

ATOD Enrolment Form - 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

Distance Delivery CUA30313 Certificate III in Assistant Dance Teaching		Distance delivery CUA40313 Certificate IV in Dance Teaching Management		Distance Delivery CUA50313 Diploma of Dance Teaching and Management (available late 2019)	
RPL CUA30313 Certificate III in Assistant Dance Teaching	RPL CUA40313 Certificate IV in Dance Teaching Management	RPL CUA50313 Diploma of Dance Teacher Management	RPL CUA40513 Certificate IV in Musical Theatre	RPL CUA50213 Diploma of Musical Theatre	

Personal information

Miss

Mrs

Mr

Ms

First Name

Middle Name

Last Name

Date of Birth

Male

Female

Country of Birth

Citizenship

USI number

Note no applications
accepted without USI
number usi.gov.au

School student number

LUI, SACE, VSN

Contact details

Home phone

Mobile phone

Email

Street Address

Postal Address

Permanent Address

Next of Kin Name

Phone

Email

Mentor studio

Information Studio

Phone

Name of mentor

Email

Required Government information

What is the reason for undertaking this course?

If your main language is not English identify your Proficiency in English

Employment status

Do you identify with a disability?

Yes

No

Are you still at school?

Yes

No

Indigenous status

Year completed school

Highest Dance education or technical exam passed with ATOD or other organisation

What are your current educational achievements?

Date passed or anticipating passing ATOD Elementary/level 10 or equivalent of any syllabus

Main Language spoken at home

Privacy Notice

Under the *Data Provision Requirements 2012*, **Australian Teachers of Dancing Limited RTO31624** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by **Australian Teachers of Dancing Limited** for statistical, regulatory and research purposes. **Australian Teachers of Dancing Limited** may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey, which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Responsibilities

The students' responsibilities include, but are not limited to:

- Undertaking all training and assessment as identified in the training plan
- 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 by providing tasks that relate to the units of competency within the qualification
- Providing training and assessment in accordance with a Training Plan
- 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
- Explaining and offering Recognition of Prior Learning (RPL) and credit transfer to the student where appropriate
- Updating ATOD with the competencies gained by the student as per the agreement

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 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 discussing the option with the studio and RTO Compliance for necessary requirements.


The course fee quoted will include all relevant study materials and all assessment fees other than resubmission or specialist seminars/workshops. Where a student is required to participate in a performance to complete assessment, this fee will be provided in that quote.

For student enrolling in the **Certificate IV Dance Teaching and Management course, students must hold a current first aid certificate at the time of completion and must have completed the equivalent of a elementary/Gold Bar in their chosen Genre of Dance.** On completion of all units, 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

The studio on the student's behalf undertakes payment of this course under a formal agreement between the studio and ATOD. Should the studio and ATOD's agreement cease for any reason the student will be provided with a statement of attainment for any units where the marking has been completed by the authorized trainer at the time the agreement ceases. The studio will receive your statements for issuing to the student in line with the terms and conditions between the student and the studio. It will be the studio's responsibility to complete your accredited training with another registered training organisation in this situation. Where the student makes contact with ATOD, ATOD will be able to provide names of other studios that may be willing to complete your accredited training.

Refunds to the student for their training are contained in the terms and conditions or the refund policies of the studio. Students must have received and reviewed these prior to agreeing to the studio to provide the training.

Studios are prevented from charging or accepting pre payment from any student undertaking accredited training of more than \$1500. Studios will have a preapproved policy for their charges. Students who feel they have been requested or have paid more than this amount are encouraged to contact ATOD to discuss.



I declare that the information I have provided to the best of my knowledge 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. All qualifications/statement of attainment will be forwarded to the studio to forward on to the student following all student fees being paid.

I have read and understood the above information, the fees and refund policy, the appeals policy and the student handbook of the studio. I agree to abide by the policies and procedures within those handbooks including those ramifications should they not be followed. ATOD can only be involved in appeals and only upon the studios process being completed. The student could be responsible for additional costs for an additional assessor to evaluate the appeal.

I consent to the collection, use and disclosure of my personal information in accordance with the attached Privacy Notice

I agree to discussions being held regarding my competencies between the studio/school, ATOD and vet related bodies

I agree to copies of my correspondence and qualifications being supplied to the studio

I understand I am entering into a contract with the studio to deliver the training and assessment. ATOD is limited in their abilities to interfere in the daily activities of the studio, the delivery requirements of the units and the ATOD studio agreement. For example where a student is of school age, any agreement to undertake full time study is purely between the studio and the student/guardian.

I understand all complaints regarding the studio or training should first be raised with the studio. ATOD can assist in the investigation of any complaints but only in relation to the delivery of accredited training/ RTO legislation as far as possible given the solid evidence and in line with Natural Justice.

I understand my image will not be used by ATOD unless a specific release is obtained. Any use by the studio is an agreement between the studio and the student/guardian.

Signature

Date

Note: parental consent required if student is under the age of 18.

Where a student was not born in Australia - a copy of their citizenship details must be attached. Where a student is not an Australian or New Zealand residence - a copy of their Visa must be attached with the VISA subclass clearly identified so that entitlements can be verified.