



RTO31624

Student Work Placement Information Package



Introduction

This document is presented to students completing their studies towards a qualification in:

- CUA30320 Certificate III in Assistance Dance Teaching
- CUA40320 Certificate IV in Dance Teaching and Management or
- CUA50320 Diploma of Dance Teaching and Management

When studying these qualifications, you must have access to a group of dance pupils to enable you to teach dance techniques under the guidance of a senior qualified teacher and the trainer and assessor (TAE). You must maintain access to your qualified teacher and studio throughout the duration of your studies.

Definitions

To enable a full understanding of these courses, the following definitions are necessary.

Student – the ATOD student who is studying a qualification with ATOD CUA30320, CUA40320, or CUA50320.

Pupils - the students associated with a studio wishing to learn dance. They are typically students younger than the ATOD student who may be undertaking recreational dance one to two days per week across any genre.

Senior Teacher - typically is a teacher with many years' experience who will be in the classroom while you are teaching pupils to ensure the safety of yourself and the pupils. This teacher is not assessing you but is required to complete some observations of your work in the studio. This information is provided to you as feedback for you to consider and for you to upload to the study portal as required. You are required to have a senior teacher. Your assessor will use this feedback material to assist in making a decision on your competency for the unit.

TAE - the trainer and assessor. They must hold as a minimum the TAE Certificate IV in Training and Assessment. This is the person who will make a determination of competencies. If you do not know who your TAE is, call ATOD and they will be able advise you.

Your Relationship with the Studio

You will be undertaking your practical teaching opportunities in a paid or unpaid (vocational placement) capacity.

Paid Employee - the studio is responsible for all regulations in accordance to employer obligations, industrial regulation and employee fair work etc. You must be aware of the refund policy in place should you lose your paid employment and how it affects any other training you are personally undertaking in the studio. That policy must clearly describe the situation where you are undertaking dance training / teacher training at the studio (you are a pupil). It should state what happens should the paid employment cease and / or you wish to withdraw from dance or teacher training.

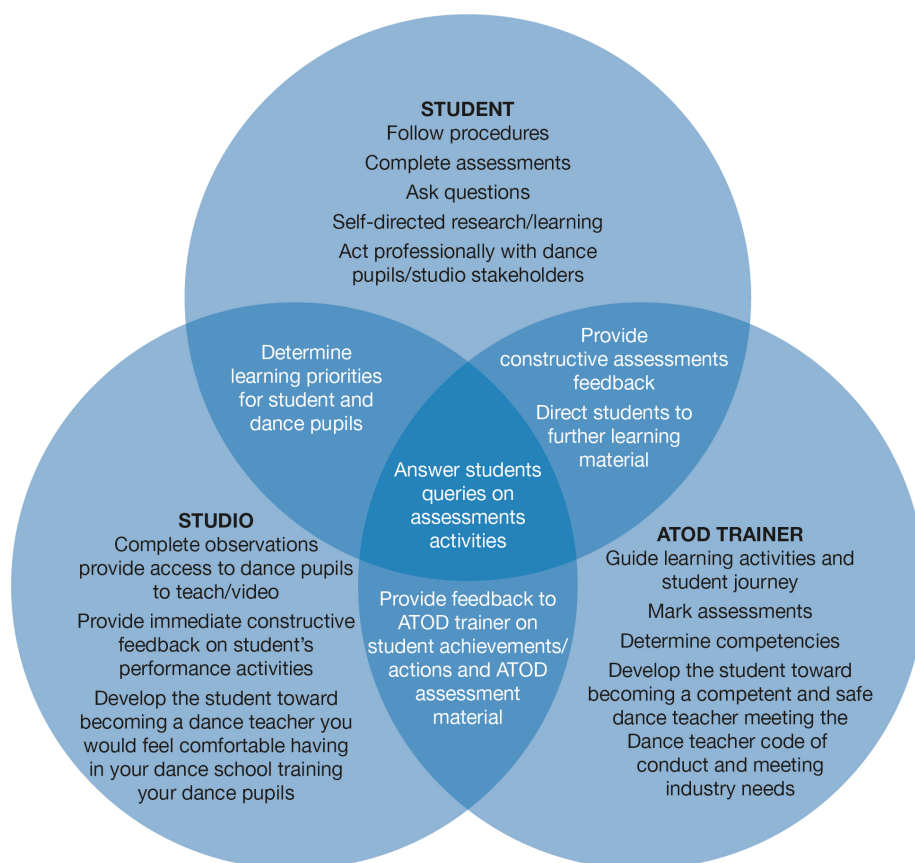
Unpaid Student (vocational placement) - you are limited to *no more than 240 hours of placement under Australian Fair Work*. No placement is to extend beyond 240 hours. Where placement extends beyond 240 hours, the studio is in breach of Fair Work conditions. The studio should have a sign in / out book to facilitate the recording of your hours. If there is no book, it is recommended you use the log of hours found in CUADTM311 or have a diary where you have the senior teacher sign each week.

