ATO

AUSTRALIAN TEACHERS OF DANCING

ATOD DISTANCE STUDENTS INFORMATION

HANDBOOK

Introduction

Welcome!

Thank you for choosing Australian Teachers of Dancing (ATOD) 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 the 1945, since our inception as the Society of Australian Teachers of Dancing (SATD).

We became a Registered Training Organisation (RTO) in 2007 and now offers a number of nationally accredited dance industry qualifications. Our RTO division delivers distance education, auspices with dance organisations Australia-wide and has expanded services to offer VET/VCE Dance.

As a wholly Australian owned company and a not-for-profit organisation, we 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 position, ATOD are here to offer support/education/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 directly with our learners. We invite you to build relationships with your assessors and with our support team below.

Michele Eisenhuth

RTO Operations Manager

RTO Support Team

- Michele Eisenhuth – RTO Operations Manager
- 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

Postal Address

PO BOX 3005
Loganholme QLD 4129

Phone: 1800 106 227
Email: office@atod.net.au

Contacting ATOD RTO administration is also an option via **enrolments@atod.net.au** where more immediate support is necessary. Occasionally we may refer you back to your trainer, but we can assist in many instances.

Progressing Studies

You have now located this Student Handbook from the welcome email you would have received, and your invitation to log into the portal. If you downloaded this handbook from another location, please check your email or your spam to locate your access to the portal and log on as per the email instruction.

Once you have logged on have a look around. You will see you have a choice of Recognition of Prior Learning (RPL) or undertaking the assessment requirements for each unit.

RPL requires you to upload evidence documents from your workplace. Where you can supply the types of evidence listed in the RPL, please complete that section. Typically, students who can complete RPL have been working within the sector for a number of years. However, that is not always the case as you can gain competencies through not just formal learning but also informal learning, volunteering, hobbies etc. If you are unsure, preview the quiz. If you can answer those questions and you have the suggested evidence documents to upload, please discuss RPL with your trainer. If you feel you are unable to supply the evidence suggested and/or you are unable to complete the quiz please, complete the assessment work.

With RPL your trainer may require you to upload further information. This will be through further discussion between you and the trainer. Where you are unsuccessful at RPL your trainer will inform you what parts of the assignment you will be required to complete.

It is important to remember; at the commencement of your course, you will be informed as to the date you are required to complete by. Should you not have completed your course by this time, you will be required to pay an additional fee to continue your enrolment as

per the terms and conditions you signed or any changes that you have been advised.

ATOD offer plenty of support with workshops available for face-to-face assistance. Some of these are offered at additional charges. Information can be found at the top of your portal.

You have been provided with your trainer's contact details. They will be able to answer questions you may have and guide you through your journey.

Please remember, **it is up to you to make contact with your trainer when you require assistance**. Adult Education and Training differs from high school and trainers are not there to teach you in this manner. They don't provide you information to complete your tasks. You will not be told what to do and when to do something. You are expected to be independent learners willing to seek out information through research and move through the materials.

Distance Education adds another complication. Please ensure you read the study guide and suggested internet links. You will need to research topics and carefully consider what you have found. The trainers are not in front of you to teach and will not give you the answers to the tasks. They are there to guide your learning so you can complete your tasks. Please make sure you make contact if you feel lost, overwhelmed or confused.

The units are placed into a suggested sequence. Feel free to sequence your study around the activities occurring in the studio or workshops that have been scheduled. Keep in mind that should you choose to partially complete a unit and move to another unit; your materials might not be marked until you have completed all the tasks in the unit. (See assessment marking in this handbook).

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

Programs 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 Dance Teaching & Management
- CUA50220 Diploma Musical Theatre (RPL)

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

Programs 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 Dance Teaching & Management
- 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)

Self-Paced Distance Learning

ATOD provides a distance model of education and learning through self-paced progress. This learning style provides students with a comfortable, self-directed way of learning while also catering for those who find attending traditional 'classrooms' challenging.

This requires you to be very independent and willing to investigate and research independently. You have email access to trainers, and everyone is very willing to provide assistance, but you are required to initiate contact with your trainers when you require assistance. At various points in time you will receive an email from your trainer where they have not heard or seen any activity. These are prompts to keep you moving. The system will send you progression emails to advise you where you should be in the program of study, so that you complete your course within the two-year enrolment period.

If you prefer a face-to-face model of education and learn better in a classroom setting, this program is not for you. Please contact us and we can provide you information regarding our delivery partners who provide face-to-face learning and can assist you to reach your goals.

ATOD uses an online learning platform titled aXcelerate, to coordinate training and assessment activities. Here you will find study guides/templates and assessment materials and observation sheets.

Your ATOD assessor will be available throughout the learning journey to offer support and is readily available should you have any questions during your program.

Enrolments

Our friendly and experienced staff are available to assist all students with their enrolment process. From our range of offerings, you simply need to choose your course, complete the online enrolment form, and select a payment plan– we will take care of the rest.

