



ATOD Ltd (Provider # 31624)

student handbook

Student Information Handbook



Introduction

Welcome!

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 began back in 1991 and has been continuing to grow over the years to become a well-established and well-respected organisation within the dance/performance industry.

Whether you are kicking off a career in Dance Teaching or wanting to further your studies in your current teaching job, 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, so please; we invite you to build relationships with your Assessors and with our support team below.

Our Team

Correspondence Office

27/20-22 Ellerslie Road Meadowbrook QLD 4131
PO BOX 565 Waterford QLD 4133
P: 1800 106 227
E: rto@atod.net.au



Head Contact

Name: Michele Eisenhuth, Kellie Wilson, Isabel Cakebread
Phone: 1800 106 227
Email: enrolments@atod.net.au



How to progress your studies?

Congratulations, from the welcome email and your invitation to the portal you have located this document and your 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.

Where you feel you can supply the types of evidence list in the RPL you are welcome to 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.

Once you have had a good look and determined your individualised path, distance or RPL for each of the units, you will be required to contact enrolments so your portal can be tailored to your needs.

One month past your enrolment date, where we haven't heard from you, enrolments will automatically remove all the RPL units and you will only see the distance delivery method. You can just then progress through the study guides and assignments.

The important thing to remember is; you can always change your mind and contact enrolments so the RPL unit can be exchanged for the distance delivery. With RPL if you haven't been successful when your trainer looks at your evidence, they will inform you what parts of the assignment you will be required to complete.

As per the training plan attached to your welcome letter, students are expected to progress through the program at the rate suggested. ATOD will inform you when a suggested module completion date has passed, your trainer will contact you randomly within this process via email should they see you are not progressing as per the dates of the training plan.

It is important to remember, you have 2 years from your enrolment date to complete. ATOD will allow you a further 6 months to complete. After the additional six months should you not have completed you will be required to pay an additional fee to continue your enrolment as per the terms and conditions you signed.

ATOD offer plenty of support with workshops available for face-to-face assistance- some of which are offered at additional charges. Information can be found at <https://www.atod.net.au/training/workshops/>

You have been provided with your trainers contact details to answer any questions you may have. We are here to assist you toward achieving your goals. You just have to ask.

Our Business



Vision

To remain a leader in the dance industry through:

Developing a culture based on continuous improvement in:

- syllabi content and implementation,
- teaching practice and
- ongoing professional development.

Continuing to increase the profile of ATOD within the industry as an organisation that:

- delivers quality syllabi with a high technical standard,
- ensures accountability of professional ethics and standards, reputation and technical excellence for its members and delivery partners.
- Encourage lifelong 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.

Use of a collaborative approach,

Fostering a commitment to these goals through inspiring passion and sharing knowledge within the organisation and broader dance community.

Mission

ATOD and its delivery partners' mission is to:

- Deliver quality, innovative training systems and services.
- Inspire and provide opportunities for *our dance community* to achieve *their* full artistic potential.

Values

ATOD and our delivery partners will demonstrate this by/through:

- | | |
|---------------------------|---|
| Learning | <ul style="list-style-type: none">• A commitment to ongoing professional development• A passion for learning• Using every opportunity as one in which to learn something |
| Respect | <ul style="list-style-type: none">• Respecting self• Respecting others• Respecting company and client property• Respecting client confidentiality |
| Professionalism | <ul style="list-style-type: none">• Acting with integrity• Empowering team members to get the job done• Leading by example• Ensuring dress standards and operational codes of conduct epitomise professionalism |
| Satisfaction | <ul style="list-style-type: none">• Providing exceptional customer service• Taking ownership for establishing an enjoyable work environment |
| Communication | <ul style="list-style-type: none">• Listening twice as much as we talk• Sharing knowledge freely• Documenting and reporting information to minimise risk of intellectual property loss |
| Quality | <ul style="list-style-type: none">• Communicate openly, honestly and sincerely• Never accepting that near enough is good enough• Operating within the principles of total quality management and continuous quality improvement• Using our quality manual as a living, dynamic workable tool, not a bookend• Always doing the best we can |
| Creativity
+Innovation | <ul style="list-style-type: none">• Questioning the status quo• Thinking outside the square• Embracing a possibility focus versus a problem focus |
| Community | <ul style="list-style-type: none">• Considering the concept as well as the idea• Adopting environment-friendly practices• Giving back to the community that supports us |

- 
- Inviting community input into new and revised interventions

Programs ATOD Offer

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

CUA30313 Certificate III in Assistant Dance Teaching

CUA40313 Cert IV Dance Teaching & Management

CUA50313 Diploma Dance Teaching & Management (RPL)

CUA50213 Diploma Musical Theatre (RPL)



