

ausdance VIC

2022 STUDENT HANDBOOK

CUA20120 Certificate II in Dance (Year 1)
CUA30120 Certificate III in Dance (Year 2, partial
completion)

VET Dance



Image: Big Dance 2018. Photo by Sarah Walker

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Introduction

This student handbook contains important information about your course, the role of Ausdance VIC, and your responsibilities as a student. It also includes policies and processes that you need to know about. Take your time to read and understand the information in this handbook, and keep it safe for future reference.

Australian Dance Council – Ausdance Vic Inc. RTO 20949

Ausdance VIC is the peak body for dance in Victoria. We support, enrich, and advocate for dance in all its forms. Ausdance VIC is part of the Ausdance network and is the only state office that operates an RTO. We work with the Ausdance network to deliver dance courses around Australia.

Ausdance VIC (RTO 20949) is your Registered Training Organisation. We are registered with the Australian Skills Quality Authority (ASQA). As a Registered Training Organisation providing nationally recognised training, Ausdance is monitored by the Australian Skills and Quality Authority (ASQA) to ensure we meet the Standards for Registered Training 2015.

We are responsible for overseeing the delivery and assessment of your VET Dance program. It is our job to support you and ensure that you receive quality training and assessment. It is also our job to support and develop your trainers.

Ausdance VIC partners with many secondary colleges and dance studios across the country to facilitate Certificate II in Dance and Certificate III in dance. Your school has an arrangement with us to provide this VET program. VET stands for Vocational Education and Training (VET) and it enables a secondary student to combine education with training to provide occupational or work-related knowledge and skills. It is a learning pathway to further study or workplace entry.

Ausdance VIC strives to continually improve our training programs. We review our planning and delivery, listening to advice from the dance industry, education authorities, our trainers and our students. We participate in regular industry consultation and staff professional development.

To maintain our standards, and to help us improve, we ask that once you have completed your training with us, you respond to our AQTF questionnaire. This provides Ausdance VIC with input about how the programs delivered can be improved.

If you have any questions regarding this program or your training, please contact us.

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VET Dance Program

Certificate II in Dance is a vocational training program and can contribute towards your secondary school certificate either as a scored or unscored program.

The VET Dance Program can be completed over two years and commence in either year 10 or year 11.

Students who successfully complete the required coursework and assessment tasks will receive a full CUA20120 Certificate II in Dance (a nationally recognised Vocational Education and Training (VET) certificate), and partial completion of CUA30120 Certificate III in Dance.

Units will be delivered and assessed in a sequence planned and determined by the school trainer and assessor.

The Certificate II in Dance has a minimum nominal hour duration of approximately 350 hours, which may be completed over a one, two or three year period as negotiated with your school. The nominal hours attached to each unit of competency are calculated by the Higher Education and Skills Group, Department of Education and Training (DET), as an indicator of the training time required to become competent. They are a guide only, and the actual duration of the training is affected by students' readiness to be assessed for the particular unit of competency. It is important to note that the allocation of nominal hours for each unit of competency is intended to cover both delivery and assessment.

Year 1: Enrol into CUA20120 Certificate II in Dance

Unit code and title	Nominal hours
CUADAN211 Develop basic dance techniques	20
CUAPRF211 Prepare for live performances	40
CUAWHS111 Follow safe dance practices	60
CUAWHS211 Develop a basic level of physical fitness for dance performance	40
BSBTWK201 Work effectively with others	40
AQF Level 2 Elective*	
AQF Level 2 Elective*	
Minimum for units 1 & 2	180

Available electives:

Unit code and title	Nominal hours
CUADAN213 Perform basic jazz dance techniques	80
CUADAN215 Perform basic contemporary dance techniques	45
CUADAN216 Perform basic ballet techniques	25
CUADAN217 Perform basic tap techniques	45
CUADAN218 Perform basic street dance techniques	45
CUADAN220 Perform basic lyrical dance techniques	60

Year 2

Enrol into CUA30120 Certificate III in Dance

Entry Requirements: students enrolling into Certificate III in Dance must have successfully completed one of the elective dance styles listed in the electives for Year 1.

