

STUDENT INFORMATION



HANDBOOK

Introduction

Welcome!

Thank you for choosing Australian Teachers of Dancing (ATOD) and your chosen partner to further your dance career. We are thrilled that you have decided to undertake your studies with us and congratulate you on the commencement of this exciting learning journey.

ATOD is Australia's premier dance organisation, with a proud 75 year old history dating back to 1945, since our inception as the Society of Australian Teachers of Dancing (SATD).

We became a Registered Training Organisation (RTO 31624) in 2007 and now offer a number of nationally accredited dance industry qualifications.

As a wholly Australian owned company and a not-for-profit organisation, we and your studio continue to offer excellence in dance education and strive to energise and excite a wide variety of people to be involved in the arts.

Whether you are just beginning your career in Dance Teaching or wanting to further your studies in your current teaching job, we are here to offer support, education and training to help you reach your goals.

This student information handbook is designed to provide you with information around most common student queries. It is not, however, designed as a replacement to conversations. We invite you to build relationships with your assessors and with our support team below.

RTO Operations Manager

Support Team

- Kellie Wilson – Training Coordinator
- Melissa Lee – Training Coordinator
- Isabel Cakebread – RTO Administrator
- Eric Whittington – Compliance Officer

Phone: 1800 106 227

Email: rto@atod.net.au

Head Office Address

Suite 12
3990 – 3992 Pacific Hwy
Loganholme QLD 4129

ATOD Postal Address

PO BOX 3005
Loganholme QLD 4129

Phone: 1800 106 227

Email: office@atod.net.au

Our Business

At ATOD, we understand the passion of those wishing to reach their dance teaching and performance aspirations. As a Registered Training Organisation (RTO31624), we offer nationally recognised dance training courses and encourage our student teachers to dream big and reach their full potential as they obtain their professional qualifications and enjoy outstanding dance experiences.

Mission Statement

ATOD are Leaders in Dance Education. With the highest integrity we deliver quality, innovative training systems and services. We inspire and provide opportunities for our dance community to achieve their full artistic potential.

Vision Statement

Our Vision is to:

- Promote and manage growth and strategic change in a systematic manner for the organisation.
- Remain a leader in the dance industry through developing a culture based on continuous improvement in Systems of Training content and implementation, teaching practice and ongoing professional development.
- Continue to increase the profile of ATOD within the industry as an organisation that delivers quality Systems of Training with a high technical standard, ensuring accountability of professional ethics and standards, reputation and technical excellence.
- Encourage life-long learning at all levels of the organisation by acknowledging and rewarding excellence in all aspects of the dance industry and provide performance and leadership opportunities.
- Through a collaborative approach, foster a commitment to a common goal by inspiring passion and sharing knowledge between all stakeholders within the organisation and broader dance community.



Training

Programmes Offered by ATOD

Operating within the Australian Qualifications Framework we offer accredited training that ranges from Certificate III through to Diploma levels.

- CUA30320 Certificate III in Assistant Dance Teaching
- CUA40320 Certificate IV Dance Teaching & Management
- CUA40520 Certificate IV in Musical Theatre (RPL)
- CUA50320 Diploma of Dance Teaching & Management
- CUA50220 Diploma of Musical Theatre (RPL)

ATOD delivers courses through Distance Learning - Self-Paced Progress.

Programmes that may be delivered by our Partners

- CUA10120 Certificate I in Dance
- CUA20120 Certificate II in Dance
- CUA20220 Certificate II in Creative Industries
- CUA30120 Certificate III in Dance
- CUA30320 Certificate III in Assistant Dance Teaching
- CUA40120 Certificate IV in Dance
- CUA40320 Certificate IV Dance Teaching & Management
- CUA40520 Certificate IV in Musical Theatre
- CUA51520 Diploma of Professional Dance (Elite Performance)
- CUA50320 Diploma of Dance Teaching & Management
- CUA50220 Diploma of Musical Theatre
- CUA60120 Advanced Diploma of Professional Dance (Elite Performance)

Delivery Mode

All Studio Partners deliver their course through Face-to-Face learning in a studio or through RPL. They may deliver part-time or full-time but must provide opportunity for theory delivery.

Pre Enrolment

You have chosen to enrol with one of ATOD's Studio Partners for the delivery of your chosen course of studies. ATOD has an agreement with the Studio Partner for the delivery of your course and as such the qualification or Statement of Attainment you receive will be from ATOD.

Prior to your enrolment you should have received a copy of the units you will be required to study including the unit codes and names.

You should have received a full disclosure of the fees you will be required to pay to the Studio Partner. This should include any expenditure for incidental costs such as personal equipment- costume fees, kneepads, and uniforms. Where a performance is required to be undertaken as part of the assessment process then the costs of that performance must be fully disclosed to you. You will also receive notification of the Terms and Conditions of your enrolment with the Studio Partner. This will include when and how your fees are paid/ refunded.

