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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 CUA50313 Diploma of Dance Teacher Management | | | | CUA50213 Diploma of Musical Theatre (RPL only) | |
| Miss Mrs.  Mr. Ms. | First name | | | | | | | | | Middle name | | | | | Last name | | | |
| Date of Birth | | | Male Female | Mobile number | | | | Home number | | | Email | | | | | | | |
| USI Note no applications accepted without USI number usi.gov.au | | | | | | School Student number       LUI, SACE, VSN | | | | | Highest Dance Education or technical exam passed with ATOD Ltd or other organisation | | | | | Date Passed or anticipating passing ATOD Elementary/Level 10 or equivalent | | |
| NSW HSC Student  Yes  No | | | | |
| Street Address  Unit number/Street number/Street Name | | | | | | | Suburb/Town | | | | | | | State | | | | Post code |
| Postal Address  Unit number/Street number/Street Name | | | | | | | Suburb/Town | | | | | | | State | | | | Post code |
| Permanent Address  Unit number/Street number/Street Name | | | | | | | Suburb/Town | | | | | | | State | | | | Post code |

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| Employment Status  Full time  Part time  Unemployed | Are you a school based student? Yes No | | | 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 | What was the highest school level completed  Yr. 12  Yr. 11  Yr. 10  Yr. 9 or equivalent  Yr. 8 or below | | In what year did you achieve this | | Country of birth |
| 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 | | | Indigenous status  No neither Aboriginal or Torres Strait Islander  Yes Aboriginal  Yes Torres Strait Islander  Yes Aboriginal and Torres Strait Islander | | Next of Kin  Name  Relationship  Phone | |

**Required only for students undertaking distance delivery**

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| Student of STUDIO where practical experience will be gained and access to pupils will be provided  Email:  Contact number: |

For the studio trainer to sign

* 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

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

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

**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](http://www.ncver.edu.au/)).

**Responsibilities**

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| The students’ responsibilities include, but are not limited to:   * Undertaking all training and assessment as identified in the 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 by providing tasks that relate to the units of competency within the qualification * Providing training and assessment in accordance with a Training and Assessment 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 |

Course fees include all relevant study materials and two assessment attempts. Additional attempts incur a fee identified on the student portal.

Students are expected to progress through training with ½ the units being completed within the first year. Where a student does not progress through ½ of the units by the end of 12 months they are deemed as having attempted half the assessments and not achieving competency.

Specialist Workshops may have additional fees.

Students are required to hold a current first aid certificate at the time of completion of the Certificate III or Certificate IV . Students are required to obtain that qualification separately to ATOD studies at the student’s cost and provide a copy of statements to ATOD. First aid only remains current when CPR is current.

A student notifying ATOD of cancelling or withdrawing from the course prior to the end of their enrolment will receive a refund less an administrative fee of $500.

I have read and understood the fees and refund policy, the appeals policy and the student handbook found on atod.net.au 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 terms and conditions change from time to time, I will be notified via email and via my portal. Continuing my training seven days past deliver of the email and any upload to the portal will be deemed as accepting the change to the terms and conditions

I understand that should I not complete the course of study within 2 years of my initial enrolment, I will receive one (1) extension of 6 months free of charge. Any further extension requested is $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 increase the assessment work I am required to complete due to changes made by industry. **These changes may attract additional fees but will be capped at the current unit charge**

I understand if I have not made contact with ATOD regarding my continued enrolment when notified the course enrolment is ceasing, I will be withdrawn from studies with **no refund available** on the 3 year anniversary of the original enrolment or one month post the last purchased extension ending.

I understand maintaining enrolment through purchased extensions is my responsibility. ATOD is not responsible to notify me my purchased enrolment is coming to an end though every effort will be made to contact you of it ceasing.

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

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 and as per the privacy notice attached

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.

I understand I am required to source my own first aid certificate and it must be in date with a valid CPR at the time I complete my studies

I understand I am required to have completed any prerequisite requirements AND satisfactorily completing an appropriate level dance exam

I understand I am permitted 2 attempts to any assessment task, further assessment attempts will attract a $30 additional fee

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

The costs for ATOD courses are as follows:

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| Course code | Course title | Total costs | Due at enrolment |
| CUA30313 | Certificate III in Assistant Dance Teaching  Students must have satisfactorily completed the Gold Star or equivalent exam in any genre prior to enrolling **and** must be enrolled in a class for completion of their elementary dance exam | $2700 | $250 |
| CUA40313 | Certificate IV in Dance Teaching and Management  The Elementary or equivalent exam in any genre is required to be completed for this qualification is completed | $3250 | $250 |
| CUA50313 | Diploma of Dance Teaching and Management  This qualification has pre-requisites ,which must be met prior to this enrolment progressing.  (RPL only with Distance Delivery due in 2019) | $3500 | $350 |
|  | Enrolment into pre-requisites | $2000 |
| CUA50213 | Diploma of Musical Theatre  (RPL only) | $3500 | $350 |

Due to the legislative requirements and to protect all students, ATOD is prevented from taking full fee payments upfront. All students are placed on a 12-month payment plan. Students may pay out the outstanding debt should they complete the qualification prior to the 12 months.

ATOD use a third party direct debit organisation. When you are ready to enroll please forward pages 1,2 and 3 to [enrolments@atod.net.au](mailto:enrolments@atod.net.au) along with notification frequency of direct debit.