Entry requirements can be met by either providing a statement of attainment for a relevant level 2 dance style or by completing an audition to demonstrate you have the required skills to perform your dance style to the required standard.

Unit code and title	Nominal hours
CUADAN212 Incorporate artistic expression into basic dance performances	45
CUAIND211 Develop and apply creative arts industry knowledge	20
CUAPRF314 Develop audition techniques	35
CUAPRF317 Develop performance techniques	35
AQF Level 3 Elective^	
AQF Level 3 Elective ^	
Minimum for units 3 & 4	215 - 255

AQF Level 3 electives	Nominal hours
CUADAN315 Increase depth of jazz dance techniques	50
CUADAN316 Increase depth of ballet dance techniques	70
CUADAN318 Increase depth of contemporary dance techniques	45
CUADAN319 Increase depth of street dance techniques	45
CUADAN321 Increase depth of tap dance techniques	45
CUADAN315 Increase depth of jazz dance techniques	50

Additional unit all Year 2 students must complete in 2022 to achieve their full Certificate II in Dance due to VCAA changes to program (2022 only, not future years):

CUAPRF211 Prepare for live performances	40
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Who can do VET Dance?

The VET Dance program is for students that are new to or currently studying dance. Students who successfully complete VET dance will receive a nationally recognised qualification. In Victoria, VET Dance can be taken as a part of a VCE or VCAL program.

VCE VET Dance

Students who take VET Dance with Ausdance in Victoria can also enrol in VCE VET Dance with their home schools and gain credit towards their ATAR.

VCE VET programs provide students with the opportunity to gain both the Victorian Certificate of Education (VCE) and a nationally recognised Vocational Education and Training (VET) certificate.

VCE VET programs:

- are fully recognised within the Units 1 to 4 structure of the VCE and contribute towards satisfactory completion of the VCE.
- can contribute to the satisfactory completion of the Victorian Certificate of Applied Learning (VCAL).
- are within the National Skills Framework.

In VCE VET Dance, the student completes a Certificate II in Dance and also completes scored assessment as per the rules set by the Victorian Curriculum and Assessment Authority. The student is enrolled in a VCE program, can attain the Certificate II in Dance and a Study Score within their VCE program.

VCE VET Dance:

- Focuses on students developing both industry specific and general workplace skills.
- Usually undertaken in Years 11 & 12 however some schools allow students to start a VET program in Year 9 or 10.
- Training can take place within the school education setting or within a dance studio setting.
- Prepares students to the standard expected from employers and industry.
- Students receive a certificate acknowledging completion of a nationally recognised training course.

The structure of the VCE VET Dance program

VCE VET Dance runs over two years.

This program is delivered face-to-face in a classroom. Modes of engagement may include :

Classroom based theory training

Dance studio based practical training

Written tasks

Group discussions

Portfolio creation

Journal writing

Written, verbal and practical assessments

Performance-viewing

Involvement in planning, designing, choreographing and performing in productions and concerts

Workshops and events eg. Ausdance Vic Industry Days

To access a study score within the VCE program Units 3 and 4 must be delivered and assessed in a single enrolment year. Scored assessment consists of assessment tasks designed to meet the VCE requirements. You will have 3 assessment tasks to complete in this format. Each task will cover two units of competency. In addition, you may be required to meet additional VET specific assessment requirements. These may be in the form of class and performance observation, knowledge tests, student journal or student participation.

The final assessment for VCE VET consists of :

- your study score is from school based assessment tasks (50%).
- your study score is from an externally assessed performance exam (50%).

The performance exam will be run in the October performance exam period by the Victorian Curriculum Assessment Authority (VCCA). A study score will not be calculated unless the student successfully completes the performance examination and the school based assessments in the second year.

Pathways for Dance

Certificate II in Dance may offer a pathway to further training at Certificate III and Certificate IV, Diploma or Advanced Diploma courses. There is also a possibility for future study at undergraduate level.

