



Academy of Jewellery Manufacture and Design

Introduction to
Jacques Fabian's
AJ.M.D. @ STUDIO41

In this booklet you will find the Policy and Procedures as well as the Code of Conduct. There is information within the booklet that will help you with Safety procedures.

If you need to contact the Studio or you are late for class please call or text us on
0488 441 635

The AJMD Courses are delivered from
STUDIO41: 41 Adelaide Road, STRATHABYN
SA 5255



STUDIO41 Policy, Procedures and Code of Conduct
Indemnity form must be read and signed prior to enrolment into any course.
www.ajmd.biz | admin@ajmd.biz | 0488 441 635

Academy of Jewellery Manufacture & Design
Policy and Procedures | Code of Conduct
You must read this before enrolment

Contents

ACADEMY OF JEWELLERY MANUFACTURE AND DESIGN: (AJMD)	3
STUDIO41 Policy, Procedures and Code of Conduct.....	3
Full time Students	4
Fees List and Class times:.....	4
Items to bring to class with you:.....	5
Weather	6
Academy of Jewellery Manufacture & Design General TOOL LIST	6
Tools List – Traditional Silversmithing variant.....	8
Tool Suppliers:	8
Traditional Silversmithing topics.....	8
Full time Jewellery Manufacture Topics.....	9
Trade Jewellery Manufacture Topics – (formally Apprentice program)	9
6 Week – Just the Basics Course	10
5 Week Novice Tuition.....	10
General Safety.....	13
Clothing in STUDIO/ Workshop.....	13
Causes of Accidents.....	14
Behaviour in the work Area	15



ACADEMY OF JEWELLERY MANUFACTURE AND DESIGN: (AJMD)

STUDIO41 Policy, Procedures and Code of Conduct

Indemnity form must be read and signed prior to enrolment into any course.

The Academy of Jewellery Manufacture and Design is independently owned and operated from Jacques Fabian's private studio in Strathalbyn South Australia.

We do not receive any Government funding for the training we provide.

We provide Trade Certified Education. ©

We will train all students to industry best practice. Instruction on the proper use and maintenance of all tools in the workshop as provided, including safety procedures. Any non-compliance with safety policy or instructions will result in students' course being cancelled with no refund. This will be at the sole discretion of Jacques Fabian and further correspondence will not be entered. All students are responsible for their own safety and wellbeing within the workshop.

All training notes and resources will remain the property of PanachefabENT. No reproduction of any images, notes or video footage is allowed without prior written consent. Any infringement on all IP, Trademarks and Copyright will be legally pursued.

All items created and made under any instruction or educational process at the AJMD must acknowledge either Jacques Fabian or the Academy of Jewellery Manufacture and Design.

All design assistance and guidance provided by Jacques Fabian must be acknowledge in any form of advertising or self-promotion.

Please be respectful and courteous of those around you. Everyone is here to learn equally.

Recognition to Prior Learning (RPL)

No certification is provided beyond that of certificate of attendance. All skills developed at the Academy of Jewellery Manufacture are eligible for Recognition to Prior Learning (RPL) of skills. Portfolio evidence must be kept and details of relevant providers will be given if students competency in task is obtained.

Resources such as notes, images, videos or activities cannot be used for Recognition to Prior Learning (RPL) process. All handouts and resources are Copyright protected and subject to our Intellectual Property claims. You must use your own designs and work in portfolio submission for the RPL process. It must be evidence of your skills – *not ours*.

Tools

All motorised machines are not to be used without supervision.

Tool levy is applicable on all courses.



Academy of Jewellery Manufacture & Design

Policy and Procedures | Code of Conduct

You must read this before enrolment

Misuse of tools will be met with an immediate Studio / Workshop suspension or cancelation of training with no refund. Any loss of tools from within the workshop affects our ability to competently train other people. Your actions or negligence affects everyone.

If you are unsure of how to use a tool please ask for assistance. That's what we are here for. You can ask the same questions as often as you need to.

Remember Safety and correct tool use is paramount.

Clean as you go in the workshop. Once you have finished with the tools you are using please put them back in their correct place for other students to find and use.

Materials will be charge out at market rate and all material accounts are to be finalises on date of invoicing.

Library Books can be looked through in the workshop at the black table. They **cannot** be borrowed. Any damage will be charged out at replacement value. As some of the books are no longer in print, damage to these books will be charged out at \$500.00 each.

