

The Student Journey



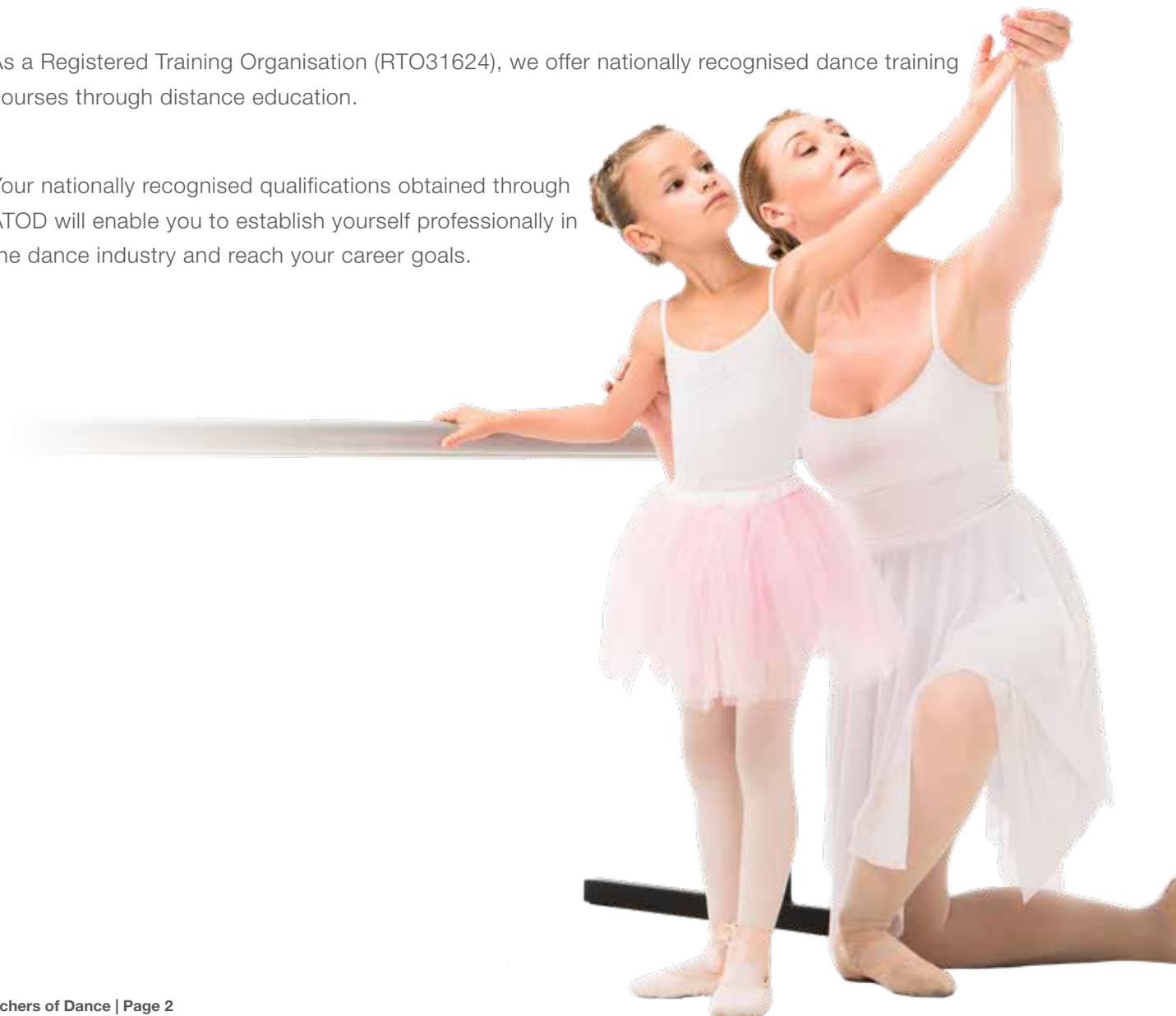
Australian Teachers of Dance

Your Registered Training Organisation

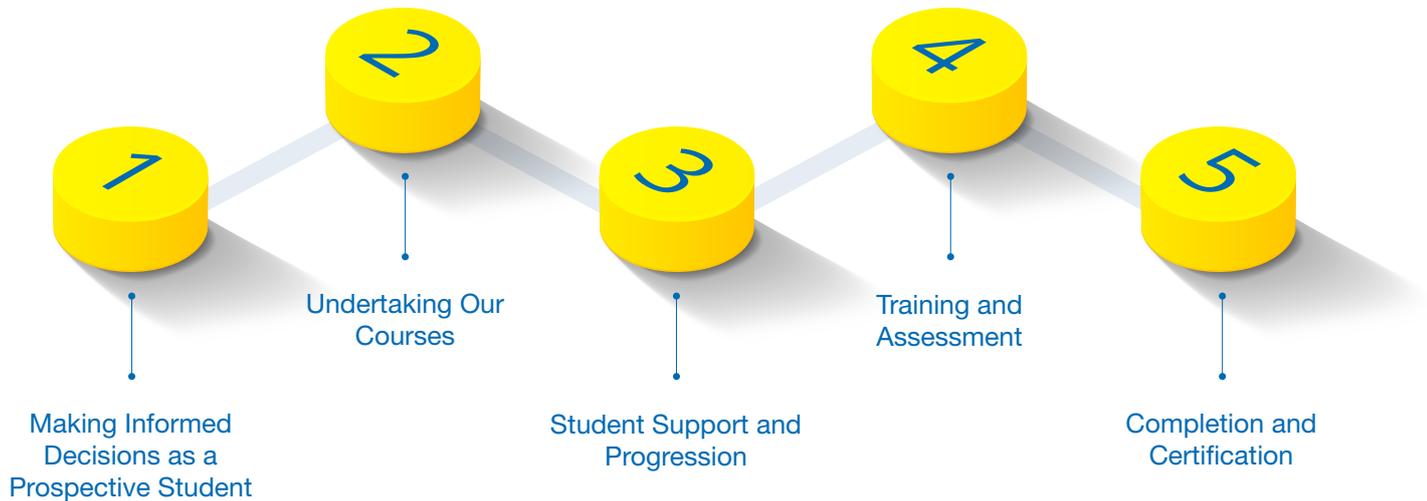
Thank you for considering Australian Teachers of Dancing to obtain your formal dance industry qualifications. As the leaders in dance education, we understand the passion of students wishing to reach their dance teaching and performance aspirations.

As a Registered Training Organisation (RTO31624), we offer nationally recognised dance training courses through distance education.

Your nationally recognised qualifications obtained through ATOD will enable you to establish yourself professionally in the dance industry and reach your career goals.



Your Journey as a Student



Your journey as a student is important to us. We want to ensure that the training and service we provide puts the student at the centre of all that we do. It is important that the information we provide to you at the beginning of your journey is factual and accurate, thus allowing you to make informed decisions should you choose to enrol with us.

Meeting your expectations is important to ATOD, we aim to provide you a positive experience through your study journey.

1. Making Informed Decisions as a Prospective Student

When you access the ATOD web site (www.atod.net.au) you will be able to download a copy of the student prospectus.

This page asks for your contact details and allows our organisation to keep in touch with you for marketing purposes. When you download the prospectus, you will receive a welcome email directing you to the ATOD enrolments page. Should you choose not to pursue an application for enrolment or do not wish to receive further information from ATOD, you may opt out of further emails by hitting the “unsubscribe” button in the email.

You are welcome to contact ATOD directly to further discuss your options. We will ask for your details for entry into our student management system. This will be documented as an enquiry and is not used

for marketing purposes. You will be encouraged to go to our website to obtain a copy of the student prospectus and copies of procedures.

You will find copies of the information required to make an informed decision on your chosen course. It is important that you consider all of the information provided. When you enrol, these procedures will always be available at the top of your learning portal or you can contact ATOD for copies.



2. Undertaking Our Courses

Distance Model of Education

