



CUA40320 Certificate IV in Dance Teaching and Management

STUDENT HANDBOOK



BALLET



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Excellence in dance education

Certificate IV in Dance Teaching and Management

CUA40320

STUDENT HANDBOOK

Welcome

Welcome to Ballet Australasia Limited. We are pleased that you have decided to continue your education with us and we look forward to having a positive relationship with you over the duration of your course.

All participants may be trained (dependent on what is most suitable for the group):

- at their venue if there are a minimum of six participants
- at BAL Headquarters: Level 7, 162 Goulburn Street, Surry Hills for individuals to

attend Resources required for the course:

- Laptop with internet access
- Access to a dance studio with learners
- Video equipment
- Suitable dance attire
- BAL music and syllabus

Our teaching, assessment and administration staff will support your efforts as you work towards achieving your qualification.

Our curriculum is developed with input from relevant industry representatives. We are vocationally focused in everything we do and by working in this way, meet both your needs and those of the commercial sector you are going to work in.

Ballet Australasia Limited is a Registered Training Organisation (Provider 40741). Our school and courses are approved and accredited by the Australian Skills Quality Authority (ASQA) and are recognised nationally.

Our Values provide the base for all our actions. Staff use these guidelines to direct all of their actions, so we can be sure of building a learning institution that we can all be proud of and one that meets everyone's needs.

We wish you all the best for this exciting new challenge.

Mary Easton
Interim President

Christopher Wood MBAL
Vice President

Purpose of the Student Handbook

The purpose of the Student Handbook is to provide you with an overview of information about the things you will need to know when studying with Ballet Australasia Limited. It is supported by the Policy and Procedure manual which is available through the RTO Coordinator.

It is important that you take the time to read through the Student Handbook as well as any other information provided to you (e.g. Policy and Procedure manual) to ensure you understand our expectations of you and the requirements relating to your study. Please speak with a staff member if you have questions about this handbook or your studies.

About the CUA40320 Certificate IV in Dance Teaching and Management

The CUA40320 Certificate IV in Dance Teaching and Management will assist you as a dance teacher.

This qualification is nationally recognised qualification and assessments as well as examinations must be completed within two years of enrolment.

There are 14 units of competency to be completed and assessment tasks can be completed prior to the examination dates.

BAL provides:

- Initial 3-day face to face workshop
- Extra workshops and summer school
- Syllabus notations from Beginner to Grade 5
- CUA40320 Certificate IV in Dance Teaching and Management
- Learning resources
- Home based workbook and assessment tasks
- Assessor support by email, phone or Face to Face

Mission

Ballet Australasia Limited (BAL) is a not-for-profit organisation dedicated to dance. Our passion is helping our members thrive in having successful dance studios and happy motivated students.

Quality Assurance, Continuous Improvement

Ballet Australasia Limited regularly reviews its operations to maintain our high standards in accordance with our requirements under the Standards for NVR Registered Training Organisations 2015. We do this by conducting participant and client satisfaction surveys, regularly moderating, and enhancing our training programs and carrying out regular staff assessments and performance reviews. During your learning experience we may ask you to participate in such reviews to assist us to continually improve our services. Your involvement in this critical element of our quality assurance process is valued.

Vocational Education and Training (VET)

What do I get out of a Qualification?

- You receive a Qualification (or Certificate) that is recognised.
- This qualification provides increased opportunities for promotions or wider responsibility (if desired)
- It is the most flexible way to obtain a Nationally Recognised Qualification
- You will be able to seek credits from any Registered Training Provider (including TAFE) if you want to further your studies in this area.
- You will be assessed for the skills and knowledge you develop and practice.
- You can also gain recognition for skills you currently possess (called Recognition of Prior Learning – RPL or Recognition of Current Competency – RCC)

What are National Competency Standards?

All training and assessments conducted are measured against National Competency Standards.

National Competency Standards describe what your industry accepts as effective performance in the workplace. They outline the skills and knowledge you need to perform a particular task or job. National Competency Standards are the standards that are used when assessing whether you are competent.

Recognition

Recognition is the process by which individuals can have their prior qualifications and informal learning recognised formally through assessment. In order to grant Recognition, the assessor must be confident that the skills and knowledge presented by the student is competent against the competency standards or outcomes specified.

Recognition Options

There are four options which may apply:

- Recognition of Prior Learning (RPL)
- Credit Transfer
- Recognition of Current Competency (RCC)
- A combination of the above options

Credit Transfer

Previous formal training courses may provide credit transfer, and these have been mapped against each unit of competency. In order to apply for credit transfers, learners will need to provide their statement of attainment for the applicable units within the two-year period of the CUA40320 Certificate IV in Dance Teaching and Management.

Participants are required to provide Statement of Attainments for:

- HLTAID011 - Apply first aid course.

The HLTAID011 Apply First Aid transcript is to be submitted to BAL at the end of the training period to ensure that the First Aid Certificate is current.

RPL

This pathway considers formal and informal training completed and may reduce the study time required to obtain the qualification.

For both RPL and Credit Transfer, certified copies of qualifications and/or records need to be supplied.

RCC

This provides recognition of your working history and experience without necessarily having undertaken formal training.

Recognition is offered to all students. If you believe you may be eligible for RPL please speak to a trainer/assessor.

What is Assessment?