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. A few days later you will receive notification of your trainer's details.

Will my private 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 maybe prevented from offering accredited training where you decide not to grant disclosure.
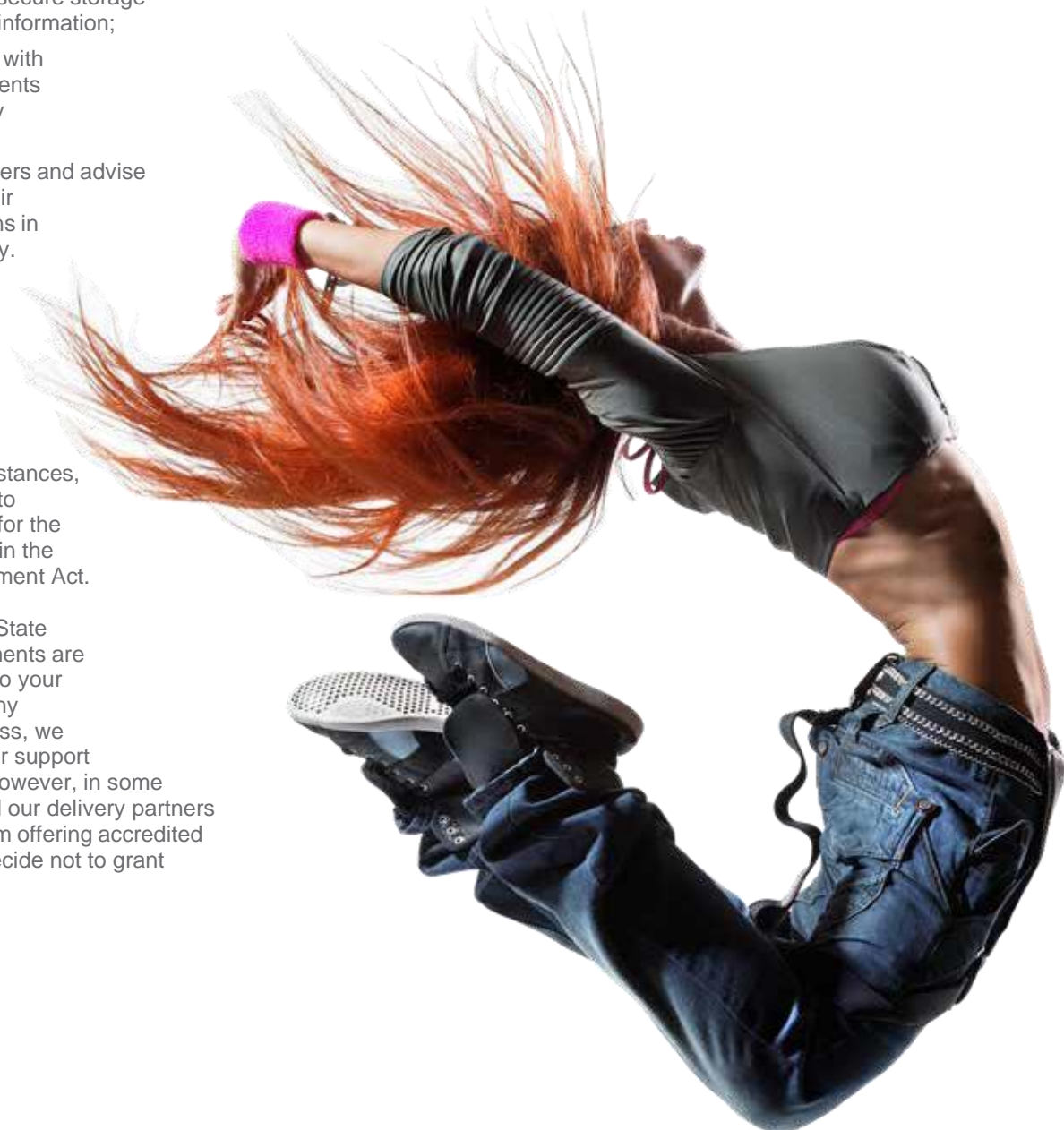
Fees and Charges

How do I calculate fees payable?

Current course fees can be found on the ATOD website. Our staff are also on hand to provide assistance in this area.

Unless stipulated, all course fees are inclusive of administration charges, training delivery, training assessment and student course material.

When do I pay student fees?

You will be required to pay the enrolment fee when you submit your application and complete the payment plan agreement. You may adjust your frequency by contacting our office. Students are prohibited by government legislation from paying for their course in full.

Can I get a refund?

Refunds are available as per the current refund policy found at the top of your portal or from https://www.atod.net.au/course-details/

If ATOD cancels a course or workshop you will be refunded in full.

What happens if the course ceases?

