**Note Please write your name exactly as you used when applying for your USI any information left off from highlighted will result in your enrolment not progressing**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Distance delivery CUA30313 Certificate III Assistant Dance Teaching | RPL Delivery CUA30313 Certificate III in Assistant Dance Teaching | | Distance delivery CUA40313 Certificate IV Dance Teaching Management | | RPL Delivery CUA40313 Certificate IV Dance Teaching Management | | | | CUA50313 Diploma of Dance Teacher Management (RPL only ) | | | | CUA50213 Diploma of Musical Theatre (RPL only) |
| Miss Mrs.  Mr. Ms. | | First name | | | | | Middle name | | | Last name | | | |
| Date of Birth  Place of Birth | | Male Female | | | | | USI number  Note no applications accepted without USI number usi.gov.au | | | School student number  LUI, SACE, VSN | | | |
| Australian/New Zealand Citizen  Yes  No | | | | |
| Telephone number home | | Mobile number | | | | | Email | | | | | | |
| Street Address | | Unit number | | | | | What is the reason for undertaking this course  To get employment  To develop existing skills  To start my own business  To change careers  To get a promotion  Job requirement  Personal interest  To get a better job  To get into another course of study | | | | | | |
| Street number | | | | |
| Street name | | | | |
| Suburb/town | | | | |
| State | | | | |
| Post code | | | | |
| Postal address  Same as above | | Unit number | | | | |
| Street number | | | | |
| Street name | | | | |
| Suburb/town | | | | |
| State | | | | | Are you a school based student? Yes  No | | | | | | |
| Post code | | | | | If so what is your current year at school  Yr. 12 or equivalent  Yr. 11 of equivalent  Yr. 10 or equivalent  Yr. 9 or equivalent  Yr. 8 or below | | | | If not what was the highest school level completed  Yr. 12  Yr. 11  Yr. 10  Yr. 9 or equivalent  Yr. 8 or below  What year was that | | |
| Permanent address  Same as above | | Unit number | | | | |
|  | | Street number | | | | |
|  | | Street name | | | | |
|  | | Suburb/town | | | | |
|  | | State | | | | |
|  | | Post code | | | | |
| Prior education achievement  Certificate I  Certificate II  Certificate III  Certificate IV  Diploma  Advanced diploma or associated Degree  Bachelor Degree or higher  Miscellaneous | | | | Main Language spoken at home  Proficiency in English  Very well  Well  Not well  Not at all | | | Do you identify with a disability  Yes  No  If so Type  Acquired Brain  Hearing /Deaf  Intellectual  Learning  Mental Illness  Not specified  Other  Physical  Vision | | | | | | |
| **CUA40313 Certificate IV in Dance Teaching and Management**  Choose one elective in which you wish to enroll  CUADTM402 Teach basic classical ballet dance technique (or)  CUADTM404 Teach basic jazz dance technique (or)  CUADTM405 Teach basic contemporary dance technique (or)  CUADTM406 Teach basic tap dance technique | | | | | | | | | Indigenous status  No neither Aboriginal or Torres Strait Islander  Yes Aboriginal  Yes Torres Strait Islander  Yes Aboriginal and Torres Strait Islander | | | | |
| Next of Kin Relationship  First Name  Last Name | | | | | | Address  Suburb  State | | | | | | | |
| Phone | | | Email | | | | | | | | | | |
| Student of (MENTOR’S NAME & STUDIO ):  Email:  Contact number: | | | | | | | | Highest Dance Education or technical exam passed with ATOD Ltd or other organisation | | | | Date Passed or anticipating passing ATOD Elementary/Level 10 or equivalent | |
| **Office use only:**  **USI/LUI confirmed**  **T&C signed by over 18**  **Payment**  **Location**  **Units added**  **LA active** | | | | | | | | | | | | | |