Tuition costs cover lecturing only. **No make-up classes will be offered.**

If your lecturer is unavailable for class, then other arrangements will be made.

If you are going to be late or absent from class, you must notify us by text on 0488 441 635.

Any disputes must be submitted in writing. All disputes will be resolved by the AJMD management and the Directors decision is final and no further discussion or correspondence will be entered into.

Full time Students

Full time students are required to provide their own bench tools as per lecture list by completion of week 8.

Full time students need to develop a workspace at home or in a private location for independent assignment and catch up work.

Bench hire

Available for continuing students please apply to admin@ajme.biz

Bench hire will not include any tuition assistance.

Fees List and Class times:

All Novice fees due one week prior to course start date. All other fees as per notification. Studio will **not** open prior to 9.20am and is closed at 4pm (pack up at 3.40pm)

Lunch is at 12.30pm **No student to continue work at the bench or use any workshop tools.** This is a standard occupational health and wellbeing criteria.

Item	Fee	Class time
Perishables as required	Includes Burrs, drill bit etc	
Photo copy (Black & White only)	\$ 0.50 per copy, per side	



Academy of Jewellery Manufacture & Design

Policy and Procedures | Code of Conduct

You must read this before enrolment

Full time Jewellery Making	\$18,500.00 plus materials and tools	Monday to Thursday 9.30am – 4pm Class begin 9.30am Sharp Pack up is at 3.50pm
Full time Traditional Silversmithing	\$18,500.00 plus materials and tools	Monday to Thursday 9.30am – 4pm Class begin 9.30am Sharp Pack up is at 3.50pm
Just the Basics – Six Weeks	\$ 3,600.00	Tuesday to Thursday 9.30am – 4pm Class begin 9.30am Sharp Pack up is at 3.50pm
Trade training (Apprentices) Per Year	\$6,000.00 (\$ 750.00 every 5 weeks) Plus RTO fees of \$500.00	Mondays 9.30am – 4pm or Combined deliver of Online Resource units from Jewellery Training Solutions – direct registration
Tailored Training	\$ 750.00 every 5 weeks	Mondays 9.30am – 4pm
Special courses	From \$ 1,500.00	3 – 4 day workshops 9.30am – 4pm
Novices	\$ 750.00 every 5 weeks	Wednesday 9.30am – 4pm

*Prices subject to change without written notice

Items to bring to class with you:

Full time Students:

A4 spiral bound Visual Arts diary
Black BIC fine point pen
Permanent marker pen – fine point black or blue to make your metal
2B Pencil, Mechanical Pencil, Eraser, Ruler
Personal toolbox
Materials – Metal and Gemstones
Lunch

6 Week Just the Basics Students:

A4 spiral bound Visual Arts diary
Black BIC fine point pen
Permanent marker pen – fine point black or blue to make your metal
2B Pencil, Mechanical Pencil, Eraser, Ruler
Materials – Metal and Gemstones for Design your own activity
Lunch

Trade Students:

A4 spiral bound Visual Arts diary
Black BIC fine point pen
Permanent marker pen – fine point black or blue to make your metal
2B Pencil, Mechanical Pencil, Eraser, Ruler



Academy of Jewellery Manufacture & Design

Policy and Procedures | Code of Conduct

You must read this before enrolment

Personal toolbox

Materials – Metal and Gemstones

Lunch

Novice Students:

A4 spiral bound Visual Arts diary

Black BIC fine point pen

Permanent marker pen – fine point black or blue to make your metal

2B Pencil, Mechanical Pencil, Eraser, Ruler

Personal perishables and Metal

Lunch

Weather:

We have a reverse cycle Airconditioning unit so that the Studio/ workshop environment can be managed.

Catastrophic fire days, the Studio/ workshop is closed.

**Please go to the last page for signed declaration*

Academy of Jewellery Manufacture & Design General TOOL LIST

Traditional Silversmithing Tool list has variants.