Students will develop skills that lead to:

- Basic level industry opportunities
- Further education in the dance industry

Please note that 3 Units of Competence within the Certificate II in Dance can contribute towards a Certificate III in Dance

Future Employment Opportunities

With additional training and experience possible future career opportunities could be:

- Professional dancer Choreographer
- Studio dance teacher School dance teacher
- Dance therapist Dance medicine practitioner
- Dance administrator Event manager
- Casting agent Dance studio owner

Enrolment

All students must enrol at the start of the year each year. Late entry to the program may be possible under certain circumstances. [Enrolment is through the Ausdance Vic Enrolment portal](#). Your teacher can assist you with the enrolment process.

To enrol you will need a **Unique Student Identifier (USI)**. Go to usi.gov.au to generate or find your USI. To get started you will need to have with you at least one of the identity documents listed below:

- Australian Passport
- Non-Australian Passport (with Australian Visa)
- Australian Birth Certificate
- Australian Driver's Licence
- Medicare Card
- Certificate of Registration by Descent
- Citizenship Certificate

LLN – Language, Literacy and Numeracy Support

Students should be able to read, understand and discuss information in English and write simple statements.

Students are given a simple language, literacy and numeracy assessment on enrolment. This is a tool to identify students that may need additional support. If you believe that you require additional assistance to achieve successful outcomes in their VCE VET and VET programs, please indicate this on the application form or contact Ausdance Vic directly. Arrangements will be made between the Home School or Private Provider regarding the level of support required and/or alternative assessments organised.

Study Materials

Training materials for your Certificate II in Dance are included in the student fee. You will be required to bring your own pens, pencils, dancewear and shoes, notebooks and USBs and any additional material your trainer may require from you to successfully complete your program. Ausdance Vic is not responsible for any additional costs associated with study materials.

Ausdance VIC Membership

Once you have completed your enrolment you will automatically become an Ausdance VIC Student Member. Your Ausdance VIC membership fee is included in your student enrolment fee. You will not be charged a membership fee while you are enrolled in Certificate II in Dance with us. Ausdance VIC provides members with an extensive list of benefits within the dance industry. They include:

- Become part of a vibrant community of dance artists, practitioners, professionals, organisations, educational establishments and enthusiasts, working in and supporting dance today
- Get discounts on Ausdance Vic education workshops, professional development and events
- Access to resources to build knowledge and networks, created exclusively by Ausdance VIC
- Exclusive members e-newsletters with industry updates, giveaways and special offers
- Discounts on dance services and products from partners. Find the latest offers at : <http://www.ausdance.org.au/membership-benefits/>

Your membership also gives you access to the Ausdance Vic network nationwide, and Ausdance Vic members are automatically World Dance Alliance – Asia Pacific Members, as part of the WDA Global Network.

Directory of Responsibilities

The delivery team for VET Dance consists of the trainer (or teacher), studio director (for dance studios), Ausdance (RTO) and school VET co-ordinators. As a team, we work together with different responsibilities. Here is a quick summary of what we do :

RTO : VET Dance enrolments, recording USIs, maintaining personal details on VETtrak, recording VET Units of Competency, issuing certification, trainer support, industry days, ensuring national training standards are maintained

Trainer (teacher) : supporting student enrolment, delivery of course, student support and management, assessment and reporting (except for performance exams), communicating with students' schools regarding VCAA requirements (eg. scored assessment plans, indicative grades for performance exams and school assessed task results)

Studio Director / School Co-ordinator : timetabling, class offerings, issuing invoices to students, collecting fees, interaction with parents (this may be a teacher role in some contexts)

School VCE VET Co-ordinator : VCE enrolment, recording scored assessment, recording VET Dance assessment plans, recording indicative grades for performance exams, anything related to VCE / VCAA

Parents and students - All schools and studios working in a cluster model (with students from different home schools) will forward information for VCAA to students' home schools. Parents and students are encouraged to check with their home schools that information has been received, as school personnel change often.