Programs our partners may deliver

CUA10113 Certificate I in Dance

CUA20113 Certificate II in Dance

CUA30113 Certificate III in Dance

CUA30313 Certificate III in Dance Teaching & Management

CUA40113 Certificate IV in Dance

CUA40313 Certificate IV Dance Teaching & Management

CUA40513 Certificate IV in Musical Theatre

CUA50113 Diploma of Dance

CUA50313 Diploma of Dance Teaching & Management

CUA50213 Diploma of Musical Theatre

CUA60113 Advanced Diploma of Dance

Delivery Mode

All partners deliver their course through Face to Face learning in a studio or through RPL

ATOD delivers its courses through

Distance Learning - Self-Paced Progress

This provides candidates with a comfortable, self-directing way of learning while also catering for those whom attending traditional 'classrooms' is problematic. As these courses are self-paced, you will receive all learning materials, workbooks, cover sheets and associated assessment instruments via an online system. Supported via phone and email, students then progress at their own pace, submitting completed assessments and associated evidence either electronically and video/DVD records.

ATOD provides workshops to assist you in completing your work. Our workshops are run at various times throughout the year across states based on registered student numbers.

Although these workshops are not compulsory they do provide a great platform of support for those who may need to extra support or wish to attend some 'face to face' training.

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, select a payment option, send through your enrolment forms via email – we will take care of the rest.

How do I know if my enrolment has been successful?

Prior to the commencement of any training course, all students are forwarded an enrolment confirmation (typically from the administrator via email) that includes:

- Course details
- Workshop dates
- Training material access

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 its delivery partners maybe prevented from offering accredited training.

Fees and Charges

How do I calculate fees payable?

Our staff are on hand to provide assistance in this area. Unless stipulated, all course fees are inclusive of:

- Administration charges
- Training delivery
- Training assessment
- Student course material



When do I pay student fees?

All student fees are payable at commencement of training unless the student is under a payment plan

How do I get a refund?

Refunds will **only be permitted** in the following circumstances. Note a change of mind or change in circumstances is not valid for refund

- Cooling off period of 14 days from date of signed enrolment form
- Illness or carer duties, which prevents the student from completing the studies. Where a participant is prevented from completing a unit due to illness or carer duties (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.
- If we cancel a course or subject you will be refunded;

Refunds will not be granted:

- If the course has commenced and none of the above criteria apply
- If course fees have not been paid, an invoice based on the above calculations will be generated and forwarded for payment within standard terms.

Your Learning



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

If you feel that you may need extra support in the areas of language, literacy and numeracy, please feel free to contact our support team to discuss these needs further. Students are required to provide evidence of meeting minimum levels through the completion of previous schooling/education or completion of a language and literacy test. Be advised ATOD has limited resources to support students through adult distance learning. Trainers can provide feedback and support where they receive notification.

Exams and Assessment

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, competency based training is based on work-related skills and requirements, and the application and performance of the individual.

In awarding competency, criteria to measure skills and knowledge against are needed. 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.

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
- DVD/Video submissions

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 – special needs in this area can be discussed directly with your assessor
- Are flexible and encourage learning to occur in a wide variety of learning settings;
- Will be fair and equitable;
- Be conducted by qualified staff;
- Will be 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>



Assessment

Recording of assessment results

In accordance with the Australian Quality Training Framework, results of competency 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. Note students are entitled to resubmit twice after which any additional re submission 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 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. This will not reduce the cost of your qualification



as a assessor must evaluate your evidence and this take considerable time; however RPL may reduce the time for you to complete your full course.

If you believe you may qualify for RPL, your course administrator can provide further information and associated forms, and support you through this process.

Where the previous accredited studies have been completed, a student is entitled to a credit transfer. Credit transfers are at no cost to the student and will reduce the cost of your course; however the unit codes must match exactly. Students may seek credit transfers at any time during their studies and must supply a copy of their previous qualification/transcript of results.

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. Contacting the RTO operations manager who will arrange another assessor to evaluate the assessment evidence in the case of academic result appeal can provide assistance. The Secretary of ATOD will hear all other appeals

In the event that you are dissatisfied with the outcome of any appeal and wish to escalate further, you may request the board evaluate based on the evidence already provided. The board reserves the right to seek further information from any party in the process.

Should a student feel the appeal has been unjustifiably denied students may registered a complaint with ATOD and should they still feel unsatisfied contact <https://www.education.gov.au/NTCH> to take further actions.

Academic Records

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 program outline for the course including any pre requisite 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.

Other



Client Feedback

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.

Grievances

We have a fair and equitable process for dealing with student grievances. In the event that grievances cannot be resolved internally, we will advise students of the appropriate government body where they can seek further assistance (please refer to Academic Appeals for further information). Circumstances that may result in a grievance could include:

- Verbal abuse;
- Discriminatory behaviour; and
- Unprofessional behaviour.

Those who feel they have cause to lodge a grievance should discuss the issue in the first instance with their trainer. If resolution is not reached, an invitation is open to contact the Administrator to direct you to the relevant person to resolve.

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