

2027 ELEVATE Student Handbook

Empowerdance
PTY LTD



TABLE OF CONTENTS

Page Number

3	Course Administration
4	Course Delivery
5	Entry Requirements
4	On Site Classes and Attendance Requirements
5	Participants guidelines
5	Language Literacy and Numeracy
5	Pre-Course Assessments
6	Recognition of Knowledge and Qualifications Process
6	Provision of Training & Assessment
7	Assessment
7	Submission and Resubmission of Work
7	Pre-Enrolment information for New Students

FINANCES

8 8	Fees paid in Advance
8 9	Fee Structure Fees Policy
9	Refund Policy Financial
10	Standards Student
10	Withdrawal Termination
10	of Enrolment
	Cancelation of Course

GOVERNANCE

11	Student Code of Conduct
11	Student, Staff and Visitor Safety
11	Access and Equity
12	Anti-Discrimination
12	Confidentiality
12	Student Protection
12	Personal Information and the Privacy Act
13	Record Keeping
13	Grievance Mechanism
13	Student Support Services
14	Code of Practice
14	Quality Control
14	Evaluation
15	Recruitment
15	Staff
15	Marketing of Training & Assessment Services
15	Provision of Information
16	Issuance of Qualifications

WELCOME TO EMPOWERDANCE PTY LTD

It is the primary focus of EMPOWERDANCE PTY LTD is to help students achieve their potential as dancers or dance teachers by providing quality training and education for dancers wishing to further their skills, as well as for those preparing for auditions for tertiary dance institutions or industry related work.

By enrolling in a Certificate in Dance you have indicated your desire to focus the next 6 - 18 months on your development as a dancer or dance teacher.

We look forward to working with you and know that you will enjoy the course and find the contents challenging, rewarding and relevant.

Gabrielle Robinson

Director, EMPOWERDANCE PTY LTD



COURSE ADMINISTRATION

This handbook provides you with a variety of information that will assist you to successfully meet the requirements of this course. It also includes information on how our business is conducted, our courses are delivered and assessed and provides basic standards students are expected to follow. With this information and your help we can guide you towards creating your dream career and a strong pathway to achieve your goals.

If at any point you require clarification on any of this information or any other issue please talk to your Empowerdance trainer in the first instance. They will be able to answer your questions immediately or if necessary find the answers and let you know as soon as possible.

Empowerdance agrees to provide access to enrolment positions for all dancers and dance teachers who have the relevant skills, experience, and ability to satisfactorily meet enrolment requirements. Enrolment requirements include payment of fees, behavior, safe dance, course pre-requisites and the understanding of Empowerdance policies.

Empowerdance may terminate the enrolment of a student if it should occur that they:

- **Do not complete a minimum of training sessions set for competence**
- **Have not accurately or honestly disclosed all information pertaining to their health, injuries, skills and experience, relevant to their enrolment and participation with Empowerdance prior to course commencement**
- **Has provided false or misleading information**
- **Commit an offence while in the training environment or while enrolled in any Empowerdance course**
- **Do not comply with confidentiality rights of staff or other students**
- **Behave in a manner that is detrimental to the wellbeing of the staff, other students, persons or themselves**
- **Have not paid fees on time Does not meet the basic LLN requirements**

COURSE DELIVERY - ELEVATE

The dual delivery of CUA10120 Certificate I in Dance features regular attendance in weekly classes as well as weekly intensive online theory sessions. Students will be required to perform in performance assessments during the certificate year.

The dual delivery of CUA20120 Certificate II in Dance features regular attendance in weekly classes as well as weekly intensive online theory sessions. Students will be required to perform in performance assessments during the certificate year.

The dual delivery of CUA30120 Certificate III in Dance features regular attendance in weekly classes as well as weekly intensive online theory sessions. Students will be required to perform in performance assessments during the certificate year.

The dual delivery of CUA30320 Certificate III in Assistant Dance Teaching features regular attendance in weekly classes as well as weekly intensive online theory sessions. Students will be required to work alongside a mentor for their assessments during the certificate year.

The dual delivery of CUA40120 Certificate IV in Dance features regular attendance in weekly classes as well as weekly intensive online theory sessions. Students will be required to work alongside a mentor for their assessments during the certificate year.