Enrolment, Attendance and Fees	
1. Enrolment	<p>You must enrol to participate in training. The Ausdance Vic enrolment portal records personal information that we require as part of our reporting obligations to the vocational education and training system.</p> <p>In addition, Ausdance Vic must have a valid Unique Student Identifier (USI) number from you. If you don't have a USI, you'll need to apply for one. Ausdance Vic can help you apply if necessary.</p> <p>Ausdance is an RTO and can enrol you in Certificate II in Dance (VET Dance).</p> <p>Speak to your school VET / VCE co-ordinator if you wish to also enrol in VCE VET or VCAL courses.</p>
2. Administration and records	<p>Ausdance Vic maintains a system for recording enrolments, attendance and completion details, assessment information (including RPL), results and qualifications issued.</p> <p>In the event that Ausdance Vic ceases operations, electronic copies of your results will be passed to the Australian Skills Quality Authority (ASQA).</p>
3. Attendance and withdrawal	<p>You may be withdrawn from a course if you are unable to meet the conditions of your enrolment, or your training and assessment commitments.</p> <p>Ausdance Vic and your school require that you meet your assessment commitments by the scheduled dates. You are required to meet a minimum of 90% attendance. Extended absence must be supported by a doctors' certificate.</p> <p>If you have an injury that is affecting your training, please speak to your teacher immediately. Ausdance Vic and your teacher will always endeavour to support you and modify delivery and assessment where possible.</p> <p>Failure to meet these commitments can lead to withdrawal from the course.</p>
4. Fees and charges	<p>Students' home school or private provider will determine students' overall course fees. These may include, uniforms, costumes, dance materials, transport, books and equipment.</p> <p>Dance studios may also charge for dance tuition. This may be in addition to the normal dance program offered by the studio. Ausdance Vic is not responsible for this fee. Please consult your studio director to discuss this fee and its associated refund policy.</p> <p>Schools may charge an additional fee if classes are held out of school hours or run with a private provider. Ausdance Vic is not responsible for this fee. Please consult the principal or the VET coordinator of your school provider to discuss this fee and its associated refund policy.</p> <p>Ausdance Vic charges schools and studios for provision of our services as an RTO. Ausdance Vic is a not-for-profit organisation and endeavours to keep its fees to a minimum. The Ausdance Vic student enrolment fee for 2021 is \$270 per student which includes a one year Ausdance Vic Membership, student enrolment and a complimentary pass to an Ausdance Vic Industry Day.</p> <p>A \$35 fee will be charged to re-issue your certificate. Certificates will be issued digitally to the email address provided, please ensure that an alternative email address is provided if using your school email address as your primary email address.</p> <p>If a student withdraws within 4 weeks of the commencement of the course, Ausdance Vic will provide a refund of the Ausdance Vic fee paid to us minus \$50 administration fee. Withdrawals after this time will not be eligible for a refund of the Ausdance Vic fee.</p> <p>Ausdance Vic invoices your school or studio. We do not invoice students or parents directly. Questions about invoicing should be directed to your school administration or studio director.</p>
5. Your circumstances	<p>You must inform Ausdance Vic if you:</p> <ul style="list-style-type: none"> ▪ change your personal details (e.g. address, phone number, etc.) ▪ decide to change your enrolment

	<ul style="list-style-type: none"> ▪ have an accident or incident whilst in an Ausdance Vic training session. <p>Ausdance Vic will advise you of any changes or circumstances that may affect your enrolment with us including your rights, obligations and alternative providers if a partner ceases to deliver our course.</p>
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Training and Assessment	
6. Qualification	<p>Students will receive a Certificate or a Statement of Attainment for all units completed. This will be sent to the email addresses you provide on enrolment. If you are finishing school and may lose access to your school email address, please provide an alternative contact.</p> <p>Visit www.training.gov.au to view the CUA20113 training package</p>
7. National recognition	<p>Ausdance Vic recognises qualifications and Statements of Attainment issued by other RTOs. A learner who has received a qualification from another RTO will be asked to provide an original copy (or a certified copy) of their qualification/Statement of Attainment so that a file copy can be made.</p> <p>If you have completed a unit of competency at another institution, Ausdance Vic will make credit transfer arrangements. To facilitate this, please ensure you register with the correct USI.</p> <p>There is no charge for credit transfer.</p>
8. RPL and RCC	<p>Ausdance Vic's policy is that an individual's learning, knowledge and skills can be recognised regardless of how or where these skills are acquired, provided they are relevant to your training.</p> <p>Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC) are available to eligible learners. Consider if either may apply to you so that you can discuss your situation with Ausdance Vic.</p> <p>RPL cost is \$60.00 + GST per unit which is collected from you by your school and reimbursed to Ausdance Vic. Please check with your VET teacher regarding the date to make amendments to your enrolment such as applying for RPL.</p>
9. Monitoring your progress	<p>Both Ausdance Vic and your school/studio have obligations in relation to the support you receive during your training and assessment, particularly where you need assistance to practice and develop your knowledge and skills. This includes a commitment to monitor and report on your activities.</p> <p>You should actively engage in this process with your teacher. By enrolling in this course, you agree to commit to the learning process by participating in coursework and assessment tasks.</p>

