

# STUDENT HANDBOOK

VOCATIONAL TRAINING  
HANDBOOK



In partnership with Australian Teachers Of Dancing  
RTO 31624

# Welcome

We are so pleased you are joining us on your dancing journey. Throughout this year, you will be working towards your Vocational Education and Training qualification here at Radiance Academy Toowoomba. Radiance Academy Toowoomba is proud to partner with Australian Teachers of Dancing (ATOD) RTO 31624, in offering a range of qualifications.

We look forward to working with you!



# Training & Assessment

Training will consist of classes specifically for your qualification cohort, in addition to open classes. If you need help with your theory content, you will need to speak to your trainers or book an appointment with the principal for one on one help. Additional Language, Literacy and Numeracy support will be provided during this time.

Each qualification is structured where you will aim to complete specific Units of Competency within each of the 6 blocks of dance. Upon completion, you will receive a Statement of Attainment with the Units listed, in addition to your Qualification. Should you not complete all Units, you will be awarded a Statement of Attainment for those units successfully completed at the time of exit.



# Terms & Conditions

The following Terms and Conditions have been provided to you as a reference. Please ensure you sign the Radiance Academy document related to these Terms and Conditions. These Terms and conditions are in addition to those outlined by the Australian Teachers of Dancing (ATOD) Registered Training Organisation (RTO 31624)

## Participation

You are required to:

- Attend weekly classes wearing the advised uniform
- Participate in individual learning (practicing, researching etc.) as advised by the teacher
- Constructively use the performance and progress feedback that is provided
- Complete any set tasks by their due date (e.g. preparation tasks for the next lesson)
- Regularly check emails (using the email address you provided on enrolment) for any course updates
- Always practice Safe Dance Practices both within the studio and when practicing elsewhere
- Be mindful and considerate of the learning of others in your cohort
- Respect the rights of others to hold and express a range of viewpoints
- Adequately prepare for all learning activities
- Comply with relevant policies and procedures (e.g. plagiarism declaration)
- Have a reasonable level of proficiency in the use of basic software applications, including the ability to access to send and receive emails, and the abilities in downloading, and opening attachments, and recording, uploading, and downloading of dance videos.
- Wear appropriate footwear and clothing when in the studio or performance venues
- Take responsibility to catch up on work and liaise with their teacher if fall behind



# Communication

You are required to:

- Communicate politely with others (including electronically)
- Respect the rights of others (including staff) to manage their time and balance competing responsibilities
- Disclose significant circumstances or situations likely to affect your learning, or where they need help, support, or consideration

# Assessment Conditions

- Students must complete assessments as per the assessment schedule provided, unless an Individual Learning Plan applies
- Students must fully acknowledge, and properly reference the contribution of others in all work
- Students may have two attempts at any assessment item.
- Should a student not perform/submit an assessment by the date listed on the Assessment Schedule, students will be left with one remaining attempt at the assessment task unless a medical certificate is provided.
- Should a student not perform/submit an assignment as a second attempt by a date set by Sally Andrew (Principal) or Vanessa (VET Coordinator) the student will not be granted competency in that Unit/s.
- Should a student require more than two attempts to attain competency, the student will be required to repeat the Unit/s at their own cost.
- Students who require an extension must contact Vanessa Solomon (VET Coordinator) or Sally Andrew (Principal) in writing at a minimum of five days prior to the due date for consideration (except in emergency situations).
- Students are encouraged to submit an assessment draft; however, the draft must be received at least one week prior to the assessment's due date and allow the assessor at least three working days for the draft to be marked.
- All assessments must be completed by the end of Term Four of the enrolled year. If they are not, additional fees may be incurred.



# Support

You will be provided with:

- An equal opportunity to learn
- Privacy and confidentiality as per relevant legislation
- Teaching of a standard appropriate to the qualification level
- Reasonable opportunities to provide feedback on teaching performance, course content, support services, facilities, or any other aspect of their experiences without fear of retribution
- Fair, timely and constructive feedback on performances and progress
- Reasonable\* support from staff, when needed
- Current and accurate information about your course, assessment, and administrative procedures
- Assessment that provides an opportunity to demonstrate learning
- Reasonable resources to support student learning
- Opportunities to communicate various perspectives and views in an environment where freedom of expression is respected
- To study in a harmonious learning environment
- Reasonable access to staff for individual consultation outside of class time as needed\*\*
- Treatment in a non-discriminatory manner that considers individual circumstances such as disability or cultural diversity
- Opportunities to access and use online learning resources
- Information for all major announcements regarding students to be provided in writing, over email.
- Support ends at the completion of Term 4 of the enrolled year. If additional support is required, fees may be incurred.
- A Qualification or Statement of Attainment will not be issued by Radiance Academy in partnership with Australian Teachers of Dance (ATOD RTO #31624) until all fees are paid in full.

\* Reasonable support includes some additional support, but excludes in-class training that provide one student with an advantage over another. It is limited and may include things such as a five-minute informal chat once per week, or two emails asking for clarification once a week.

\*\*Additional support such as private lessons or one-on-one meetings (either in person or on the phone/zoom) that fall outside of "reasonable access to staff" and "reasonable resources" may incur additional fees.



# Uniform

Please ensure you are dressed appropriately. The below is the expectations for your weekly classes.

## Ballet/Lyrical

- Radiance VET Course Leotard (supplied upon enrolment)
- Radiance VET Course ballet skirt (supplied upon enrolment)
- Ballet shoes
- Ballet tights
- Hair in a bun

## Musical Theatre/Jazz

- Radiance VET Course Leotard (supplied upon enrolment)
- Jazz shoes tan
- Black tights or black 3/4 tights
- Hair in a bun

## Contemporary

- Radiance VET Course Leotard (supplied upon enrolment)
- Black tights or black 3/4 tights
- Hair in a bun

## Street Dance

- Radiance VET Course Leotard (supplied upon enrolment)
- Black high top hip hop shoes
- Black tights or black 3/4 tights
- Hair in a bun