The dual delivery of CUA40320 Certificate IV in Dance Teaching & Management features regular attendance in weekly classes as well as weekly intensive online theory sessions. Students can apply for Recognition of Prior Learning or can study this course at their own pace. Students will be required to work alongside a mentor for their assessments during the certificate year.

In addition to the theory intensives, students of both Certificate I, II & III in Dance are required to participate in a minimum of 3 technique lessons per week during the certificate course in order for them to meet the technical requirements of the course.

ENTRY REQUIREMENTS

Students enrolling in any Certificate in Dance must be physically able to undertake the qualification. Through an interview or audition process you have demonstrated knowledge and technical skills in the following areas:

- simple locomotor, turning, elevation, falling and weight transfer techniques
- simple body alignment
- simple musical timing, awareness, tempo and phrasing in a movement sequence
- basic safe dance practice

ON SITE CLASSES AND MINIMUM ATTENDANCE REQUIREMENTS

It is extremely important that all students arrive to all sessions on time. Students are required to be in the studio 15 minutes prior to classes starting. Attendance and punctuality records are kept.

- Online theory classes will commence at the allocated times unless advised otherwise
- A minimum of 80% attendance is required to successfully complete any unit
- Low attendance will be reflected in the final assessment results of students

- For all students studying onsite at Empowerdance, prior notice must be given of any intended absence wherever possible. If you are ill please contact us personally on 08 8352 2006 and a medical certificate may be required upon your return

PARTICIPANTS GUIDELINES

All Participants in the Empowerdance RTO's courses and programs have a right to:

- Be treated with respect and dignity
- A safe learning environment free from danger, abuse or harassment
- Respect and recognition of their particular needs and circumstances including, religious beliefs, cultural and ethnic background, and their values
- Access to their records on request
- Access to feedback on services provided
- Access our complaints process
- Meet the student code of conduct while studying with Empowerdance

LANGUAGE LITERACY AND NUMERACY

Empowerdance (Under the 2015 Vocational Education and Training FEE-HELP (VFH) Reforms) is required to assess the capacity of potential students to complete a training course before enrolment.

Empowerdance is committed to providing a high-quality education and training service for all students, Therefore the development of language, literacy and numeracy (LLN) in students is an important component of education.

Empowerdance is committed to supporting the LLN needs of students with a range of support options, and to assisting students to identify any LLN support needs they may have prior to enrolment. This enables prospective students to make an informed decision about enrolment and Empowerdance along with the student, to make decisions about addressing LLN needs.

Empowerdance does not guarantee that each student participating will be successful in achieving their qualification. The result is completely reliant on student participation, assessment gathering and quality of work. Students must be aware that completion of all required assessments, does not automatically award the certificate. Work must be successfully completed and submitted with enough evidence and time to ensure certificate and record of results can be awarded.

PRE- COURSE ASSESSMENTS

Prior to enrolment students should discuss their special needs with the Empowerdance staff, pertaining to:

- Learning support services
- Recognition of Prior learning
- Learning pathways
- Previous injuries, preventing participation in some areas
- Assessment procedures and processes
- Delivery plans
- LLN

RECOGNITION OF KNOWLEDGE AND QUALIFICATIONS PROCESS

Recognition is a term used to acknowledge the competency that a person has previously acquired through training, work or life experience. It refers to recognition of competencies currently held, regardless of how, when or where the learning occurred.

An assessment process - Recognition of Prior Learning (RPL) - is designed to remove the need for duplication of learning. Taking into full consideration the way the previous learning occurred, RPL may be used to grant competence for one or more units of competence from a national accredited course or training package.

EMPOWERDANCE PTY LTD has policies and procedures to manage recognition processes and copies can be found on file in the main office.

Application for recognition of units of competence within the Certificate courses must be submitted to the course director prior to acceptance of course offer.

EMPOWERDANCE PTY LTD will recognize all qualifications or Statements of Attainment issued by another RTO. Credit Transfer will apply for students whose previously achieved qualifications and/or Statement(s) of Attainment match any of those required in a course offered by EMPOWERDANCE PTY LTD.

Applicants will be invited to present any Qualifications or Statement(s) of Attainment prior to the drawing up of the Training Plan, as part of the Recognition Process.

