Research and Innovation Time:** Allocated time for curriculum development and improvement

Data-Driven Decision Making:

- **Student Achievement Tracking:** Detailed monitoring of skill development and portfolio quality



- **University Acceptance Analytics:** Analysis of application outcomes and institutional feedback
- **Industry Alignment Assessment:** Regular evaluation of curriculum relevance to current industry standards
- **Resource Utilization Review:** Assessment of facility, technology, and material effectiveness

Part V: Student Support & Services

9. Student Behaviour & Classroom Management

9.1 Classroom Environment

Creating Optimal Learning Spaces: Physical Environment Standards:

- **Safety First:** All tools, equipment, and materials stored securely and safely
- **Organization:** Clear labeling and designated spaces for supplies and student work
- **Accessibility:** Pathways clear and accessible for all students regardless of mobility
- **Inspiration:** Display of exemplary student work, industry examples, and motivational materials
- **Technology Integration:** Reliable access to computers, tablets, and creative software
- **Comfort:** Appropriate lighting, temperature control, and seating arrangements

Respect and Dignity	
Respect and Dignity	<ul style="list-style-type: none">● Every student's cultural background and perspective valued● Zero tolerance for discrimination, bullying, or harassment● Celebration of diverse creative approaches and solutions● Encouragement of risk-taking and creative experimentation
Growth Mindset	<ul style="list-style-type: none">● Focus on improvement and learning rather than innate talent● Mistakes viewed as learning opportunities● Effort and process valued alongside final outcomes● Individual progress tracked and celebrated
Collaborative Community	<ul style="list-style-type: none">● Structured opportunities for peer feedback and support● Group projects that build teamwork and communication skills



- Shared responsibility for classroom environment and culture
- Student leadership opportunities in various class activities

Communication Standards:

- **Clear Expectations:** Written and verbal communication of behavioural and academic expectations
- **Consistent Feedback:** Regular, specific, and constructive guidance on behaviour and work
- **Active Listening:** Genuine attention to student concerns, ideas, and feedback
- **Multilingual Support:** Translation services available for students and families when needed

9.2 Behaviour Management

Positive Behaviour Support System

Preventive Strategies	
Proactive Classroom Management	<ul style="list-style-type: none">● Clear, consistent routines and procedures● Engaging lesson design that maintains student interest● Regular movement and activity changes to maintain focus● Appropriate challenge level to prevent boredom or frustration
Relationship Building	<ul style="list-style-type: none">● Individual check-ins with students about their interests and goals● Recognition of student achievements and improvements● Cultural responsiveness and awareness in all interactions● Building trust through consistent, fair treatment



9.3 Academic Support

Comprehensive Learning Support System

Early Identification of Learning Needs	
Regular Assessment and Monitoring	<ul style="list-style-type: none">● Weekly observation of student engagement and comprehension● Monthly skills assessment using standardized rubrics - Quarterly comprehensive review of progress and goals● Ongoing communication with students about their learning experience
Warning Signs to Monitor	<ul style="list-style-type: none">● Significant decline in work quality or completion● Withdrawal from class participation or peer interaction● Frequent absence or tardiness without explanation● Expression of frustration, anxiety, or disengagement● Difficulty understanding or following instructions

Support Documentation:

- **Individual Education Plans (IEPs):** Formal documentation of support strategies
- **Progress Monitoring:** Regular tracking of intervention effectiveness and student improvement
- **Communication Logs:** Record of all support provided and communication with families
- **Resource Coordination:** Connection with external services and ongoing case management

9.4 Wellbeing & Safeguarding

Comprehensive Student Welfare Programme

Mental Health and Emotional Wellbeing



Signs of Mental Health Concerns	<ul style="list-style-type: none">● Significant changes in behaviour, mood, or academic performance● Social withdrawal or isolation from peers and activities● Expression of hopelessness, anxiety, or overwhelming stress● Physical symptoms without apparent medical cause● Substance use or other risky behaviours
Immediate Response Protocols	<ul style="list-style-type: none">● Ensure student safety and provide immediate support● Contact Student Affairs Officer for professional intervention● Notify Academic Manager and Centre Director as appropriate● Document concerns objectively and thoroughly● Follow up with parents and coordinate additional support

Stress Management and Resilience Building:

- **Mindfulness and Relaxation:** Regular incorporation of stress-reduction techniques in classes
- **Work-Life Balance:** Education about healthy boundaries and time management
- **Peer Support Networks:** Facilitated connections between students with similar interests or challenges
- **Family Communication:** Regular updates and collaboration with families about student wellbeing

Safeguarding Procedures:

- **Immediate Safety:** Ensure student is safe and protected from further harm
- **Documentation:** Record observations objectively without interviewing the student
- **Reporting:** Contact Centre Director and local authorities as required by law
- **Support:** Provide appropriate emotional support while maintaining professional boundaries
- **Confidentiality:** Share information only with those who need to know for protection purposes



- **Follow-up:** Participate in investigation and ongoing support as directed by authorities

10. International Application Guidance

10.1 Application Process Overview

10.1.1 Comprehensive Application Framework

Our international application guidance provides end-to-end support for students seeking admission to overseas institutions. The process begins with a thorough assessment of the student's academic background, career aspirations, and personal preferences to develop a customized application strategy.

Application Timeline	
Foundation Preparation	<ul style="list-style-type: none">● Initial university research and goal setting● English language assessment and improvement planning● Portfolio foundation development● Academic record review and enhancement planning
Key Activities	<ul style="list-style-type: none">● University fair attendance and information gathering● Initial IELTS or TOEFL preparation● Portfolio project planning and timeline development● Family financial planning and scholarship research
Intensive Application Preparation	<ul style="list-style-type: none">● Final university selection and application strategy● Portfolio completion and refinement● Personal statement drafting and revision● Academic reference letter coordination
Critical Deadlines	<ul style="list-style-type: none">● Application submission● Portfolio submission to individual universities



	<ul style="list-style-type: none">● Scholarship application deadlines● English language test score submission
Final Preparation and Decision	<ul style="list-style-type: none">● University offer evaluation and acceptance● Visa application preparation and submission● Accommodation arrangement and booking● Pre-departure preparation and orientation
Support Services	<ul style="list-style-type: none">● Interview preparation and practice● Conditional offer requirement completion● Financial documentation and visa support● Travel and arrival planning assistance

Initial Consultation Phase

- Academic transcript evaluation and GPA calculation
- Standardized test requirement analysis (TOEFL, IELTS, SAT, GRE, GMAT)
- Career goal alignment with program selection
- Financial planning and scholarship opportunity identification
- Timeline establishment based on application deadlines

Application Strategy Development

- Target country and institution research
- Program-specific requirement analysis
- Competitive positioning assessment
- Application portfolio diversification planning
- Risk management through balanced school selection

10.1.2 Multi-Country Application Support

We provide specialized guidance for applications to major destination countries including the United States, United Kingdom, Canada, Australia, Germany, and other European nations. Each country's unique application requirements, visa processes, and cultural considerations are thoroughly addressed.

Country-Specific Expertise



- US: Common Application, individual university portals, and specialized program applications
- UK: UCAS system navigation and personal statement optimization
- Canada: Provincial application systems and immigration pathways
- Australia: University application platforms and student visa requirements
- Germany: Uni-assist process and language proficiency documentation

UCAS Application Process Management:

- **Personal Information Section:** Assistance with accurate completion of student details
- **Education History:** Verification and proper entry of academic qualifications
- **Employment Experience:** Documentation of relevant work or volunteer experience
- **Personal Statement:** Expert guidance and editing for compelling personal statements
- **Reference Letters:** Coordination with academic referees and submission management
- **Course Choices:** Strategic selection of programmes and institutions

10.2 Institution Selection & Advice

10.2.1 Strategic Institution Matching

Our institution selection process employs a data-driven approach combined with personalized counseling to identify the most suitable academic programs and universities for each student's profile and objectives.

Selection Criteria Framework

- Academic program ranking and reputation assessment
- Faculty expertise and research opportunities evaluation
- Campus culture and international student support services
- Geographic location and climate considerations
- Cost analysis including tuition, living expenses, and financial aid availability
- Graduate employment outcomes and alumni network strength

Tiered Application Strategy

- **Reach Schools:** Highly competitive institutions that represent aspirational goals
- **Target Schools:** Programs where admission probability is moderate to high



- **Safety Schools:** Institutions offering strong programs with high admission likelihood

10.3 Documentation Support

10.3.1 Comprehensive Document Preparation

Our documentation support ensures all application materials meet the highest standards and effectively communicate the student's qualifications and potential for success.