You will also receive a privacy declaration form, which should include comments on how your image might be handled in the studio. For the accredited training to be delivered, your information will be shared between the Studio Partner, ATOD and those that ATOD are required under legislation to report. Use of your image is an agreement between yourself and the delivery Studio Partner. Should you not permit the information sharing then accredited training cannot be delivered.

Enrolments

ATOD is limited by our partnering agreement to ensuring the training you undertake meets the legislative requirements and reporting to the government regarding your training. ATOD cannot interfere in the business of the studio except as limited by that agreement- prepayments, advertising, training etc. ATOD however will take a mediator's role when required between parties.

Enrolments

Our friendly and experienced staff are available to assist all students with their enrolment process. You simply need to choose your course, as advised by your studio, accept the Terms and Conditions and complete the online enrolment form.

How do I know if my enrolment has been successful?

You will receive notification that your enrolment is pending when you submit your application. When the application has been approved you will receive a welcome email followed by an email with details on how to access the course.

Will my details be kept private?

Subject to the provisions of the Privacy Act, and our moral responsibility, we pledge to maintain a level of privacy for all employees, contractors, customers and students in relation to the personal data they may provide.

As such we will:

- Provide a safe and secure storage of personal private information;
- Ensure compliance with legislative requirements and current industry standards;
- Train all staff members and advise all customers of their rights and obligations in relation to this policy.

Under certain circumstances, we are bound by law to disclose your details for the purposes mentioned in the Training and Employment Act. Agencies, such as Commonwealth and State Government Departments are also granted access to your details. If you have any concerns to this access, we ask that you notify our support team immediately. However, in some instances, ATOD and our delivery partners may be prevented from offering accredited training where you decide not to grant disclosure.



Fees and Charges

How do I calculate fees payable?

The Studio Partner sets your fees and as such ATOD cannot become involved.

When do I pay student fees?

Your fee payment will be defined by the Terms and Conditions for your training, which you signed with the Studio Partner.

Studio Partners are prevented by legislation and the agreement to accepting more than \$1500 in up-front payments from any single student at any point in the training process. Where a performance is required to be undertaken as part of the assessment process then the costs of that performance must be fully disclosed to you and must be included into the \$1500 calculations. As such Studio Partners will have various pre-approved payment schemes for students. If you believe the Studio Partner is in breach of this condition, please contact ATOD immediately for investigation with a copy of any Terms and Conditions and invoices. This will require ATOD to discuss the issue using your details.

How do I get a refund?

This will be as per the Terms and Conditions of the Studio Partner. ATOD cannot get involved in this process.

Learner Support

Language, Literacy and Numeracy

To undertake and successfully complete all of the units of competency within an individual qualification, students will need to possess reading, writing, and numeracy skills at the applicable unit level. As part of the enrolment process students will be provided with an electronic link by ATOD that will enable them to undertake an 'online' evaluation to determine their current level of skills in the three areas. Please note some units of competency do not require all three skills concurrently.

The results of the evaluation will determine if a student requires any learning support whilst undertaking each unit of competency. If support is recommended, a confidential conversation will be undertaken between the student and Trainer. The results of the evaluation will be shared with the student, and it agreed the best way forward. If any specific learner support needs in addition to those identified during the 'online' evaluation are present, students should request a meeting with the Trainer at the earliest opportunity to discuss the additional support needs.

ATOD and studios have limited resources to support students through adult distance learning. Trainers will provide feedback and support where they receive notification.



Assessment

Assessment is the process of collecting evidence and making valid, reliable and consistent judgements. It can be established in a number of ways. This includes, but is not limited to portfolios of evidence, assignments, submissions of assessment and DVD/Video submissions.

Qualifications issued in the vocational education and training sector certify the achievement of competency. Competency-based training focuses on what the individual can do, and unlike other methods of learning, is based on work-related skills and requirements, and the application and performance of the individual.

In awarding competency, skills and knowledge are measured against criteria. Competency standards provide those criteria. In the context of national training packages, a competency standard is an agreed statement of skill and knowledge required to perform a specific job or job function. In order to gain competency, you must be able to demonstrate that you have the skills and the knowledge, and that you can apply these to the standards of performance required consistently.

Assessment Practices

Assessment practices are:

- flexible and incorporate alternative approaches to suit people who may otherwise be disadvantaged by cultural background, language ability or personal disabilities. If you have special needs in this area, these can be discussed directly with your assessor.
- encourage learning to occur in a wide variety of learning settings.
- fair and equitable.
- conducted by qualified staff.
- integrated into the learning process rather than being separate from it.

Plagiarism

Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own and is a serious academic offence. This can range from failing to cite an author for ideas incorporated into a student's paper to handing in an assessment piece downloaded from the internet. All plagiarised assessments will instantly be assessed, as Not Yet Competent and students will be required to resubmit their work.

These web sites will help you avoid plagiarism:

http://wp.rutgers.edu/courses/201/plagiarism_policy/index.html

<http://www.csubak.edu/ssric/Modules/Other/plagiarism.htm>

Recording of assessment results

In accordance with the Australian Quality Training Framework, results of competency of assessment are indicated by either:

C = competent; or NYC = not yet competent

Reassessment

Reassessment for a module or unit of competency may be a re-submission of a piece of written work.