PROVISION OF TRAINING & ASSESSMENT SERVICES

EMPOWERDANCE PTY LTD:

- has policies and management practices which maintain high professional standards in the delivery of training and assessment services, and which safeguard the interests and welfare of its students and staff maintains a learning environment that is conducive to the success of its students
- has the capacity to deliver and assess the vocational qualifications for which it has been registered, provide adequate facilities, and use methods and materials appropriate to the learning and assessment needs of students
- monitors and assesses the performance and progress of its students
- ensures that teaching staff are not only suitably qualified but are also sensitive to the cultural and learning needs of students, and it provides training for our staff as required
- ensures that assessments are conducted in a manner which meets the endorsed components of the relevant Training Package(s) and/or accredited courses
- is committed to access and equity principles and processes in the delivery of its services

ASSESSMENT

All students are assessed against the relevant performance criteria. Assessment will consider both theoretical and practical components, which will determine whether students are assessed as Competency Achieved (CA), Competency Not Achieved (CNA) or Not Yet Competent (NYC). Not Yet Competent is typically used where students have failed to provide evidence of competency due to unforeseen circumstances. Students, who fail to

provide evidence of competency, may be offered one resubmission, or a supplementary assessment, subject to assessment guidelines.

Assessment strategies adopted by EMPOWERDANCE PTY LTD comply with the requirements of the approved course and the standards for registration. The assessment strategies, provide sufficient information to guide assessors and ensure that students receive assessments that meet their needs and reflects current industry practice.

These strategies:

- Are based on consultation with industry stakeholders
- Ensure assessments reflect rules and principles of assessment

Empowerdance does not guarantee that each student participating will be successful in achieving their qualification. The result is completely reliant on student participation, assessment gathering and quality of work.

SUBMISSION AND RESUBMISSION OF WORK

Your enrolment with EMPOWERDANCE PTY LTD entitles you to two attempts at submitting your assessments.

Where you are deemed 'not yet competent' in any or all of your assessments, you will be provided with feedback from the assessor and given 2 weeks to re-submit your work.

You will only be asked to repeat the sections for which you have not yet achieved competency and be given a timeframe to complete everything.

If, after your second resubmission, you are still deemed 'not yet competent' you will have the opportunity to apply to again submit your work, at a cost of \$150 per unit.

PRE ENROLMENT INFORMATION FOR NEW STUDENTS

Flexible assessments All assessments conducted by the Empowerdance RTO conform to assessment criteria

attached to the course

guidelines. Assessments take place via a variety of methods in the way of Log book, performance assignments, written projects, and class work. These are flexible and are at the course coordinators discretion to best suit the students' participation and RTO timetable blocking.

Students are required to be competent in all areas to achieve competency mark of (C)

Students will be given 2 fair and equal opportunities to be assessed for competency in all units, however Empowerdance may allow further assessment opportunities where it feels there are special circumstances which are negatively affecting the assessment outcome, or where the student presents a case in which the RTO feels valid. Empowerdance is open to flexible assessments to allow students to successfully complete the requirements of the units and courses.

In cases where a student has been assessed 2 times and has not yet achieved competency the RTO may refuse further assessment if it feels there is little chance of the student achieving success. If this is the case the student may appeal by addressing the Director in writing, who will consider the matter and advise the client in writing of the outcome. This process is outlined in the student handbook under the complaints and appeals.

The results and details of all assessments will be recorded and kept on file for the purpose of auditing, and where applicable, will be forwarded to or included in, reports to the Registering Body.

FINANCES

FEES PAID IN ADVANCE

Empowerdance will ensure that fees paid in advance for course delivery, shall be protected by having such funds entered into the Empowerdance Trust account as unearned income, which may not be drawn upon until such time as delivery has commenced.

Empowerdance refund policy will also add an extra level of protection and flexibility which allows for a return of proportional funds after a course delivery has commenced.

FEE STRUCTURE

All Empowerdance fees are dependent upon delivery and assessment methods and have individually designed package options available.

All Empowerdance certificate courses have a \$500 non-refundable deposit included within the following prices.

Tuition fees are to be paid by the student direct to Empowerdance

Tuition fees paid by the student to Empowerdance

CUA10120 CERTIFICATE I IN DANCE Tuition for this course is a total of \$1300 AUD this includes a non-refundable deposit of \$500 AUD

CUA20120 CERTIFICATE II IN DANCE

Tuition for this course is a total of \$1520 AUD this includes a non-refundable deposit of \$500AUD.