In unpaid situations the following apply and are in accordance with the vocational placement agreement signed by yourself / guardian, the studio and ATOD:

- Throughout the duration of your work placement, the studio is responsible and indemnifies ATOD for any liability.
- You are solely responsible for any lost wages as a result of any incident within the studio for any other employment you may have lost as a result of the incident.

If your senior teacher is a high school teacher in a school not a studio, you are in a vocational placement situation. If you are teaching younger pupils dance within the same school; the school is responsible for you and the younger pupils and must provide appropriate supervision at all times and cover any accidents / incidents.

Responsibilities




Your Responsibilities

You are expected to have a supervising teacher throughout the study of your qualification. Where a relationship breaks down it is your responsibility to identify a new supervising teacher and to ensure they receive a new work placement package and sign a new vocational placement agreement. You must forward that to your ATOD trainer.

You are expected to treat the teaching of pupils as if you were in an employment situation.

As such you should:

- complete duties planned by the senior teacher or as per the assessment requirements and show a willingness to learn.
- follow any advice given by the senior teacher and ask questions when unsure.
- be well-mannered with all pupils, families and staff members.
- dress appropriately in the workplace.
- start each day on time, attend as required and agreed, and only take

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- allocated breaks.
- contact the senior teacher if you are unable to attend a scheduled day due to illness or other extenuating circumstances.
 - make up any lost time from absences due to unforeseen circumstances.
 - work in a safe manner to ensure the safety of yourself and others and report any accidents immediately to the supervisor.
 - report any hazards as per the studio procedures.
 - maintain the confidentiality of the business and studio pupils. It is not uncommon for you to be required to sign a confidentiality agreement in a vocational placement position. Read it so you know what you must do BEFORE you sign it. If you are under 18 years old, you may be required to have your parent sign this as well.
 - follow all studio procedures and any additional expectations as advised by the studio.

TAE's Responsibilities

The TAE holds all the responsibilities for your training and assessment and is required to:

- provide the theory required to meet the competencies of the units, information to complete the set assessments and support where you are unclear about a task and assess/mark your assessments.
- answer your questions regarding your assessments.
- provide you with feedback on your progress in support of your training and assessment and skill development.
- witness your teaching methods via video or face-to-face in the studio and use the senior teacher workplace reports and your uploads to determine competency and provide you with feedback.

The TAE will have the ultimate decision on competency but the decision may be taken with input from the senior teacher.

Senior Teacher Responsibilities

As a place of employment and a person in control of a workplace, senior teachers have certain responsibilities such as duty of care to all the people within the workplace. This extends to you as the student. You have responsibilities to others in the workplace in regard to safety

In terms of your responsibility under OHS / WHS legislation and equal opportunity and anti-discrimination legislation, you are considered equivalent to an employee with all the same protections even when on vocational placement.

Your supervision includes oversight, direction, guidance and support.

To do this a senior teacher has a responsibility to:

- provide you with opportunities to apply your theory application to pupils in a supervised and safe environment, allowing you to develop skills related to the units you are studying.

(CUADTM413: You will require a limited opportunity to teach pupils aged approximately 10 years old plus with three to five years dancing experience. You are required to teach elements of warm up, a skill building component and cool down (not full lessons) while under supervision for the purpose of video evidence.

Please note pre-dance (pre-school, tiny tots etc) does not meet the required level to teach in this qualification for assessment purposes of this unit. Dance pupils must be learning more detailed basic techniques in a genre).

- provide equipment and opportunities for you to video your teaching as per ATOD assessment requirements.
- keep all of your personal details confidential and provide you with the same privacy and confidentiality afforded to all staff and pupils with the exception of notifying ATOD and you of any issues which may affect your successful completion.
- carry out a thorough and documented orientation and induction on your first visit.
- familiarise you with worksite, amenities, equipment and relevant staff.
- complete the skills observations for the units you are studying.
- provide you with feedback on your progress in support of your training and assessment and skill development.

The senior teacher is required to witness your teaching methods, provide you with feedback and complete documentation, which ATOD uses to determine competencies. The teacher remains responsible for the safety and well-being of the pupils and you, as well as the safe care of studio resources. There will be multiple instances of supervising of a student.

First Day Expectations of Senior Teacher

Although you may have been a pupil at the studio for many years; you must complete a formal induction. Treat the first day as your first day of employment, even if you are there in a vocational placement role. You must be inducted into the workplace.