Academic Documentation

- Official transcript procurement and authentication
- Degree certificate translation and notarization
- Academic credential evaluation (WES, ECE, or other recognized agencies)
- Grade conversion and GPA calculation for international systems
- Course description compilation for credit transfer assessment

Standardized Test Coordination

- Test registration assistance and strategic scheduling
- Score reporting to target institutions
- Test preparation resource recommendations
- Retake strategy development when necessary
- Score validity period management

10.3.2 Personal Statement and Essay Development

Statement of Purpose Crafting

- Program-specific narrative development
- Research interest articulation for graduate programs
- Career goal alignment with academic objectives
- Personal background integration with academic pursuits
- Compelling opening and conclusion development

Supplemental Essay Support

- University-specific prompt analysis and response strategy



- Diversity statement composition
- Leadership experience documentation
- Challenge overcome narrative development
- "Why this school" essay customization

Letter of Recommendation Coordination

- Recommender identification and approach strategy
- Recommendation letter timeline management
- Recommender briefing materials preparation
- Follow-up communication and deadline tracking
- Alternative recommender identification when necessary

10.3.3 Financial Documentation

Funding Verification

- Bank statement preparation and certification
- Scholarship application support
- Financial aid form completion (FAFSA, CSS Profile)
- Sponsorship letter drafting
- Income tax documentation organization



Part VI: Facilities & Resources

Our comprehensive facilities and extensive resource network provide students with the optimal environment for academic success and personal development throughout their international education journey.

11. Studio & Facility Usage

11.1 Professional Studio Spaces

ARTDiCO provides comprehensive state-of-the-art equipment and technology to support advanced creative development:

- Motion capture studio equipped with professional Vicon system and OptiTrack sensors
- VR development lab featuring Oculus Rift, HTC Vive, and PlayStation VR headsets
- High-end workstations with NVIDIA RTX graphics cards for real-time rendering
- Industry-standard software licenses: Maya, 3ds Max, Blender, Unity, and Unreal Engine
- Multiple 3D printers including FDM and resin-based systems for prototype development
- 3D scanning equipment for asset creation and reference modeling
- Laser cutting machines for precision model making and concept visualization
- Materials library featuring various filaments, resins, and fabrication supplies
- Professional lighting rigs and green screen setup for mixed media projects
- Multi-camera recording systems for reference footage and documentation
- Sound recording booth for voice acting and audio post-production
- Render farm network for intensive animation and simulation processing

11.2 Usage Guidelines & Policies

Reservation System

- Online booking platform accessible 24/7 for facility scheduling
- Advanced booking available up to two weeks in advance
- Priority access for enrolled students with valid identification
- Flexible cancellation policy to accommodate schedule changes



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Equipment Training & Certification

- Mandatory orientation sessions for motion capture and VR equipment usage
- Progressive skill-building workshops from basic to advanced techniques
- Peer mentorship program with experienced student technicians
- Regular masterclasses featuring industry professionals and alumni

Portfolio Development Support

- One-on-one consultation for game design and animation project planning
- Technical troubleshooting assistance for complex production challenges
- Portfolio review sessions with faculty and industry mentors
- Exhibition space for showcasing completed works and receiving feedback

12. Digital Tools & Technology

12.1 Technology Platforms

Integrated Learning Management System



- Canvas LMS with customized interface for creative arts programs
- Real-time project collaboration tools and version control systems
- Digital portfolio hosting with professional presentation templates
- Automated assignment submission and peer review workflows
- Wechat Mini program accessibility for iOS and Android devices

12.2 Communication Systems

12.2.1 Internal Communication Infrastructure

Direct Communication Channels:

- Professional ARTDiCO email addresses for all faculty and staff
- Instant messaging system for urgent coordination and quick updates
- Internal phone directory with extension numbers for immediate contact
- Emergency contact protocols with after-hours accessibility
- Department-specific communication groups for specialized coordination

Meeting and Collaboration Systems:

- Weekly department meetings with documented agendas and minutes
- Monthly all-staff meetings for institutional updates and policy changes
- Quarterly strategic planning sessions with outcome documentation
- Video conferencing capabilities for remote participation and hybrid meetings
- Shared calendar system for scheduling and resource allocation

12.2.2 Student and Family Communication

WeChat Professional Integration:

- Secure parent group access with QR verification
- Bilingual communication support (Chinese/English)
- Real-time photo sharing of student achievements
- Direct teacher communication for urgent matters
- Event coordination and family engagement activities

Email and Digital Communications:



- Professional ARTDiCO email addresses for all staff
- Automated progress reports with customizable scheduling
- Newsletter distribution with engagement tracking
- University communication forwarding and coordination
- Secure document sharing with access controls

12.2.3 External Partnership Communication

Partner Institution Portals:

- Direct communication with Global university admissions offices
- Real-time application status tracking and updates
- Resource sharing for curriculum development
- Professional relationship management and feedback collection

Professional Networks:

- LinkedIn institutional presence for industry connections
- Alumni network communication and mentorship programs
- Conference coordination and presentation opportunities
- International best practice sharing platforms