1.	Saw Frame
2.	Saw Blades 4/0, 3/0, 6/0
3.	Cut 2 & 0 ring files 13mm wide 150mm long with handles
4.	Set of needle files cut 2/ cut 4
5.	Emery Stick x 2
6.	Emery paper 1000 and 2000
7.	Pliers <ul style="list-style-type: none">• ½ round Ring• Snipe nose• Flat• Round on Flat• End Cutters
8.	AA tweezers
9.	Soldering pick
10.	Dividers 75mm
11.	Scriber
12.	Hide Mallet
13.	Jewellers Hammer
14.	Steel Ring Mandrel with sizes marked
15.	Wooden Ring clamp & wedge
16.	Digital Vernier callipers (Stratco \$20.00)



Academy of Jewellery Manufacture & Design
Policy and Procedures | Code of Conduct
You must read this before enrolment

17.	Tool Box
18.	Silver solder (easy, medium and hard)
19.	Tenacity 4A Flux
20.	Drill bits <ul style="list-style-type: none"> • 0.8mm • 0.9mm • 1mm
21.	Round Burrs <ul style="list-style-type: none"> • 0.8mm • 0.9mm • 1mm • 1.5mm • 2mm
20.	Cone Burrs <ul style="list-style-type: none"> • 1.5mm • 2mm • 2.5mm
23.	Fissure Burrs <ul style="list-style-type: none"> • 0.5mm • 1mm • 1.2mm • 1.5mm
24.	Tapered Fissure Burrs <ul style="list-style-type: none"> • 0.6mm • 0.8mm • 0.9mm
25.	Flame Burr <ul style="list-style-type: none"> • 1mm • 1.2mm • 1.4mm
26.	Bearing Cutter 70° <ul style="list-style-type: none"> • 1.2mm • 1.5mm • 1.8mm
27.	Sterling Silver stock gauge <ul style="list-style-type: none"> • 4.5cm x 6mm Square wire • 80cm x 50cm x 1.2mm sheet silver
28.	Safety Glasses
29.	Text Book: Jewellery Making manual by Silvia Wicks ISBN: 0 316 904848 Available on Book depository



Academy of Jewellery Manufacture & Design

Policy and Procedures | Code of Conduct

You must read this before enrolment

Tools List – Traditional Silversmithing variant

These tools are in addition to the General tool kit

1.	Timber Blocks – This is part of your training, we will teach you how to make your own wooden stakes and doming blocks. Timber will be supplied at a separate fee <i>To be advised</i>
2.	Other hammers will be advised (re Bunnings) and you will be taught how to re face them as required

Tool Suppliers:

Twin Plaza – ask for David Level 2, 55 Gawler place Adelaide SA 5000 08 8410 1117 adelsales@twinplaza.com	Australian Jewellers Suppliers – Pauline or Andrew Andrew or Pauline Thoday Level 2, 38 Gawler Place (The Edments Building) 08 8223 1351 www.jewellerssuppliers.com.au
Western Frontier Traders Unit 2, 41 McCoy street Myaree, WA 6154 08 9330 8383 admin@telama.com.au	Koodak 4th Floor, 125 Swanston St, Melbourne (03) 9654 5811 koodak@koodak.com.au
Rio Grande https://www.riogrande.com 7500 Bluewater Rd NW, Albuquerque, NM 87121, USA <i>Please be aware that some tools have different trade requirements in Australia.</i>	Ottofrei https://www.ottofrei.com info@ottofrei.com phone (toll free): (800) 772-3456 <i>Please be aware that some tools have different trade requirements in Australia.</i>

Traditional Silversmithing topics:

Topics in no particular or chronological order.

Metallurgy – Including Melts and Ingot making
Surfacing
Gilding
Shaping
Joining
Casting
Mechanisms
Tooling
Chemicals and their uses
Design
Forging

*These lists are general. These topics have multiple units within them and associated projects. If you would like more details you will be required to attend a scheduled interview as detailed information kit is only given to genuine students who have the full understanding of the commitment.

If you wish to book for a face to face interview please contact:

admin@ajmd.biz or
Admin on 0488 441 635



Full time Jewellery Manufacture Topics

Topics in no particular or chronological order.

Jewellery Repairs
Ring Makes
Pendant and Earring Fabrication
Making Mounts and Settings
Stone Setting
Design
Findings
Fabrication Techniques
Casting Techniques
Tricks of the Trade
Understanding Gems and Gemmology
Tools
Engraving on Precious metals
Rhodium and Gilding processes
Costing out your work
Hydraulic Die Forming for Jewellers and Metalsmiths
Formulas, Measurements and Calculations
Occupational Health, Welfare and Safety
Enamelling and Jewellery (TBA)
History of the industry

Trade Jewellery Manufacture Topics – (Apprentice program)

Some of the topics in no particular or chronological order.