ATOD provides a distance model of education and learning. When making a decision on enrolment, it is important that you consider your personal learning style - visual, auditory or kinesthetic (by doing). With Distance Education you will be required to be very self-sufficient in your learning and be willing to investigate and research independently. Certain learning styles are more conducive to distance education than others.

As a student, you will drive your education and progress at your own pace and will study when and wherever it suits you. Training is focused on the use of workbooks and supported by experienced trainers who provide guidance and support where requested.

Students have opportunities to seamlessly transition between workbook delivery or providing evidence through recognition of prior learning (RPL). We actively encourage you to gain competencies through RPL.

Although you will have unlimited email access to trainers, you are required to initiate contact with your trainers when you require assistance. Your trainer is very willing to provide you with assistance and at various points in time you will receive an email from them if they have not heard or seen any activity. These prompts will keep you moving through your training and will provide you

with offers of assistance. We will send you progression emails via the training portal to advise you where you should be in the programme of study. This will ensure that you complete your course within the two-year enrolment period.

If you prefer a face to face model and learn better in a classroom setting, then this distance model of education is not for you.

Should you prefer a classroom environment, ATOD can provide you with further information regarding our delivery partners who provide face to face learning and can assist you to reach your dance teaching goals.

You must have on-going access to a supervising studio teacher where you can access dance students to teach. Further detailed information regarding this is available in the mentoring handbooks found on the enrolment page

At ATOD, we are focused on your outcomes, your experiences and your suggestions for improvements in dance teacher training. You are provided two years to complete your qualification and have options to extend this time under certain conditions.



3. Student Support and Progression

The Enrolment Process

Following your decision to enrol with us, you will be requested to complete your application online, through the ATOD website.

The terms and conditions for enrolment must be accepted prior to commencing your application. Once you have completed your application, you will be directed to a payment page to pay your initial enrolment fee. You will also be asked to agree to an ongoing payment plan. The current costs and payment structure of the courses are available on the website.