CUA30120 CERTIFICATE III IN DANCE

Tuition for this course is a total of \$1900 AUD this includes a non-refundable deposit of \$500AUD.

CUA30320 CERTIFICATE III IN ASSISTANT DANCE TEACHING

Tuition for this course is a total of \$2500 AUD this includes a non-refundable deposit of \$500AUD.

CUA40120 CERTIFICATE IV IN DANCE

Tuition for this course is a total of \$4250 AUD this includes a non-refundable deposit of \$500AUD.

CUA40320 CERTIFICATE IV IN DANCE TEACHING AND MANAGEMENT Tuition for this course is a total of \$4500 AUD this includes a non-refundable deposit of \$500AUD.

RPL Fees are available on request. Payment plans are available and can be set to weekly, fortnightly or monthly.

FEES POLICY

EMPOWERDANCE PTY LTD ensures that any financial arrangement made between its clients and the organization are transparent, clear and understood prior to the commencement of training. This applies to all courses under its scope, any unit being assessed via RPL or single units being delivered.

The EMPOWERDANCE PTY LTD RTO will not accept payment of no more than \$500.00 from each individual student prior to the commencement of the course. Following the course commencement, the RTO may require payment of additional fees in advance from the student, but only such that any given time the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1500.00

Any and all fees collected by EMPOWERDANCE PTY LTD is recorded and receipted via Xero management system and issues and stores hard copy versions.

Fees refer to

- Tuition: teaching services provided
- Recognition of Prior Learning: assessment on prior learning
- Assessment Fee: should a student be absent for any scheduled assessment, an assessment fee will apply
- Private tuition fee: one on one tuition provided by a trainer
- Payment Plan: an agreed schedule of payments to be made

REFUND POLICY

Enrolment deposits are not refundable. Any student who fails to notify Empowerdance of their withdrawal from a course seven days prior to its commencement will not be entitled to a refund.

If a student cancels their enrolment within 30 days of commencement of the course and has attended more than 1 week of the course but has not been assessed for any part of the course, then the student is entitled to a refund of 50% of their paid fees (this excludes the deposit paid).

If a student cancels their enrolment within 30 days of date of invoice and has been assessed for some of their course, then the learner is not entitled to a refund.

If a student cancels their enrolment after 60 days of commencement of a course, then the student is not entitled to a refund.

FINANCIAL STANDARDS

EMPOWERDANCE PTYLTD:

- Has financial management processes in place in accordance with the Essential Conditions and Standards for Registration as a Registered Training Organisation
- Has measures to ensure that students receive a refund of fees for services not provided, including services not provided as a result of the financial failure of the organization
- Has a refund policy that is fair and equitable and this policy is made available to all students prior to enrolment

- Ensures that the contractual and financial relationship between the students and the organisation is fully and properly documented, and that copies of the documentation are made available to the student
- In accordance with the Essential Conditions and Standards for Registration as a Registered Training Organization, provides information to prospective students in relation to the rights and responsibilities of trainees, costs of training and assessment services and issuance of qualifications, payment arrangements, refund conditions and any other matters that place obligations on students

STUDENT WITHDRAWAL FROM A COURSE

Students must give 14 days notice and have a private meeting with the director before withdrawing from a course. A student giving less than 14 days notice of intent to withdraw from a course can apply to have their fees transferred to another course where this is possible, or their fees will be forfeited.

TERMINATION OF ENROLMENT DUE TO UNACCEPTABLE BEHAVIOR

Unacceptable behavior from a EMPOWERDANCE PTY LTD student will result in termination of their enrolment.

A student's behavior may be considered to be unacceptable when:

- Fees are unpaid
- Breaches of the EMPOWERDANCE PTY LTD Student Code of Conduct
- Disruptive and disrespectful behavior
- Threatening to others
- Sexual harassment
- Theft of, or damage to, property of EMPOWERDANCE PTY LTD, its staff, clients or students.

CANCELLATION OF COURSES BY EMPOWERDANCE PTY LTD

Some courses may be cancelled due to low registrations. Should this occur, due notice will be given and you will be offered a transfer to another or like course.

If this cannot be fulfilled a full refund of fees will be provided.

