

# STUDENT HANDBOOK

## VOCATIONAL TRAINING HANDBOOK

2022

CUA20120 Certificate II in dance  
CUA30120 Certificate III in dance  
CUA40120 certificate IV in dance  
CUA50320 Diploma of Dance  
Teaching and Management



# Welcome

We are so pleased you are joining us on your dancing journey. Throughout this year, you will be working towards your Vocational Education and Training qualification here at Radiance Academy Toowoomba. Radiance Academy Toowoomba is proud to partner with Australian Teachers of Dancing (ATOD) RTO 31624, in offering a range of qualifications.

We look forward to working with you!



# Contents

Within this booklet, you will find information on the following:

## **CUA20120 Certificate II in Dance**

- Program Overviews
- Course Structure

## **CUA30120 Certificate III in Dance**

- Program Overview
- Course Structure

## **CUA40120 Certificate IV in Dance**

- Program Overview
- Course Structure

## **CUA50320 Diploma of Dance Teaching and Management**

- Program Overview
- Course Structure

## **Training and Assessment**

## **Terms and Conditions**

## **Uniform requirements**

## **Important information**

For any queries or concerns, please contact Vanessa the VET Coordinator directly on [vanessa@radianceacademytoowoomba.com](mailto:vanessa@radianceacademytoowoomba.com)



# CUA20120 Certificate II in Dance

## Program Overview

The course is an entry level qualification for students wanting to develop a range of basic dance techniques, composition skills, and dance in live performances. Students completing this qualification may go on to further dance studies, entry level industry positions or other arts endeavors.

## Course Overview

Through the course, you will be completing the following Units of Competency.

| Class                          | Teacher                   | Term 1   | Term 2  | Term 3  | Term 4  |
|--------------------------------|---------------------------|--|---|---|---|
| Certificate II in Dance        | Miss Grace & Miss Vanessa | CUAPRF211 Prepare for live performances<br><br>CUAIND211 Develop and apply creative arts industry knowledge<br><br>(Ballet)          | CUACHR311 Develop basic dance composition skills<br><br>CUAMLT211 Develop musical ideas and knowledge<br><br>(Contemporary) | CUADAN211 Develop basic dance techniques<br><br>CUADAN212 Incorporate artistic expression into basic dance performance<br><br>(Lyrical) | CUADAN220 Perform basic lyrical dance techniques<br><br>(Lyrical) |
| All Qualifications (Ballet)    | Miss Grace                | CUAWHS111 Follow safe dance practices<br>CUAWHS211 Develop a basic level of physical fitness for dance performance<br>(Ballet + PBT) |   |   |   |
| All Qualifications (Character) | Miss Grace                | CUADAN219 perform basic cultural dance techniques<br>(Ukrainian Dance)   |   |   |   |



# CUA30120 Certificate III in Dance

## Program Overview

This qualification is designed to provide an in depth look at the performing arts while honing technical skills ready for the industry. A career in the arts requires individual performers, dance artists and teachers to possess skills in many different areas. Students completing this program may then go on to further dance studies, low level dance industry positions, or other arts industry endeavors.

## Course Overview

Through the course, you will be completing the following Units of Competency.