Your induction should include (but not limited to):

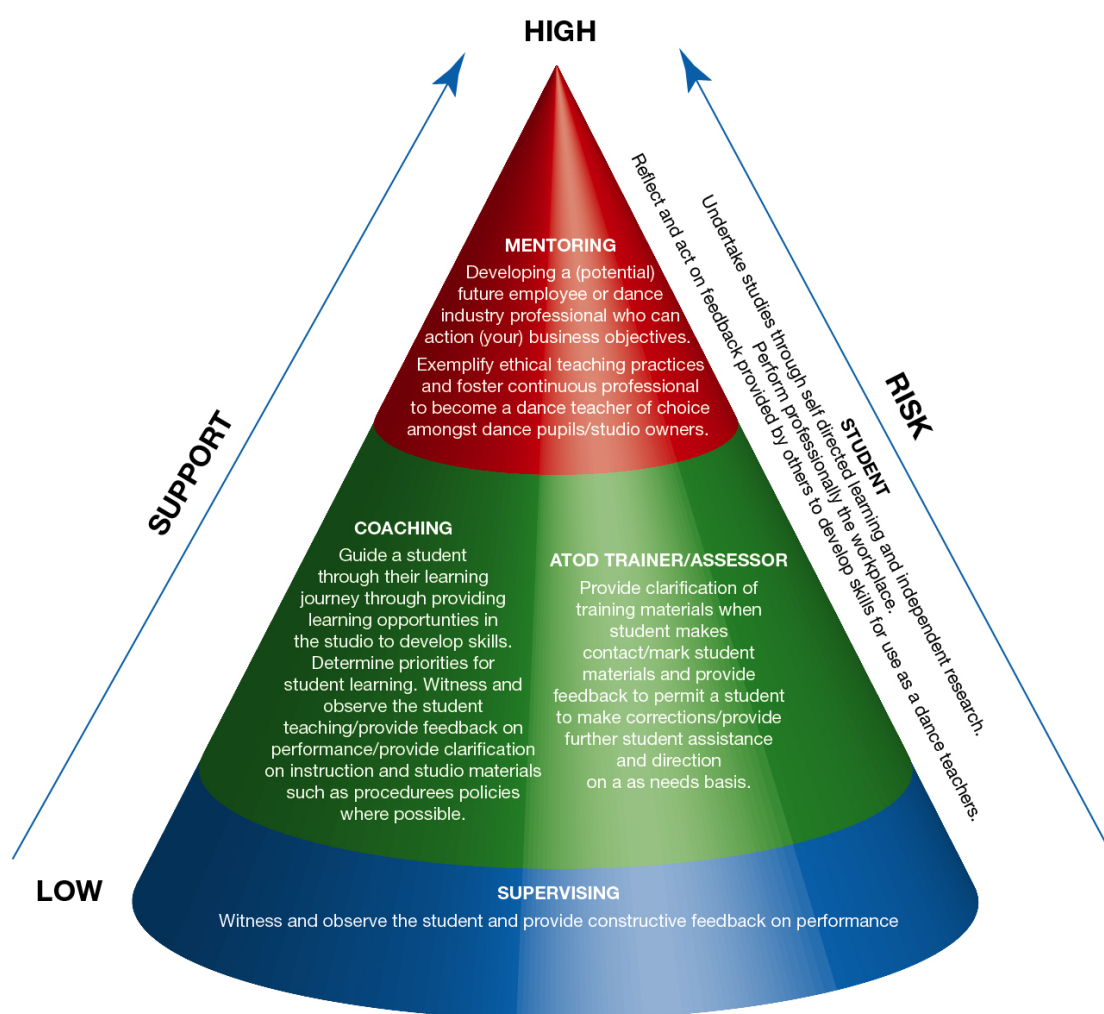
- tour – Including toilets, lunchroom
- introduction to staff
- emergency procedures including location of fire exits, safety equipment, first aid
- procedures such as –
 - a number to contact if you can't attend a scheduled day for any reason
 - start times and breaks
 - cash handling
 - security, privacy and confidentiality
 - WHS procedures including a method for reporting hazards and mitigating risks, reporting incidents
 - social media policy for use of / security of / professional aspects of anti-bullying and anti-harassment which include suitable reporting and investigative mechanisms, including acceptable use of social media
 - lock down/evacuation procedures

Incidents / Accidents:

If you are involved in an incident / accident while at your studio, you should:


- seek medical attention immediately and notify the studio owner/senior teacher
- obtain a medical certificate from the doctor or medical practitioner attending you
- complete the accident/incident report form for the studio. If one does not exist, contact ATOD for our copy
- follow your standard workplace procedures for dealing with any WHS incidents or Workcover issues if required.

The following pyramid explains the different levels of support you will receive.



Students who are younger may require higher levels of support from their studio; however, as the level of support increases so do the risks to the studio owner. Studios agreeing to supporting a student through their studies do so for various reasons but would include improving the skills of the student. Studio supervisors may move between the levels of support throughout the student's journey. Not all studios will be willing to open all aspects of their studio to a student. They may be reluctant to have a student involved in their business plan, finances, or their marketing activities for fear a student may open a studio in competition to their place of study. Where a studio is not providing support necessary for you to complete an assessment contact your trainer.

The professional business practices for dance studios outlines [professional standards to attract new students](#). Your current studio supervisor is assisting you to achieve your goals typically moving between the various levels in this



pyramid throughout your training. Ethically it is your responsibility to ensure future dance teachers are afforded the same right to achieve their goals. Maintain confidentiality of any business information you might learn while you are training, support your studio as best you can, develop your skills to a high standard and learn to support your future pupils through their goals as you move to become the senior dance teacher.

16/9/21