Policies and procedures	
10. Fairness and Equity	<p>Ausdance Vic endeavours to provide fair and equitable access for all clients to the services we offer. In keeping with this aim, there are policies and procedures that guide RTO operations.</p> <p>All students are expected to comply with Ausdance Vic policies and procedures. Your teacher has access to these and will discuss them with you.</p>
11. Behaviour and misconduct	<p>Ausdance Vic's aim is to provide a quality learning experience for learners and for each person to have an equal opportunity to learn in a supportive environment. In your interactions with others, it's expected that you will:</p> <ul style="list-style-type: none"> ▪ treat other learners and staff with respect and in a way that doesn't compromise their health, safety, privacy and welfare ▪ abide by OHS and welfare policies and procedures

	<ul style="list-style-type: none"> ▪ comply with all lawful and reasonable directions given by staff while involved in a Ausdance Vic controlled or sponsored activity ▪ abstain from bullying, harassing, unfairly or unlawfully discriminating against others, engaging in inappropriate conduct or using offensive language or gestures ▪ adhere to program requirements and accepted class norms and not behave in a way that disrupts or interferes with a Ausdance Vic class or activity
12. Participation	<p>You are expected to actively participate in the training and assessment tasks made available to you.</p> <p>It is your responsibility to:</p> <ul style="list-style-type: none"> ▪ complete and submit tasks or workbook activities relating to your training program by the agreed assessment date ▪ apply your knowledge and practise skills in the classroom ▪ engage in classroom activities ▪ attend all assessments (if applicable) <p>If you experience difficulty meeting performance expectations contact Ausdance Vic without delay.</p>
13. Support services	<p>We will not refuse services to or discriminate against people with disabilities. Ausdance Vic will provide support and assistance to all learners with additional needs to the best of its ability. Our enrolment form has a space for the students to indicate they may need support. Learners who think they may need additional support should contact their trainer prior to course commencement. They may contact Ausdance Vic about this. We will respectfully and confidentially discuss your situation with you and do our best to provide appropriate support. Support may include strategies, equipment and resources provided by Ausdance Vic or the Ausdance Vic partner school. Where required, Ausdance Vic will seek expert advice upon your agreement, or make a referral to literacy support, or other support services.</p> <p>Support services include:</p> <ul style="list-style-type: none"> - Your Doctor - School Nurse - Mental Health: Contact Headspace http://headspace.org.au/headspace-centres/ - Youth Support Service's: Call 1800 458 685 - Housing and Support Services: call Melbourne Youth Support Service on 9614 3688. - Sexual Assault Services: call Police on 131 444 - Police: Call 000 or 131 444 - Ambulance: Call 000 - Fire: Call 000 - LGBTQ support service: Contact Headspace http://headspace.org.au/headspace-centres/ <p>Literacy, Numeracy support incl. Auslan and language interpreters</p>
14. Complaints and appeals	<p>A complaint must be lodged within 21 days of dissatisfaction arising or a grievance occurring; or of an unsatisfactory formal or informal resolution; or of an assessment decision. Please email vet.vic@ausdnce.org.au or contact us via the Ausdance Vic website to lodge a grievance.</p> <p>https://www.ausdancevic.org.au/contact</p>
15. Confidentiality	<p>All student records are handled and stored in a way that maintains your privacy and the integrity of the records. Only you, your school and Ausdance Vic staff have access to your records.</p> <p>Unless required to do so by law, Ausdance Vic will not allow access to your personal information by others without your written approval.</p>