GOVERNANCE

STUDENT CODE OF CONDUCT

The development and maintenance of professional standards is central to the professional development of students within EMPOWERDANCE PTY LTD. Ethical and professional behavior is the responsibility of all students. In order to assist students to recognize and act upon their responsibilities this code of conduct has been developed. This code has been developed by students and serves to guide behavior and identify their responsibilities to themselves, other students and staff within EMPOWERDANCE PTY LTD.

In fulfilling their obligations students must:

- Recognize that EMPOWERDANCE PTY LTD is a learning institution
- Accept that they are primarily responsible for their own learning
- Accept that they are accountable for their own behavior, conduct and academic performance
- Recognize that staff members are instructors and assessors of performance and that a professional relationship always underpins interactions with both staff and other students.
- Behave ethically by demonstrating integrity and honesty in dealings with other students and staff and accepting that such behavior is everyone's responsibility
- Promote self-esteem and tolerance of diversity by contributing to a harassment free learning environment through their dealings with other students
- Recognize individual differences of other students and acknowledge the contribution that these differences make to their learning
- Demonstrate a commitment to professional development by completing all tasks and maintaining and extending their professional competencies

STUDENT, STAFF AND VISITOR SAFETY

EMPOWERDANCE PTY LTD is committed to ensuring a safe and healthy working environment for its students, staff and visitors. Safe dance practices are enforced and monitored by all staff. All staff in supervisory roles are responsible, at all times, for the work safety of all students under their control. EMPOWERDANCE PTY LTD undertakes to continue towards improving all safety standards.

ACCESS AND EQUITY

EMPOWERDANCE PTY LTD:

- Complies with the principles for equity in education and training through adherence to the following
 - o Providing appropriate resources and linkages to promote equity in course participation
 - o Assisting all students to maximize their learning outcomes
 - o Conducting regular reviews to ensure equity principles are maintained with regard to

ANTI DISCRIMINATION

Empowerdance does not allow or tolerate the discrimination of an individual by virtue of sexual orientation, sex, religion, culture, political beliefs, or personal background providing it has no direct and legal bearing on the performance of the position safety, or the well being of the applicants or others.

All persons will be treated equally and fairly.

CONFIDENTIALITY

Empowerdance does not disclose the personal details of its employees/ students/ contractors, or associates.

Employees may have access to any records pertaining to their personal details kept by Empowerdance. Employees will not disclose information about Empowerdance, co-workers, students, contractors, or Empowerdance associates to any unauthorized individual.

STUDENT PROTECTION - STUDENTS UNDER THE AGE OF 18

EMPOWERDANCE PTY LTD believes:

- Every student has the right to feel safe at all times
- Students are entitled to basic human rights regardless of special needs, cultural, or socio-economic factors
- Students are entitled to the support of a person to act as an advocate on their behalf where needed
- Students must be protected from abuse, injury, protection from dangerous situations and confidentiality of information, while in the duty of care at EMPOWERDANCE PTY LTD

PERSONAL INFORMATION AND THE PRIVACY ACT

EMPOWERDANCE PTY LTD:

- Acts in accordance with the Privacy Amendment (Private Sector) Act 2000 ('Privacy Act') with regard to the collection, use and release of student and staff information

RECORD KEEPING

EMPOWERDANCE PTY LTD:

- Maintains complete and accurate records of the attendance and progress of students as well as financial records that reflect all payments and charges and the balance due, and provides copies of these records to trainees on request

GRIEVANCE MECHANISM

EMPOWERDANCE PTY LTD:

- Ensures that students have access to a fair and equitable process for dealing with grievances and provides an avenue for students to appeal against decisions which affect their progress
- The grievance mechanism as a whole is made known to trainees at the time of enrolment

- Ensures every effort is made to resolve student grievances; however, where a grievance cannot be resolved internally, EMPOWERDANCE PTY LTD advises students of the appropriate body where they can seek further assistance

STUDENT SUPPORT SERVICES

EMPOWERDANCE PTY LTD has procedures in place for contacting and counseling students. All communications between EMPOWERDANCE PTY LTD and the student are recorded in the student's file. EMPOWERDANCE PTY LTD will contact and proceed with counseling if a student has been absent for more than five consecutive days without approval, or a student is not consistently attending their course.