| Class                          | Teacher                   | Term 1  | Term 2   | Term 3  | Term 4  |
|--------------------------------|---------------------------|---|--|---|---|
| Certificate III in Dance       | Miss Sian & Miss Vanessa  | CUAPRF316<br>Develop basic musical theatre techniques<br><br>(Musical Theatre)  | CUACHR311<br>Develop basic dance composition skills<br><br>(Jazz)  | CUADAN319<br>Increase depth of street dance techniques<br><br>(Hip Hop)   | CUADAN 315<br>Increase depth of jazz dance techniques<br><br>(Jazz) |
| Certificate III in Dance       | Miss Grace & Miss Vanessa | CUAIND311<br>Work effectively in the creative arts industry<br><br>CUADAN331<br>Integrate rhythm into movement activities<br><br>(Ballet) | CUAMWB401<br>Develop and implement own self-care plan in the creative industries<br><br>CUAPRF314<br>Develop audition techniques<br><br>(Various genres) | CUAWHS311 Condition body for dance performance<br><br>CUADAN322 Increase depth of lyrical dance techniques<br><br>(Lyrical) |   |
| All Qualifications (Ballet)    | Miss Grace                | CUADAN316 – Increase depth of ballet dance<br>CUAPRF317 - Develop performance techniques (Ballet & PBT)                                   |  |   |   |
| All Qualifications (Character) | Miss Grace                | CUADAN317 – Increase depth of cultural dance techniques (Ukrainian Dance)   |  |   |   |



# CUA40120 Certificate IV in Dance

## Program Overview

This program has been designed to prepare and introduce students to a pre-professional performing arts career. It enables the skills and qualities to develop that will be needed for students who will continue into careers as performers, dance artists, dance teachers, choreographers and more.

## Course Overview

Through the course, you will be completing the following Units of Competency.



| Qualification                  | Teacher                   | Term 1  | Term 2   | Term 3   | Term 4  |
|--------------------------------|---------------------------|---|--|--|---|
| Certificate IV in Dance        | Miss Sian                 | CUADAN417<br>Develop expertise in dance performance techniques<br><br>(Musical Theatre)   | CUADAN413<br>Develop expertise in jazz dance techniques<br><br>(Jazz)  | CUADAN415<br>Develop expertise in street dance techniques<br><br>(Hip Hop)   | CUAPRF415<br>Rehearse for performances<br><br>(Jazz)                  |
| Certificate IV in Dance        | Miss Grace & Miss Vanessa | CUADAN313<br>Develop and apply dance partnering techniques<br><br>CUADTM431<br>Design and conduct dance learning program<br><br>(Contemporary & partnering) | CUACHR413<br>Develop choreography skills<br><br>CUADTM413<br>Apply safe dance teaching methods<br><br>(Contemporary) | CUAWHS411<br>Apply movement and behavioural principles to conditioning<br><br>CUADTM421<br>Teach basic dance techniques<br><br>(Lyrical) | CUAPRF414<br>Develop movement skills for performance<br><br>(Lyrical) |
| All Qualifications (Ballet)    | Miss Grace                | CUADAN418 Develop expertise in ballet techniques<br><br>(Ballet + PBT)  |  |  |   |
| All Qualifications (Character) | Miss Grace                | CUADAN421 Develop expertise in cultural dance techniques<br><br>(Ukrainian Dance)   |  |  |   |



# CUA50320 Diploma of Dance Teaching and Management

## Program Overview

This qualification reflects the role of individuals with the cognitive and communication skills to transmit dance skills and knowledge to others. At this level individuals are expected to apply theory and creative skills in different teaching environments and to display initiative and judgement in planning activities. They have autonomy in performing complex technical operations and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters. The job roles that relate to this qualification may include dance fitness instructor, dance teacher, or dance studio teacher or manager.

## Course Overview

Through the course, you will be completing the following Units of Competency.

| Class                             | Teacher                   | Term 1  | Term 2   | Term 3   | Term 4  |
|-----------------------------------|---------------------------|---|--|--|---|
| All Qualifications                | Miss Grace                | CUAPPR515 Establish and maintain safe creative practice         |  |  |   |
|                                   |                           | CUAWHS413 Incorporate anatomy principles into skill development |  |  |   |
| Teaching and management Mentoring | Miss Sally & Miss Vanessa | BSBFIN501<br>Manage budgets and financial plans                 | CUADTM519<br>Refine professional practice as a dance teacher | CUADTM531<br>Develop professional dance management practice and manage operations in a dance environment | CUADTM418<br>Teach ballet at introductory level                                   |
|                                   |                           | BSBOPS502<br>Manage business operational plans                  | CUACHR511<br>Create and perform complex dance pieces         | CUAMWB401<br>Develop and implement own self-care plan in the creative industries                         | CUADTM521<br>Teach medium level dance techniques                                  |
|                                   |                           | BSBWHS521<br>Ensure a safe workplace for a work area            | CUACHR413 -<br>Develop choreography skills                   | CUAPPM511<br>Manage small-scale live productions   | CUAWHS406<br>Interact appropriately with children in performing arts environments |
|                                   |                           | SITXMPR007<br>Develop and implement marketing strategies        |  |  |   |



