



coderfactory
ACADEMY

Student Handbook

Baguio June 2017 Coding Boot Camp

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About Vivixx Academy

Vivixx Academy is a private TESDA-accredited institution located in Baguio City. It is one of only a handful of institutions nationwide offering the TESDA TM1 course, and the only one offering the TESDA TM1-TESOL Department of Foreign Affairs (DFA) "Red Ribbon" course. It is also a Department of Information and Communication Technology (DICT)-recognized institution, and is the headquarters of the ICT Council of Benguet (ICT Benguet), an organization representing various ICT interests and advocacies in the province of Benguet. Vivixx Academy is the home of the Teachers of ESL Association (TESLA) Philippines, and is the exclusive licensee of the American Council for the Teaching of Foreign Languages (ACTFL) for the Oral Proficiency Interview (OPIc) test.

Now, it has partnered with Coder Factory of Australia to bring the first Coding Boot Camp to the Philippines, the Vivixx-Coder Factory Australia Coding Boot Camp.

About Coder Factory Academy (CFA)

At Coder Factory Academy, we're using our innovative framework as Australia's only accredited coding bootcamp to build a community of empowered individuals with invaluable skillsets and global employment opportunities.

Since 2013, Coder Factory Academy has provided a range of short workshops, online tutorials, part-time courses, school programs, and coding bootcamps in Sydney, Melbourne, and Brisbane, to equip our students with the in-demand coding and technology skills they need to tackle the future of work.

As Australia's premier technology educator offering engaging coding and STEM courses for people of all ages, abilities, and backgrounds, Coder Factory Academy provides its students with the knowledge, skillsets, and industry connections they need to bring even the most far-fetched ideas to life.

Bootcamp Culture

When you enter the Vivixx-CFA bootcamp you are taking your future into your own hands.

Unlike other institutions you will not be spoon fed, instead you will be expected to think, decide and draw your own path through the content and the challenges. From the teachers you are trying to discover their way of thinking and their methodology, as opposed to simply

what they know. All the tools and knowledge exists on the internet, the classroom acts as a fast track and mentorship program that links and molds you into what industry desires. Vivixx-CFA students spend as much time helping one another as they do themselves. They see the value in teaching as a means of solidifying what they have learnt. Bootcamp students actively participate in hackathons and external events to prove their worth against others both in industry and universities and in the past have won some of the largest events in the country, beating out all other universities and winning amazing prizes.

Self direction, enthusiasm, curiosity and determination are what has seen our students be so successful in the past.

Internships

Vivixx-CFA's Internship programme is an integral part of the Full-Time bootcamp experience. The Internship programme runs for 4 weeks, and are remote placements at various industry partner companies. We have partnered with over 100 companies in Sydney, Melbourne and Brisbane to help students further their education in learning web development in a commercial and real-world environment.

The aim of the internship experience is not about which company students go to, but where students will experience the best mentoring and team experience for building their commercial skills. The internship component of the course is marked and accredited and is focused on being a stepping stone into the world of technology. There is no guarantee of a paid role immediately after completing an internship, however some companies will offer roles at the end.

There are expectations of both the student and host organisation parties. Students will only be placed on an internship if they have demonstrated a satisfactory level of technical competence prior to placement. In addition to technical skills, companies will also take into account a student's attitude, teamwork, communication and other soft skills before agreeing to take them on as an intern. The employer makes the final decision when selecting interns.

Host organisations must comply with internship program standards set by Vivixx-CFA and accredited standards. If there are issues on either end throughout the process, then a CFA representative will act accordingly.

Your Trainers

Vivixx-CFA trainers are more than just teachers; they are there to guide students throughout the course, encourage them to think creatively and assist them in acquiring the skills, both technical and soft, to achieve their ultimate goal - to be technically qualified, well-rounded and employable at the end of the Bootcamp journey.

Student Code of Conduct

As a Vivixx-CFA student, you are expected to:

1. Treat other students and staff with respect, dignity, impartiality, courtesy and sensitivity
2. Maintain a cooperative and collaborative approach to inter-personal relationships
3. Act honestly and ethically in their dealings with students and staff
4. Ensure that you do not act in a manner that unnecessarily or unreasonably impedes the ability of other students to carry out their study
5. Ensure that you do not become involved in or encourage discrimination against or harassment or bullying of other students
6. Act appropriately when dealing with people outside Vivixx-Coder Factory Academy (site visits, visitors, hackathons and events etc.) as a representative of the Vivixx-Coder Factory Academy student body

You are expected to attend all classes, except in cases of illness, injury or emergency. You must arrive in class on time to avoid disrupting the trainers and other students. Whilst the use of mobile phones is not prohibited, you are expected to refrain from using them in class in order to minimise disruption to others.

Academic Calendar – June 2017

Term	Start Date	End Date
Term 1	June 5, 2017	July 7, 2017
Term 2	July 17, 2017	August 18, 2017
Term 3	August 28, 2017	September 29, 2017
Term 4 (Internship)	October 9, 2017	November 10, 2017

Events

In addition to classroom activities, you are strongly encouraged to attend programs and events organised by Vivixx-CFA and external parties. These can include industry events, mentor talks, hackathons, site visits etc.