When you submit your application, you will receive a confirmation that your enrolment is in progress. Once the enrolment is received by ATOD, it is reviewed by our enrolment staff to ensure that you are enrolling in the most appropriate course for your skills and experience.

Once we have all of the necessary details, we will assess your application to see if there are any special needs which would require us to adjust your training requirements.

Our enrolments office may contact you to clarify your requirements. Where a specific requirement has been identified early, trainers and assessors will be

able to take appropriate action to provide you with the necessary support to meet your needs.

ATOD will take every opportunity to support you when you identify any specific needs during your application process. If you do not identify them at this time, we will endeavour to provide you with assistance where possible. Please refer to the 'Access and Equity' procedures found on our website.

When your enrolment has been processed and accepted, you will receive a confirmation welcome letter. If you are a new student to ATOD, you will be issued with a password for accessing your materials.

If you have previously been enrolled with ATOD, your previous access will be re-activated, and you will not receive a new password. You are able to contact us at any point to have your password re-set and sent. Please email enrolments@atod.net.au for an updated password.

Once you have received your confirmation welcome letter, your trainer's contact details will be forwarded to you a few days later. Your trainer will make contact with you within a month of your enrolment to introduce themselves.

4. Training and Assessment

Your qualified and experienced ATOD trainer is available throughout your learning journey and will contact you regularly to offer support. They are also readily available for you to contact them, should you have any questions during your programme.

If your requirement for support is immediate, you are encouraged to contact the ATOD RTO administration. Please email enrolments@atod.net.au or rto@atod.net.au if urgent assistance is required. Occasionally we may need to refer you back to your trainer, but in many instances, we are able to assist you.

Learner App, Portal, Moodle

Once your enrolment is confirmed and you have received all of your login information, it is important for you to orientate yourself with the learner app and portal.

ATOD uses a Moodle online learning platform to co-ordinate training and assessment activities. On this platform you will find study guides, templates, assessment materials and observation sheets.

The units are sequenced in a general fashion but you and your studio mentor/supervisor may change the order of the units to align your learning with what is happening in your studio.

Before commencing each unit, it is important that you read the information within that unit and understand what is required. This includes assessments and study guides - if they are used. This will ensure that you are fully prepared for the work ahead and orientated for everything that is required. You will also be able to provide your supervisor with copies of any observations they need to complete to enable them to plan your assessment observations

Please ensure that you keep copies of all assessments on your computer. It is strongly recommended that you copy the quiz questions and answers into a word document. You will find that many questions repeat themselves across units and you will save yourself some time.

It is very important to ensure that you have backups of all of your documents and information as internet dropouts and computer problems have resulted in students losing materials. DON'T be caught in that situation. Back up your computer regularly!

Recognition of Prior Learning

If you believe that you have already achieved competencies, you may wish to be considered for recognition of prior learning (RPL) for any of the units.

You will see options for assessment or RPL on your portal. When considering applying for RPL, it is recommended that you look at the short answer questions first. Where these can be answered with ease, then look at the types of evidence necessary.

If you are considering RPL, we recommend that you send an email to your trainer who will assist you through this process. Typically, you will need at least five years of industry experience to have the required evidence to be considered for RPL although this is not always the case

Assessment Tasks

When undergoing assessment of a unit, every assessment task is required to be completed fully and satisfactorily.

These tasks capture all of the required components for each Unit of Competency and act as the summative assessment for the programme.

You will be provided with detailed feedback on completion of all of the tasks in the unit where required. This feedback may occur either through Moodle or through direct email contact. You will be required to reflect on this feedback, make changes if necessary and share your thoughts with your ATOD trainer and your supervising/mentor studio teacher.

Students are permitted an original assessment attempt and two further re-assessment attempts. If you require further re-assessment, you will be charged for this via a separate invoice.



5. Completion and Certification

When you have finished your course, you should contact your trainer to confirm your completion. You will need to fill out the “Request for Completion” document and forward it to enrolments@atod.net.au

The completion of this document will trigger an audit of your file. Occasionally, this audit identifies something that was missed, or it might request your trainer to mark or re-mark an assessment.

When all materials have been confirmed as completed and full payment has been made, you will receive a printed qualification/ statement of attainment. This should be sent to you within 30 days of your completion, but generally, certificates are printed much quicker. Your certificate will be mailed to the address you provided on your “Request” document.

Post training

Following completion, you will be asked to complete the Australian Quality Training Framework (AQTF) survey. This permits ATOD to improve our training and / or processes. This will be sent to you via SMS. Your survey will be held in confidence and only accessed by management staff.

You may also be contacted by the Australian Skills and Quality Authority (ASQA) with regard to your training. It is important that you provide accurate feedback regarding your experience with ATOD as this feedback provides us opportunities to improve our service delivery and training to all of our students.

We are here to help you during your student journey. If you have any issues or concerns, contact rto@atod.net.au We will provide you with the information you are seeking, or direct you to the relevant person who may be able to assist you further. We look forward to providing your training and helping you to achieve your goals.





www.atod.net.au

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