**Course Fees**

|  |  |  |  |
| --- | --- | --- | --- |
| CUA30313 | Correspondence Distance delivery  Workbooks self paced $230 per unit | $250 enrolment fee access to portal for loading materials  $833 for units 1-4, $833 the units 5-8 and $834 for units 9-12  TOTAL cost $2750 | Cheque payment payable to ATOD Ltd and posted toATOD PO BOX 565, Waterford QLD 4133  Direct debit- WESTPAC BANK DETAILS BSB 033-337 A/C NO 131-680. Use your surname C4 as reference  Credit Card contact the office on 1 800 106 227 to progress this option |
|  | Correspondence Distance delivery  - Workbooks self paced | Payment plan | Weekly Fortnightly Monthly plans available  Loading Fee:  $2.31  Failed Payment Fee: $10.29  Bank Transaction: $0.35 + 1.617%  MasterCard/Visa: $0.35 + 1.617% |
|  | RPL Recognition of Prior learning  Where the student is unable to provide a sufficient level of evidence full or gap training can be provided | $250 enrolment fee access to portal for loading materials  $1250 for evaluation of 6 units of competency  $1250 for evaluation of remaining units of competencies  TOTAL cost $2750 | Cheque payment payable to ATOD Ltd and posted toATOD PO BOX 565, Waterford QLD 4133  Direct debit- WESTPAC BANK DETAILS BSB 033-337 A/C NO 131-680. Use your surname C4 as reference  Credit Card contact the office on 1 800 106 227 to progress this option |
| CUA40313 | Correspondence Distance delivery   * Workbooks self paced and access is provided to all units when fees are paid | $3250 Full fees ($250 per unit) | Cheque payment payable to ATOD Ltd and posted toATOD PO BOX 565, Waterford QLD 4133  Direct debit- WESTPAC BANK DETAILS BSB 033-337 A/C NO 131-680. Use your surname C4 as reference  Credit Card contact the office on 1 800 106 227 to progress this option |
| Correspondence Distance delivery  - Workbooks self paced | Payment plan | Weekly Fortnightly Monthly plans available  Loading Fee:  $2.31  Failed Payment Fee: $10.29  Bank Transaction: $0.35 + 1.617%  MasterCard/Visa: $0.35 + 1.617% |
| RPL Recognition of Prior learning  Where the student is unable to provide a sufficient level of evidence full or gap training can be provided at an additional cost of $250 per unit | $250 enrolment fee access to portal for loading materials  $1500 for evaluation of 7 units of competency  $1500 for evaluation of remaining units of competencies  TOTAL cost $3250 | Cheque payment payable to ATOD Ltd and posted toATOD PO BOX 565, Waterford QLD 4133  Direct debit- WESTPAC BANK DETAILS BSB 033-337 A/C NO 131-680. Use your surname C4 as reference  Credit Card contact the office on 1 800 106 227 to progress this option |
| CUA50313  CUA50213 | RPL Recognition of Prior learning  Where the student is unable to provide a sufficient level of evidence full or gap training can be provided at an additional cost of $233 per unit  Students must meet the pre requisite requirements for CUA50313. Where seeking RPL for the pre requisites as well as the CUA50313 the pre requisites will be charges at the RPL costs listed for CUA40313 | $500 enrolment fee access to portal for loading materials  $1500 for evaluation of 7 units of competency plus pre requisite units.  $1500 for evaluation of remaining units of competencies  TOTAL cost $3500 | Cheque payment payable to ATOD Ltd and posted toATOD PO BOX 565, Waterford QLD 4133  Direct debit- WESTPAC BANK DETAILS BSB 033-337 A/C NO 131-680. Use your surname C4 as reference  Credit Card contact the office on 1 800 106 227 to progress this option |

On completion of all units of the CUA40313, students will be eligible to undertake the ATOD associate Practical Examination. On successful completion of the practical examination students will be able to apply for Associate Membership with ATOD (minimum age for Associate Practical examination is 18 years).

The course fee includes all relevant study materials and all assessment fees **other than resubmission or specialist seminars/workshops**. Some students may wish to have the course facilitated by an ATOD teacher. Payment for course facilitation by an ATOD teacher is to be negotiated between student and studio professional and is not covered in the course fees.

For student enrolling in the **Certificate III or IV, students must hold a current first aid certificate to successfully complete.** Tuition for the first aid certificate is not provided by the ATOD and needs to be outsourced by the student. **First aid certificates are valid for 3 years ONLY when CPR is completed every year.** Evidence must be supplied to ATOD that a First Aid certificate is valid at the time of completion of the qualification.