Facilities: WiFi Access

In-house WiFi is “Calle Uno” and the password is updated periodically. Your Lead Trainer will provide you with the password.

Facilities: Classrooms & Common Areas

Classrooms and common areas must always be left neat and tidy after use. If you move any furniture please ensure you return it to its original position when vacating the area.

Facilities: Kitchen Facilities, Food & Drink

We have a pantry and kitchen where you will find microwaves, a fridge and a sink. Free-flowing brewed coffee and filtered water is available. Please ensure any plates and cutlery are washed and put away after use.

There are six food trucks in the forecourt of the building. All purchases from the food trucks are for your account.

Food and drink is not permitted in classrooms or common areas.

Building Access

The school hours are 8AM to 8PM, Monday to Friday. Should you require access to the facilities outside of these hours and days, you may register at the counter for drop-in coworking.

Registering Your Arrival and Departure

You are required to register your arrival and departure at the registration computer installed at the counter.

Parking & Bicycles

There is a limited number of parking spaces inside the compound. Bicycles can be secured to poles provided for that purpose. You will need to provide your own bike locks.

Smoking & Vaping Areas

A smoking/vaping area has been designated at the parking lot. Please refrain from smoking/vaping at any other area of the building and compound.

Areas where Access is Allowed to Students

The following areas/spaces are available for students to use during school hours:

1. Speak. The hallway space outside the private offices at 3F
2. Charge. The pantry
3. Heat. The kitchen
4. Talk. The individual cubicles adjacent to the kitchen
5. Connect. The space past the double doors.
6. Barn. The rustic space adjacent to connect.
7. Food Hub. The food trucks area in the forecourt.
8. Dojo. The main training hall in the main building.
9. Gazebo. The courtyard of the main building.

Areas that are Off Limits to Students

The following areas are off limits to students at any time:

1. Vivixx, Riskco and VirtuoSearch: Private spaces in 3F
2. Work: 2F Members-Only Space
3. Think: 2F Individual Spaces
4. Linkage: Private Space in the 1F
5. 2F: Administrative and Tech offices in the main building
6. 3F and 4F: Call Center spaces in the main building
7. Sub-basement in the main building

Visitors

Visitors and/or family members are not allowed to accompany students in class, in order to avoid disruption.

Photos and Videos

Vivixx-CFA shall be regularly taking photos and videos of the boot camp and its participants, for use in documentation and other purposes. By signing on the space below, you allow/permit any and all images and videos that includes you to be used in publications and announcements.

Who to Approach for Help

For academic advice/assistance, you should contact your Lead Trainer or TA in the first instance. The Student Services Manager can provide assistance with regard to enrolment,

fees and payment, or direct you to the respective Vivixx-CFA staff member who can assist you.

Issues and Grievances

If a student has a grievance concerning Vivixx-CFA, generally, the first person to see about this grievance is the Lead Trainer or Student Services Manager. If the grievance cannot be resolved through speaking with the Lead Trainer or Student Services, the student may submit a complaint to the President.

Vivixx-CFA will maintain a student's enrolment while a complaint or appeal process is ongoing, however, Vivixx-CFA reserves the right to suspend a student from attending class or visiting the Vivixx-CFA campus if that is considered necessary during this period.

Public Transport

Vivixx Academy is located in a major offcenter thoroughfare, accessible to all forms of public transportation.

By Cab: A Grab Taxi booking tablet has been installed at the counter. You may book a ride by simply inputting the address of your destination. You will also need to provide your name and mobile number so the driver can contact you.

By Jeepney: Jeepneys ply Naguilian Road to and from town. The terminal is at Kayang Street, behind Abanao Square Mall.

Accommodations

If you need assistance in securing accomodations, we shall be happy to assist.

Hotel Rooms: Cosmopolitan Hotel, located at 1 Naguilian Road, Baguio City. All boot camp students are entitled to 15% to 25% discount on long-term rates. Request an introduction letter from the Student Services Manager.

Dorm Accomodations: Villa Milagrosa Home, located 8 J. L. Escoda Street, Baguio City. Contact the Student Services Manager for more details.

Room at a Private Home: Available. Ask the Student Services Manager for more details.

Healthcare: School Nurse

We have a school nurse available to attend to minor medical emergencies. Coordinate with the Student Services Manager in case you need the attention of the school nurse.

Healthcare: Nearest Hospital

(2 kilometers away)

Pines City Doctors Hospital
Magsaysay Avenue, Baguio City
Tel. No. 074 445 3020

Dental Care: Recommended Dental Office:

Dr. Jealyn Florendo
Tooth Complex Dental Clinic
Room 210, Mabini Shopping Center
Mabini Street, Baguio City

Sports and Recreation: Nearest Gym:

(1 kilometer away)

Shape Up Fitness Gym
2/F Cooyeesan Plaza, 1 Naguilian Road cor. Asin Road
Baguio City

Personal Supplies: Nearest Supermarket:

(1 kilometer away)

PureGold Supermarket
1/F Cooyeesan Plaza, 1 Naguilian Road cor. Asin Road
Baguio City

Banking: Nearest Bank/ATM:

(100 meters away)

Philippine National Bank
High Country Inn Building
Naguilian Road, Baguio City

Computer Supplies and Accessories:

Octagon Computer Superstore
3F SM Baguio, Luneta Hill, Baguio City