Jewellery Repairs
Ring Makes
Pendant and Earring Fabrication
Making Mounts and Settings
Stone Setting
Design
Findings
Fabrication Techniques
Casting Techniques
Understanding Gems and Gemmology
Tools
Engraving on Precious metals
Rhodium and Gilding processes
Costing out your work
Formulas, Measurements and Calculations
Occupational Health, Welfare and Safety



6 Week – Just the Basics Course

Topics in no particular or chronological order.

Interpret Technical Drawings
Work Safely and Effectively in manufacturing and engineering
Use hand tools
Use power tools in handheld operations
Perform computations and
Perform engineering measurements

5 Week Novice Tuition

This program is designed to allow the individual to study specific skills the individual is interested in. Initially you will have two skills projects to undertake.

- 1) Saw piercing
- 2) Make a Classic Wedder

During the process of these two projects your skills will be identified and we will work with you to tailor your design process into achievable steps and processes.

You will have to pay for the materials used in these activities.

On completion of the tasks you will be given supplier details so that you can be prepared for the next class session.



Academy of Jewellery Manufacture & Design

Policy and Procedures | Code of Conduct

You must read this before enrolment



Academy
of Jewellery
Manufacture
and Design

Office Only	
Enquire	
Reply	
Excel Data Entered	
Word Current student entered	
NOVICE/ TRADE	
USI Unique Student Identifier	
Invoice	
Paid	
Work Placement	
Employment offered	

FIRST NAME:	
LAST NAME:	
STREET ADDRESS:	
SUBURB:	
POST CODE:	
POSTAL IF DIFFERENT FROM STREET:	
EMAIL:	
PHONE CONTACT:	
EMERGENCY CONTACT NAME:	
EMERGENCY CONTACT NUMBER:	PH:
DATE COURSE ENROL IN:	
NOVICE	
BASIC JEWELLERY MANUFACTURING	
BASIC SILVERSMITHING	
BASICS JEWELLERY MAKING – 6 WEEKS	
FULL TIME JEWELLERY MANUFACTURING	
FULL TIME TRADITIONAL SILVERSMITHING	

Please fill in the form below and give to the Office Administration **before you undertake** further activity.

...cut on dotted line.....

I understand that Jacques Fabian is not liable for any injury incurred to my person or my personal property. I understand that I am responsible for my own safety at all times in the Workshop and at STUDIO41premsis. I understand that no makeup classes are available. I understand that I have been made aware that personal ear phones or listening devices such as phones are not allowed to be used in the workshop at any time. I understand that my classes can be cancelled without refund if Workshop rules are not complied with.

Signature:..... Date:.....



Academy of Jewellery Manufacture & Design
Policy and Procedures | Code of Conduct
You must read this before enrolment

Students Copy:

Please fill in the form below and give to the Office Administration **before you undertake** further activity.

...cut on dotted line...-----

I ----- understand that Jacques Fabian is not liable for any injury incurred to my person or my personal property. I understand that I am responsible for my own safety at all times in the Workshop and at STUDIO41premsis. I understand that no makeup classes are available. I understand that I have been made aware that personal ear phones or listening devices such as phones are not allowed to be used in the workshop at any time. I understand that my classes can be cancelled without refund if Workshop rules are not complied with.

Signature:----- Date:-----



General Safety

The Need for Accident Prevention

Industrial accidents are a serious community problem. Every year in Australia hundreds of thousands of people are kept away from work for at least one day and almost a million working person - *weeks are lost*

YOU ARE WORKING IN A FULLY EQUIPPED COMMERCIAL JEWELLERY MANUFACTURING WORKSHOP.

Governments and safety organisations are carrying out research on accident causes and are promoting safe working practices.

Some of the finding of research apply particularly to the engineering worker. Research shows that:

Young workers are people new to their jobs are more likely to have accidents.

Overall, about one worker in every 34 has an accident in the course of the year, which keeps them away from work for more than one week.

These are average figures. In some industries, the problem of having an accident is much higher than in others. You can reduce the risk of having an accident by learning to work safely.

Two accidents out of there result in people hurting themselves by straining, falling, slipping (even with hand tools) stumbling being struck by moving or falling objects or stepping on or striking against stationary objects.

By thinking about your surrounds, you will reduce your risks:

Where is the soldering bench?

Where are the other people in the workshop situated?

Where are the doors?

Are there any power cords around me?

Where are the tools located?

Just some questions you should ask yourself each time you enter the studio.

By using common sense and obeying general safety rules you can save yourself and others from being hurt.