EMPOWERDANCE PTY LTD provides support services including appropriate arrangements for independent grievance handling and dispute resolution. It is the policy of EMPOWERDANCE PTY LTD that all students will have access to a fair and equitable process for dealing with grievances. EMPOWERDANCE PTY LTD:

- Works with students, staff and other professionals, where appropriate, to provide specialist knowledge, skills and experience to enhance provisions and programs tailored for the individual students with additional needs
- May provide information for support networks and counseling if needed
- Recognizes that all students have different language, literacy and numeracy skills and as such, provides ongoing academic assistance to help students succeed in their studies

CODE OF PRACTICE

As a Registered Training Organisation, EMPOWERDANCE PTY LTD adheres to a code of practice that provides the basis for good practice in the marketing, operation, financing and administration of education and training services provided by us.

The Code of Practice provides information to students that demonstrate the commitment of EMPOWERDANCE PTY LTD to quality training and assessment.

For the purpose of the Code, "student" refers to any person participating in education and training delivered by EMPOWERDANCE PTY LTD. "Staff" is a person(s) engaged by EMPOWERDANCE PTY LTD to assist with the management of the RTO and the development, delivery, assessment, review of training and assessment of courses listed a part of the Scope of Registration.

QUALITY CONTROL

Every member of the training team has a responsibility for ensuring a quality service and product. In addition, the Director of EMPOWERDANCE PTY LTD or their delegate will conduct regular audits of the course including a review of policies, procedures, learning materials and the performance of instructors.

EMPOWERDANCE PTY LTD:

- Seeks feedback from our students, staff and industry on their satisfaction with services they have received and seeks to improve its services in accordance with their expectations and to better prepare them for the workplace
- May at any time request external dance instructors or members of the dance industry to observe a student during training or assessing as part of a continuous improvement process
- Regularly updates course materials to encourage innovative infiltration of ideas
- Has, wherever possible, incorporated continuous improvement processes into all practices

EVALUATION

It is important to receive feedback from students concerning their satisfaction. Evaluation of the course will be achieved by:

- Feedback from students and staff during the course
- Surveying students midway through and at the completion of the course
- 12-month post-graduation evaluation

Results from the evaluation studies will help improve and shape future courses.

RECRUITMENT

EMPOWERDANCE PTY LTD:

- Recruits and selects students in an ethical and responsible manner and complies with equal opportunity legislation
- Offers of course placement based on an audition and interview process to assess the extent to which the qualifications, proficiency and aspirations of the applicant are matched by the training opportunity offered
- Ensures that accurate assessments of applicants are undertaken with acknowledgement of recognition of prior learning where possible
- Ensures that the educational background of intending students is assessed by suitably qualified staff

STAFF

All staff facilitating sessions within the Certificate courses have extensive experience in the dance industry, have relevant vocational competencies and are qualified at the current level of Certificate IV in Training and Assessment or higher. In addition, they continue to develop their skills as trainers and assessors of dance and work with the various segments of the dance industry to ensure the course is developing dancers who are “work ready”.

MARKETING OF TRAINING & ASSESSMENT SERVICES

EMPOWERDANCE PTY LTD:

- Markets and advertises its products and services in an ethical manner
- Gains written permission from a students and staff before using information in any marketing materials
- Accurately represents recognized training products and services to prospective students
- Ensures students are provided with full details of conditions in any contract arrangements with EMPOWERDANCE PTY LTD
- Adheres to the guidelines for advertising set out in the national operations protocol for the marketing of nationally accredited training

PROVISION OF INFORMATION

EMPOWERDANCE PTY LTD:

- Supplies accurate, relevant and up-to-date information to prospective students in accordance with the Essential Conditions and Standards for Registration as a Registered Training Organization
- Ensures this information enables a person unfamiliar with the education and training system, to make an informed decision about the appropriateness of their participation in the course being offered
- Regularly reviews all information provided to ensure its accuracy and relevance

ISSUANCE OF QUALIFICATIONS

EMPOWERDANCE PTY LTD:

- Issues Qualifications and Statements of Attainment to students who meet the required outcomes of a qualification or unit of competency, in accordance with the Essential Conditions and Standards for Registration as a Registered Training Organization



Contact Empowerdance:
hello@empowerdance.com.au