In the unlikely event that ATOD is unable to continue your training, you will be provided with assistance to locate an alternative RTO to complete you studies and you will be provided with a Statement of Attainment within 30 days of cancellation. ATOD limits the prepaid amounts in accordance with legislative requirements.

Learner Support

Study Periods

We believe in giving you control over your learning experience - you choose what you want to study and when you want to start. The real world does not operate around semester-based study periods, and we don't either.

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

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Assessment

Assessment is the process of collecting evidence and making valid, reliable and consistent judgements. It can be established a number of ways, that 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, the student must be able to demonstrate that they have the skills and the knowledge, and that they can apply these to the standards of performance required consistently.

Assessment Practices

Our 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. Students are entitled to re-submit a task twice (original assessment attempt and one further re-assessment attempts) after which any additional task re submission for a unit may require the student to re enrol in that unit at the cost of that unit.

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.

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.

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 a student receives 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 will be sent back as not yet satisfactory and you will be required to resubmit. Please ensure you proofread your documents.

At various times you will be required to submit written or video works of tasks through Moodle, via USB or uploading to a common platform such as YouTube, Google drive, drop box, etc. It is very important that students consider all images contained. ATOD must maintain the video evidence for six months post the course closing. This will be a minimum of 2.5 years from the year it began. It is an unfortunate aspect of today's society that people can obtain images for their own monetary gain or psychological pleasure. Students are reminded to consider not only safe dance practices but if video journaling, the images they are uploading. Be appropriately attired and check the background for any personal identification to maintain your safety.

Students should also remember that their trainers should not be placed in a position where child protection, harassment/ bullying can be levied due to the inherent power differential between of student/trainer. Students submitting any video causing the assessor to feel uncomfortable will be deleted and the student required to resubmit their work. No mark will be awarded and the resubmit will not count toward the student's resubmit attempts in the first instance.

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 students 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 students do not lose work and allow for the student 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-- CUADAN202 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 - CUADAN202 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 trainer. Your trainer must allow you a second attempt. If you find you are unable to upload to the system, simply contact your trainer who will make an adjustment in Moodle.

Students are directed to the student Moodle guide for further information

Marking Assessments

We do not recommend uploading partially completed tasks as you will be marked 'not satisfactory' and this will count toward one of your submissions. You are, however, welcome to upload partially completed units.

Although some trainers will mark assessments tasks as a student uploads within a unit, assessments for units are required to be marked when all the tasks have been completed in the unit and within 30 days of the last task being uploaded.   Where you are looking for some feedback regarding a task, it is best to contact your trainer to discuss options.

You have been provided with contact email address for your trainer. Where you are having difficulties, it is up to you to contact the trainer for assistance. Identify the unit you are working on and the task number and then either copy the question or begin the discussion. Unfortunately sending an email to your trainer with 'I don't understand part 3' does not give the trainer enough information
to provide you any assistance as many unit tasks may have a part 3. Your trainer has approximately 40 other students at various stages in their training undertaking various qualifications. It is rather difficult to remember where everyone is and what unit they are completing.

Academic Record

Course Award

To be eligible for an award (e.g. Certificate or Diploma) a student must have completed all program work and assessment as set out in the portal for the course, including any prerequisite requirements.

Statement of Attainment

Once students have progressed through their learning and completed units of competency, a Statement of Attainment will be awarded if the full certificate or diploma course has not been completed.

Client Feedback/Grievances/Appeals

Feedback we receive from our students is invaluable to us because it provides us with an opportunity to improve the products and services we offer and the level of service we provide.

As part of our commitment to continuous quality improvement, we invite you to offer any feedback or complaints directly to us. These surveys will be sent via SMS when you complete your studies. ATOD uses these comments to determine the objectives and priorities for the next 12-24 months.

We have a fair and equitable process for dealing with student grievances. Grievances are handled in a timely manner and students are informed based on their grievance of when to expect further responses. In the event that grievances cannot be resolved internally, we will advise students of the appropriate government body where they can seek further assistance

Circumstances that may result in a grievance could include but are not limited to verbal abuse, discriminatory behavior and unprofessional behavior.

Those who feel they have cause to lodge a grievance should discuss the issue in the first instance with their trainer. If a resolution is not reached, you are welcome to contact the RTO Operations Manager who will direct you to the relevant person to resolve your grievance. Please email rto@atod.net.au.

In the event that you are dissatisfied with the outcome of a grievance process and wish to escalate your complaint further, you may register a complaint with https://www.education.gov.au/NTCH or ASQA or their replacements to take further actions.

In the event that you are unhappy about a decision (academic result or otherwise) or feel disadvantaged by a decision, contact the RTO Operations Manager who will arrange an appropriate response or forward to the CEO. Each contact will refer to when further contact will be made. No response should be longer than 30 days.

Should a student feel the actions have been unjustifiable, students can access the National Training Complaints Hotline at https://www.education.gov.au or ASQA, or their replacements to take further actions.

www.atod.net.au