12.3 Data Management

12.3.1 Comprehensive Academic Records

Student Data Management:

- Individual skill development tracking with detailed progress metrics
- Portfolio evolution documentation with timestamped version control



- University application milestone tracking and outcome analysis
- Parent communication logs and family engagement records
- Individual education plans with support documentation

Performance Analytics:

- Skills assessment data with rubric-based evaluation systems
- Portfolio quality improvement measurements over time
- University acceptance rate correlation with student development indicators
- Predictive modeling for admission success probability analysis
- Long-term alumni outcome tracking and career progression monitoring

12.3.2 Security and Compliance Framework

Privacy and Security Measures:

- GDPR-compliant data collection with explicit student and family consent
- Advanced encryption protocols for all data storage and transmission
- Role-based access controls with detailed audit trails and activity monitoring
- Regular security assessments and penetration testing procedures
- Comprehensive staff training on data protection responsibilities and protocols

Backup and Recovery Systems:

- Automated daily backup procedures with multiple geographic storage locations
- Disaster recovery planning with tested restoration procedures and timelines
- Version control systems preventing data loss and enabling historical access
- Cloud-based redundancy systems with offline backup capabilities
- Regular backup integrity testing and recovery procedure validation

12.3.3 Digital Asset Management

Portfolio Documentation Systems:

- High-resolution image storage with professional color profile management
- Comprehensive video documentation of creative processes and presentations
- Time-stamped developmental portfolios demonstrating artistic growth progression



- Advanced metadata tagging systems for search, organization, and curation
- Secure sharing capabilities with customizable access permissions for applications

Quality Control and Preservation:

- Standardized file naming conventions with automated compliance verification Cross-platform compatibility testing for various university submission requirements
- Long-term digital preservation strategies with format migration planning
- Professional archival standards ensuring accessibility for future reference
- Regular file integrity verification and corruption detection systems

12.4 Digital Portfolio Systems

Security and Rights Management:

- Advanced watermarking and copyright protection for all student artwork
- Secure sharing protocols preventing unauthorized download and distribution
- Version control systems maintaining complete portfolio evolution history
- Comprehensive backup and recovery systems ensuring portfolio preservation
- Legal education regarding intellectual property rights and professional usage permissions

Professional Portfolio Standards:

- Industry-standard presentation formats and technical specifications
- Professional photography guidelines for artwork documentation
- Consistent branding and visual identity across all portfolio materials
- Quality assurance checklists for submission readiness verification
- Long-term portfolio maintenance and update procedures for continued relevance



Part VII: Events & Community

13. Events & Exhibitions

13.1 Annual Showcases

Event Overview:

- Late July celebration showcasing final portfolios and university acceptances
- Two day public exhibition with opening reception for 500+ visitors
- Student participation: All final-year students submit 3-5 pieces for selection
- Recognition categories: Technical Excellence, Creative Innovation, Cultural Bridge
- University acceptance displays and scholarship achievement celebrations

13.2 Public Events

Regular Event Overview:

Monthly Creative Workshops & Masterclasses:	<ul style="list-style-type: none">● Diverse Learning Opportunities:● Monthly themed workshops covering emerging technologies and creative techniques● University partnership courses featuring guest lecturers from UK art institutions● Industry master classes led by professional game developers, animators, and digital artists● Cross-cultural creative exchange sessions with international visiting artists● Specialized software training and emerging technology exploration workshops
Quarterly Assessment & Feedback Sessions	<ul style="list-style-type: none">● Comprehensive quarterly portfolio evaluations with expert panel feedback● External evaluators including university lecturers and industry professionals.● Structured critique sessions providing specific improvement recommendations● Individual consultation meetings for personalized development planning● Peer review sessions fostering collaborative learning and constructive feedback skills



International Exhibition & Conference Participation	<ul style="list-style-type: none">● Global Exposure Opportunities:● Student participation in international game development conferences and art exhibitions● Portfolio showcases at industry events including GDC, Siggraph, and regional creative festivals● Live game demonstrations and audience feedback collection at public exhibitions● Cultural exchange programs with international art schools and creative institutions● Professional networking opportunities connecting students with global industry professionals
Alumni & University Engagement Events	<ul style="list-style-type: none">● Regular alumni networking sessions sharing university experiences and career insights● Senior student mentorship programs pairing graduates with current students● University admissions officer visits providing direct access to recruitment representatives● Pre-admission information sessions covering course requirements, campus life, and application processes● Career pathway presentations featuring successful graduates in various creative industries

Part VIII: Health, Safety & Emergency Procedures



14. Health & Safety

14.1 General Safety Guidelines

Comprehensive Safety Management Framework

Institutional Safety Commitment: ARTDiCO maintains the highest standards of health and safety for all students, staff, and visitors. Our comprehensive safety programme ensures a secure learning environment while promoting responsible creative practices.