# Training & Assessment

Training will consist of classes specifically for your qualification cohort, in addition to open qualification classes which are focused on ballet and character technique. Every 3 weeks there will be theory sessions where you will be required to bring your study materials. Additional Language, Literacy and Numeracy support will be provided during this time.

Each qualification is structured where you will aim to complete specific Units of Competency within each of the 4 terms of dance. Upon completion, you will receive a Statement of Attainment with the Units listed, in addition to your Qualification. Should you not complete all Units, you will be awarded a Statement of Attainment for those units successfully completed at the time of exit.





# Practical Assessments

This provides an overview of the assessment focus for each term. Term 1 and 4 will provide opportunities for students to demonstrate their skills to an audience. Term 2 and 3 will include in-class assessment opportunities for students to demonstrate a range of skills.



| Qualification                                     | Teacher                           | Performance 1<br>(mid-May,<br>High Tea) | Performance 2<br>(In studio)                           | Performance 3<br>( <u>in</u> studio) | Performance 4<br>(Radiance<br>Concert) |
|---|-----------------------------------|---|--|--------------------------------------|--|
| Certificate II<br>in Dance                        | Miss<br>Grace                     | Lyrical & Ballet                        | Choreography   | Dance<br>sequences                   | Lyrical                                |
| Certificate III<br>in Dance                       | Miss<br>Sian &<br>Miss<br>Vanessa | Musical<br>Theatre Dance<br>& Voice     | Choreography<br>– Jazz                                 | Choreography<br>– Street             | Jazz                                   |
| Certificate III<br>in Dance                       | Miss<br>Grace                     | Ballet                                  | Audition<br>Techniques,<br><u>Rhythm</u> and<br>timing | Choreography<br>– Lyrical            | Lyrical                                |
| Certificate IV<br>in Dance                        | Miss<br>Sian                      | Musical<br>theatre                      | Choreography<br>– Jazz                                 | Street                               | Jazz                                   |
| Certificate IV<br>in Dance &<br>Diploma of<br>DTM | Miss<br>Grace                     | Contemporary<br>(partnering)            | Teaching and Physical<br>conditioning                  |                                      | Lyrical                                |
| All<br>Qualifications                             | Miss<br>Grace                     | Ballet – No Performance                 |  |                                      | Ballet                                 |
| All<br>Qualifications                             | Miss<br>Grace                     | Character<br>Performance                | Character – No Performance                             |                                      | Character                              |

# Terms & Conditions

The following Terms and Conditions have been provided to you as a reference. Please ensure you sign the Radiance Academy document related to these Terms and Conditions. These Terms and conditions are in addition to those outlined by the Australian Teachers of Dancing (ATOD) Registered Training Organisation (RTO 31624)

## Participation

You are required to:

- Attend weekly classes wearing the advised uniform
- Participate in individual learning (practicing, researching etc.) as advised by the teacher
- Constructively use the performance and progress feedback that is provided
- Complete any set tasks by their due date (e.g. preparation tasks for the next lesson)
- Regularly check emails (using the email address you provided on enrolment) for any course updates
- Always practice Safe Dance Practices both within the studio and when practicing elsewhere
- Be mindful and considerate of the learning of others in your cohort
- Respect the rights of others to hold and express a range of viewpoints
- Adequately prepare for all learning activities
- Comply with relevant policies and procedures (e.g. plagiarism declaration)
- Have a reasonable level of proficiency in the use of basic software applications, including the ability to access to send and receive emails, and the abilities in downloading, and opening attachments, and recording, uploading, and downloading of dance videos.
- Wear appropriate footwear and clothing when in the studio or performance venues
- Take responsibility to catch up on work and liaise with their teacher if fall behind