Due to legislative requirements payment for these courses can only be as described in the above table and is required with the submission of this form. Please refer to the refund policy in the student handbook for more information regarding refunds.

Where a participant is prevented from completing a unit due to illness (a doctor’s certificate will be required), ATOD Ltd will award a pro-rata refund minus an administration fee of $250. Refund payments will be made available within 14 days of written notification.

Where a student is undertaking face-to-face study, students will also be able to transfer (additional fees may apply) to the same unit, at a later date. Any registered candidate who cannot attend face-to-face aspects of the course needs to request exemption, in writing, stating reason for non-attendance, to the RTO operations manager. The Board of ATOD reserves the right to request further information in relation to the absence or refuse any such requests.

ATOD reserves the right to change course dates and venues, or to cancel unit sessions if necessary. In the event of a unit session being cancelled every effort will be made to avoid inconvenience by transferring attendees to other scheduled unit sessions or awarding full refunds if requested.

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| The students responsibilities include, but are not limited to:  * Undertaking all training and assessment as identified in the training portal * Working with ATOD and the studio to achieve competence in required skills * Adhering to student handbook requirements/procedures  The studio’s responsibilities include, but are not limited to:  * Providing skill development and practice by providing tasks that relate to the units of competency within the qualification and access to students, syllabi and resources to train * Providing opportunity to work with students in a teacher/trainer capacity under the guidance of a qualified teacher * Providing access to business related aspects, dealing with difficult customers, parts of your business plan, accepting and dealing with tuition fees, enrolment of students, withdrawal of students, * Working with the RTO and student to support the achievement of competence in required skills * Notifying the RTO and student regarding any issues that may affect successful completion of the student |
| ATOD’s responsibilities include, but are not limited to:  * Notifying the student, studio and the state training authority regarding any issues that may affect successful completion of the student * Providing the studio and the student with details of how they access the ATOD’s training and assessment dispute mechanism * Updating the policies and procedures required of students and studios and providing ongoing support in the use and understanding of these * Updating the student management system with competencies achieved and uploading to the State Training Authorities as required * Maintaining records of student assessments throughout the student’s enrolment and outcomes as required by legislation. * Developing and maintaining units and undertaking validation of qualifications |

Application for Recognition of Prior Learning (RPL) can be made through contacting RTO Compliance for necessary requirements.

I have read and understood the fees and refund policy, the appeals policy and the student handbook. I agree to abide by the policies and procedures within those handbooks including those ramifications should they not be followed. I understand these change and the most recent will be available on my portal.

I understand that should I not complete the course of study within 2 years of my initial enrolment, I may request one (1) extension of 6 months free of charge but any further extension requested by a student will be $250 per 6-month extension to cover administration costs associated with movement to another course offer. Further more I understand that any extension made may also increase the assessment work I am required to complete due to changes in unit requirements made by industry. These changes may also attract additional fees due to those unit changes but will be capped at the current unit charge for the course at the time of the student request for extension

I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made.

I understand I am enrolling in an accredited course and my qualifications and/or statement of attainment will be issued by Australian Teachers of Dancing (ATOD) RTO number 31624

I understand that ATOD is required to submit data sourced from this enrolment form to the national and state VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by ATOD or the following third parties for administrative, regulatory and/or research purposes:

* School - if I am a school based
* Employer, studio
* Government departments and agencies and authorized VET related bodies.
* VET regulators.

|  |  |
| --- | --- |
| Signature  Note: parental consent required if student is under the age of 18. | Date |

NOT REQUIRED FOR STUDENTS seeking full RPL

For the mentor studio trainer to sign

I have read and understood my responsibilities in this students training and agree to :

* Providing skill development and practice by providing tasks that relate to the units of competency within the qualification and access to students, syllabi and resources to train
* Providing opportunity to work with students in a teacher/trainer capacity under the guidance of a qualified teacher and where necessary video that work
* Providing access to business related aspects, dealing with difficult customers, parts of your business plan, accepting and dealing with tuition fees, enrolment of students, withdrawal of students,
* Working with the RTO and student to support the achievement of competence in required skills
* Notifying the RTO and student regarding any issues that may affect successful completion of the student
* Complete a survey regarding the student’s training

|  |  |
| --- | --- |
| Signature | Date |