Clothing in STUDIO/ Workshop

If you are not dressed in an appropriate manner you will be dismissed from the studio/workshop for the rest of that day.

- No short skirts/ dresses
- Closed in shoes (not high heels)
- Hair tied back
- No baggy tops
- Aprons
- No loose sleeved tops



Be a safe worker:

- Think Safety.
- Know the safety procedures for your job and your place
- Develop safe working habits
- Set a good example for fellow workers
- Continually try to improve your working habits.
- Strictly **no earphones** from personal devices allowed in the studio/ workshop
- All phone calls must be taken outside.

Causes of Accidents

An accident often has more than one cause or catalyst.

Accidents can be prevented by removing their causes. Finding out what caused an accident is important. It can help in planning how to prevent similar accidents.

There are two causes of accidents:

- Unsafe acts.
- Unsafe conditions

The person who gets hurt does not always cause the accident. However, accidents are caused by some person failing to act safely or to correct an unsafe condition.

Think about these examples of unsafe acts:

- Using equipment without having received proper training in its use.
- Using tools or equipment the wrong way or for the wrong purpose.
- Not using personal protective equipment such as goggles when the job requires it
- Ignoring safety signage
- Fooling around and playing about
- Hurrying and taking dangerous short cuts through the workshop or on the job
- Distracting others from their work or tasks or allowing yourself to be distracted
- Not being aware of your surrounded ie: wearing earphones when in the workshop. **This is an immediate dismissal from the workshop at STUDIO41.**

Consider these examples of unsafe conditions for the worker:

- Lack of instruction in safe methods
- Lack of training
- Unsuitable clothing for the task to be done
- Physical defects like poor eyesight or defective hearing
- Long hair near rotating machine
- Lack of safeguards on machines.



Care in the Use of Machines

Machine tools can cause serious injuries when they are used incorrectly or when persons accidentally come into contact with moving parts. It is essential that you only use those machines for which you have been trained and are authorised to use.

Never be afraid to say that you do not know how to use a machine. Failure to do this has cost lives. Always keep your fingers away from moving parts and keep the following rules:

1. Any machine guard that is damaged, not in place or working correctly must be reported immediately. The machinery must be labelled as unsafe and not to be operated until its guards are correctly in place.
2. Never remove any machine guard unless you are authorised to do so in order to clean, oil, set, adjust or maintain /repair the machines.
3. When guards are removed for the maintenance or adjustments of the machine they must be replaced before the machine is restarted.
4. Guards and safety devices must never be made or left inoperative.
5. Work to be drilled must be held in a safe way in a vice or a jig. Never try to hold it still with your hand.
6. Never start a grinding wheel until you have checked that the wheel is in good condition and the guard and work rests are fixable in place and properly adjusted.
7. Never try to remove cutting or swarf from a machine with your hands. Use a brush or a hook, and only when the machine is stationary and switched off and unplugged.
8. Switch off any machine at the machine switch not at the supply point.
9. When carrying out maintenance the machine must be electrically isolated and clearly labelled. "DO NOT USE MACHINE IN PROGRESS"
10. Try not to get the tool wet and take extra care in damp situations (eg: Do not let leads drag through water. Wear rubber-soled shoes and rubber gloves)
11. Consider the safety of others when using tools
12. Make sure that others will not be hit by flying sparks, hot metal (use screens)
13. Do not leave an unattended power tool plugged in
14. Notify everyone before you make a loud noise like striking metal. ("Loud noise")

It is your responsibility to avoid unsafe acts. You must, for your own sake and that of the others, learn to work safely. Any silly act that could cause danger to yourself or others is irresponsible. Follow your supervisor's instructions. Always use the correct working methods.

Behaviour in the work Area

Behaviour that may be enjoyable on the playing field can be extremely dangerous on concrete floors, or near sharp steel edges and moving machinery.

- Do not trip or wrestle another person in your work area.
- Walk, do not run in the workshop
- Do not play practical jokes
- Do not play with fire, electricity, compressed air or water or gas hoses
- Never throw things about your workplace
- It is especially dangerous to throw things in the workshop
- Concentrate on the job you are doing but be aware of what is happening around you



Academy of Jewellery Manufacture & Design
Policy and Procedures | Code of Conduct
You must read this before enrolment

- Take notice of signs and barriers which have been built to mark off unsafe areas or conditions.
- Do not distract anyone who is concentrating on their own job.