You should refer to your studio's handbooks regarding reassessment policies.

Assessment Submissions

Units have multiple tasks, which are required to be completed. It is only when all the tasks for the unit have been marked satisfactory that you received a competency for that unit.

One of the requirements of Adult Education is to prepare you for the world of work. Part of this means you must show competencies required to the level of a workplace. When in a workplace you are required to be appropriately attired. When carrying out work in a workplace you are required to check your spelling/grammar for written activities. No one expects you to be perfect; however multiple errors in a document can be sent back as not yet satisfactory and you will be required to resubmit.

Please ensure you proofread your documents.

Completing unit quizzes have caused some students to lose work due to internet dropouts, computer freezing or not saving the drafts. It is strongly suggested you copy the quiz questions to a word processing file, create an answer and save the work. The questions are repeated a number of times through the course. This procedure will ensure you do not lose work and allows you to copy and paste the answer when it is asked again.

It is best practice when submitting written work to give the file a name (unit code and task number are good methods along with your surname and version number-- CUADAN212 Task 3 SMITHV1 would be a file name).

When editing a submission, it is recommended you upload the next version giving a new file number - CUADAN212 Task 3 SMITHV2 so as your trainer can see the changes you made and their original comments. It is not recommended you remove the previous version of your materials. However, this process should be decided between you and your studio. If you find you are unable to upload to the system, simply contact your trainer who will advise ATOD.

Recognition of Prior Learning (RPL)

RPL or Recognition of Prior Learning takes into account the skills and knowledge you may have already gained through life or work experiences and previous study. These are measured against your chosen course of study and if relevant, you may be granted credits or exemptions for

some parts of your studies. Please see the Studio Partner for associated costs and processes. The Studio Partner must offer you the chance to RPL on request.

Credit Transfers

In circumstances where a student holds a nationally recognised unit of competency issued by ATOD or another Registered Training Organisation (RTO), and that unit is deemed to be current, credit will be provided for the unit where it is listed in the students training plan.

Also, where a student holds a superseded unit of competency that is equivalent to a current unit of competency within their training plan, credit will be provided for the current unit. 'It should be noted that on occasions there may be skills and knowledge gaps within the current unit when mapped to the superseded unit. ATOD will advise students when this occurs and the student will then have the option to request gap training, which will be at an additional cost to the student'.

Students will need to provide either a verified photocopy of a statement of attainment or record of results listing the previously completed unit, or for training completed after the 1st January 2015, provide a copy of their USI transcript listing the previously completed unit.

Appeals

In the event that you are unhappy about a decision (academic result or otherwise), you have the right to appeal for a re-evaluation. Contact the Studio Partner for their process of appeals.

In the event that you are dissatisfied with the outcome of any Academic appeal at the Studio Partner you may wish to escalate further. You may request ATOD evaluate the assessment decision based on the evidence already provided within six months of your completion of that assessment. The ATOD reserves the right to seek further information from any party in the process.

Students will be advised of any costs associated with an appeal prior to launching the ATOD appeal process.

Typical costs maybe associated where there is a need to locate non ATOD employee assessors.

Academic Records

Course Award

To be eligible for an award (e.g. Certificate or Diploma) you must have completed all program work and assessments as set out in the program outline for the course.

Statement of Attainment

Once you have progressed through your learning and completed units of competency, a Statement of Attainment will be awarded if the full Certificate or Diploma course has not been completed.

Unique Student Identifier

Students will not be issued with a Course Award and / or Statement of Attainment unless they hold a Unique Student Identifier (USI), or have been issued with an exemption. Students who do not currently hold a USI can apply for one using the following website address.
<https://www.usi.gov.au/>

Other

Client Feedback/Grievances or Complaints Feedback in relation to a Studio Partner is invaluable. However, there are limits to what ATOD can do in

regard to complaints. ATOD is limited by the Terms and Conditions in our agreement with the Studio Partner.

ATOD cannot get involved in the running of the Studio Partner's business, refunds or use of your image. ATOD will mediate in many of those situations. ATOD believe in natural justice and as such any formal complaint regarding a Studio Partner and the training must be supplied in writing (email is fine) and allow for full disclosure of the issue including the person making the complaint.

ATOD investigates complaints, looking for hard verifiable evidence of the problem stated. In many cases that hard evidence is unable to be substantiated and must be collaborated with others through surveys or interviews. In some cases your complaint may look as if it has fallen on deaf ears; however, any issues you raise (even those where you wish to remain anonymous and therefore limit the extent ATOD can investigate) are considered at the next signing of the agreement and in developing the future requirements in all agreements.

As part of our commitment to continuous quality improvement, you are requested to complete a survey as part of your course.





www.atod.net.au

Suite 12, 3990 – 3992 Pacific Hwy., Loganholme QLD 4129

Phone no.(Aust) 1800 106227 (overseas) +61 7 3200 2198

Office Hours 8.00am to 4.00pm

email address: enrolments@atod.net.au



Document Released - August 2022