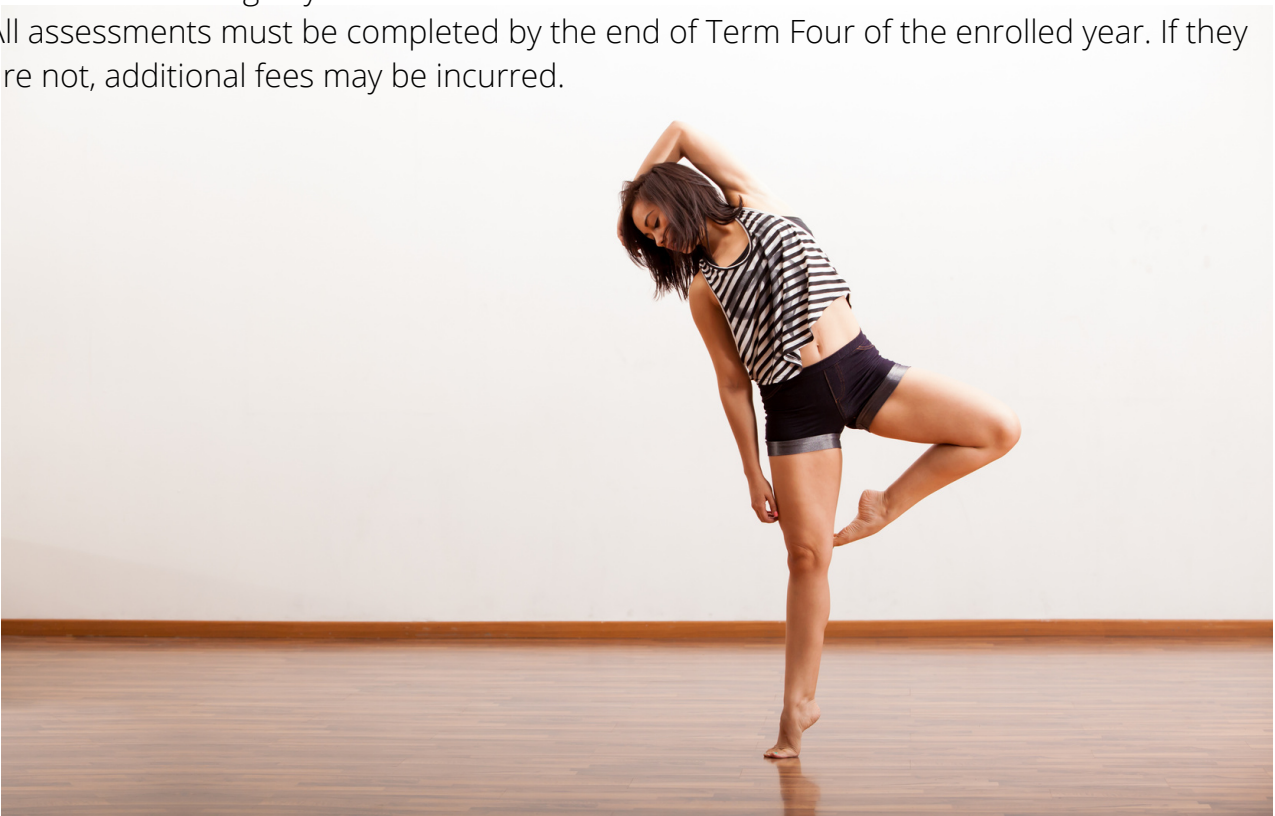
# Communication

You are required to:

- Communicate politely with others (including electronically)
- Respect the rights of others (including staff) to manage their time and balance competing responsibilities
- Disclose significant circumstances or situations likely to affect your learning, or where they need help, support, or consideration

# Assessment Conditions

- Students must complete assessments as per the assessment schedule provided, unless an Individual Learning Plan applies
- Students must fully acknowledge, and properly reference the contribution of others in all work
- Students may have two attempts at any assessment item.
- Should a student not perform/submit an assessment by the date listed on the Assessment Schedule, students will be left with one remaining attempt at the assessment task unless a medical certificate is provided.
- Should a student not perform/submit an assignment as a second attempt by a date set by Sally Andrew (Principal) or Vanessa (VET Coordinator) the student will not be granted competency in that Unit/s.
- Should a student require more than two attempts to attain competency, the student will be required to repeat the Unit/s at their own cost.
- Students who require an extension must contact Vanessa Solomon (VET Coordinator) or Sally Andrew (Principal) in writing at a minimum of five days prior to the due date for consideration (except in emergency situations).
- Students are encouraged to submit an assessment draft; however, the draft must be received at least one week prior to the assessment's due date and allow the assessor at least three working days for the draft to be marked.
- All assessments must be completed by the end of Term Four of the enrolled year. If they are not, additional fees may be incurred.



# Support

You will be provided with:

- An equal opportunity to learn
- Privacy and confidentiality as per relevant legislation
- Teaching of a standard appropriate to the qualification level
- Reasonable opportunities to provide feedback on teaching performance, course content, support services, facilities, or any other aspect of their experiences without fear of retribution
- Fair, timely and constructive feedback on performances and progress
- Reasonable\* support from staff, when needed
- Current and accurate information about your course, assessment, and administrative procedures
- Assessment that provides an opportunity to demonstrate learning
- Reasonable resources to support student learning
- Opportunities to communicate various perspectives and views in an environment where freedom of expression is respected
- To study in a harmonious learning environment
- Reasonable access to staff for individual consultation outside of class time as needed\*\*
- Treatment in a non-discriminatory manner that considers individual circumstances such as disability or cultural diversity
- Opportunities to access and use online learning resources
- Information for all major announcements regarding students to be provided in writing, over email.
- Support ends at the completion of Term 4 of the enrolled year. If additional support is required, fees may be incurred.
- A Qualification or Statement of Attainment will not be issued by Radiance Academy in partnership with Australian Teachers of Dance (ATOD RTO #31624) until all fees are paid in full.

\* Reasonable support includes some additional support, but excludes in-class training that provide one student with an advantage over another. It is limited and may include things such as a five-minute informal chat once per week, or two emails asking for clarification once a week.

\*\*Additional support such as private lessons or one-on-one meetings (either in person or on the phone/zoom) that fall outside of "reasonable access to staff" and "reasonable resources" may incur additional fees.



# Uniform

Please ensure you are dressed appropriately. The below is the expectations for your weekly classes.

## Ballet/Lyrical

- Radiance VET Course Leotard (supplied upon enrolment)
- Radiance VET Course ballet skirt (supplied upon enrolment)
- Ballet shoes
- Ballet tights
- Hair in a bun

## Musical Theatre/Jazz

- Radiance VET Course Leotard (supplied upon enrolment)
- Jazz shoes tan
- Black tights or black 3/4 tights
- Hair in a bun

## Contemporary

- Radiance VET Course Leotard (supplied upon enrolment)
- Black tights or black 3/4 tights
- Hair in a bun

## Street Dance

- Radiance VET Course Leotard (supplied upon enrolment)
- Black high top hip hop shoes
- Black tights or black 3/4 tights
- Hair in a bun

## Character

- Radiance VET Course Leotard (supplied upon enrolment)
- Radiance VET Course ballet skirt (supplied upon enrolment)
- Character shoes (some may be available for loan from the studio)
- Ballet tights
- Hair in a bun