Institutional Safety Standards:

Personal Responsibility Requirements:	<ul style="list-style-type: none">● Follow established safety protocols at all times● Report hazards and incidents immediately● Use appropriate PPE when required● Maintain clean and organized work areas● Participate in mandatory safety training
Facility-Specific Safety:	

14.2 Emergency Procedures

Emergency Response Hierarchy:

- Immediate scene safety and occupant protection
- Emergency services contact (110, 119, 120)
- Centre Director and Academic Manager notification
- Communication with relevant parties
- Documentation and follow-up procedures

Fire Emergency:

- Activate nearest alarm, evacuate immediately using marked exits
- Assembly point in main parking area with attendance verification
- No elevator use, no re-entry until authorized



Medical Emergency:

- Assess consciousness and breathing, apply basic first aid
- Call emergency services for serious injuries
- Notify Centre Director and contact parents/guardians

Severe Weather:

- Move to designated safe areas (interior rooms, lowest floor)
- Protective position until all-clear signal
- Emergency supplies and communication systems available

14.3 Child Protection & Safeguarding

Mandatory Reporting Requirements: All staff must report suspected abuse, neglect, or endangerment including physical abuse, emotional harm, sexual abuse, educational neglect, and exposure to dangerous situations.

Recognition and Response:

Warning Signs	<ul style="list-style-type: none">● Unexplained injuries or behavioral changes● Withdrawal from activities or regression behaviors● Poor hygiene or untreated medical issues Inappropriate sexual knowledge or self-harm behaviors
Response Protocol	<ul style="list-style-type: none">● Ensure immediate student safety● Document observations objectively● Report to Centre Director immediately● Contact child protection authorities● Provide appropriate emotional support

Prevention Programs:

- Annual staff training on child protection laws and procedures
- Student safety education on personal boundaries and communication
- Professional boundary maintenance and trauma-informed care



Part IX: Administrative Procedures

15. Administrative Guidelines

15.1 Record Keeping

15.1.1 Student Academic Records:

Required Documentation:

- Enrollment and application materials
- Academic transcripts and portfolio development records
- University application materials and outcomes
- Parent communication logs and meeting notes
- Medical information and accommodation needs
- Secure cloud storage with encryption and access controls

15.1.2 Staff Personnel Records:

- Employment applications and credentials
- Performance evaluations and training certificates
- Background checks and compliance documentation
- Emergency contacts and accommodation needs

15.2 Communication Protocols

15.2.1 Internal Communication:

- Daily: Wechat, Feishu and email for routine coordination
- Weekly: Department meetings with documented minutes
- Monthly: All-staff meetings with institutional updates
- Quarterly: Strategic planning sessions

15.2.2 Student and Family Communication:

- Weekly progress updates via portal and email



- Monthly newsletters with institutional news
- Bi-semester formal progress reports
- Quarterly parent conferences with goal setting

15.3 Quality Monitoring

15.3.1 Academic Quality Assurance:

Success Metrics:

- University acceptance rates by institution and programme
- Portfolio quality improvement measurements
- Student and parent satisfaction surveys
- Alumni success tracking and career outcomes

Continuous Improvement:

- Regular benchmarking against industry standards
- External evaluation and accreditation maintenance
- University partner feedback integration
- Best practice identification and implementation

15.3.2 Staff Performance Monitoring:

- Regular classroom observation and feedback
- Student and parent feedback collection
- Professional development goal tracking
- Innovation and best practice recognition



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Appendices

Appendix A: Forms & Templates

- Student assessment forms and rubrics
- Staff documentation templates
- Communication templates and consent forms

Appendix B: Annual Calendar & Key Dates

- Academic year milestones and university deadlines
- Exhibition and event schedules
- Professional development dates

Appendix C: Emergency Procedures Quick Guide

Appendix D: Contact Directory

- Leadership team and department contacts
- External support services
- UK university partner information

Appendix E: Compliance Documentation

- UK Education Agent Code evidence checklist
- Required documentation by standard
- Annual compliance review procedures



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Staff Acknowledgment Form

All staff are required to read and acknowledge this handbook. Please sign and return the confirmation form to HR by the end of your first week.

Thank you for being a part of ARTDiCO Portfolio Centre.

ARTDiCO Portfolio Centre Shenzhen - Effective [2025.1.1]