Assessment means collecting evidence to confirm your skills and knowledge, comparing it to a set of competency standards and assessing whether you have achieved the required standard. Ballet Australasia Limited undertakes to provide all participants with an assessment process that is fair, valid, reliable, and sufficient. Assessments are carried out by qualified assessors. Details of the assessment procedure for each unit will be explained at the commencement of each training module.

Your assessor will assess whether you are “Competent” or “Not Yet Competent”. If you are assessed as “Not Yet Competent” your assessor will talk to you about further training options which are available to you.

If a participant chooses not to be assessed, they will receive a Certificate of Attendance for the course. Participants who successfully demonstrate competency will receive a Statement of Attainment for the unit/s within the course. A Qualification is issued on the successful completion of a full course of study in accordance with the Training Package requirements.

Dependant assessments:

CUADTM413 Apply Safe Dance teaching Methods.

CUADTM421 Teach Basic Dance Technique.

CUAWHS413 Incorporate anatomy & Nutrition Principles into Skill Development.

Student Information

Dress

You are advised to wear comfortable and appropriate clothing. It is inappropriate to wear clothing that has threatening logos, slogans, or badges. Appropriate footwear (i.e. no thongs, etc) are to be worn at any time. This is a work, health, and safety requirement.

Visitors

You are welcome to show friends or family around the building during normal office hours but please check with a staff member first so that we know they are in the building. Visitors must sign in at reception first.

Student Feedback

Students are asked to complete evaluations throughout the year. This feedback is invaluable in ensuring the quality of our training is maintained.

Access to Personal Records

Students have a right of access to their records. All requests from students to view student files should be submitted on the "Request for Records" form available from the RTO Coordinator.

Language, Literacy and Numeracy

Ballet Australasia Limited is committed to providing guidance and support to those students who have any needs in relation to language, literacy, and numeracy (LL&N). It is important that any needs are highlighted prior to the commencement of your course. During enrolment you will be asked to complete a section on the enrolment form which will allow us to identify any specific learning needs you may have.

Participant Support

Beyond entry level language requirements, Ballet Australasia Limited makes every effort to accommodate participant learning needs and ensures reasonable adjustment is made in relation to training and assessment.

Needs could relate to:

- Physical or intellectual ability
- Language, literacy and numeracy
- Mental illness
- Cultural or ethnic backgrounds
- Location
- Socio-economic factors

Types of support provided may include:

- Individual negotiation around assessments with participants, without compromising the integrity of the competency outcomes.
- Re-negotiated due date of assessment.
- Information about support services.

The following list of services may assist participants with specific needs beyond the types of support Ballet Australasia Limited are able to provide:

Reading Writing Hotline

(National Adult Literacy Referral Service)

Phone: 1300 655 506

www.readingwritinghotline.edu.au

TAFE New South Wales

www.tafensw.edu.au

Adult Basic Education (ABE) Section

Specific Learning Difficulties Association of NSW (SPELD)

Phone: 02 9739 6277

www.speldnsw.org.au

Deaf Society of NSW

Phone: 1800 893 855

TTY: 02 8833 3691

www.deafconnect.org.au

Vision Australia

Phone: 1300 847 466

www.visionaustralia.org

Issuing of Qualifications

Once all your completed assessments and records have been reviewed and all necessary paperwork has been received by the RTO Coordinator, a qualification will be issued within 30 days of completion of all requirements.

The qualification issued is for accredited training in accordance with the national requirements of the Australian Qualifications Framework (AQF). The qualification is issued only when all the units of competencies have been completed. A Statement of Attainment is issued if the full qualification is not completed.

Induction

During the first day of your training, you will be required to complete an induction. This includes:

- a tour of Ballet Australasia Limited's facilities
- information regarding courses and assessment requirements
- the process for completing assessments and deadlines.
- explanation of equipment
- work, health and safety requirements, intellectual property, copyright and plagiarism.

Ballet Australasia Limited values creativity and wishes to provide an environment in which individual creativity is both rewarded and protected.

Plagiarism is not acceptable at any time. If a tutor suspects plagiarism in any piece of your work that is submitted for assessment, you can expect to be challenged about your use of content. If plagiarism is found, your work may not be recognised by BAL for assessment.

Materials, resources, and equipment

Students are expected to come prepared for each lesson and/or assessment and to have all materials and equipment ready five minutes prior to the scheduled class time.

At the conclusion of each class, students should ensure that:

- the studio is left clean and neat.
- All rubbish is removed and placed in the bins provided.

Working with Children check

Participants must have completed a Working with Children Check prior to commencing training. All documentation must be provided prior to or on the first day of training. If a Working with Children Check has not been completed prior to the completion of the course, the qualification will not be issued until the necessary documentation is handed to the RTO Coordinator.



Becoming a BAL member

Upon enrolment, all students are to apply for BAL membership. Membership applications are reviewed at the monthly Board Meetings. For further information please go to www.dancebal.com

Membership forms are also available at BAL Headquarters.

BAL Membership is to be renewed and current for the full length of the course.

Student Fees

You must ensure your course fees are paid in advance and are up to date. If you fail to meet this requirement you may have restrictions imposed or risk having your enrolment cancelled. If you are having difficulty paying your fees, please see the RTO Coordinator.

Course Name				Course Fees
Course fees – CUA40320 Certificate IV in Dance Teaching and Management (face-to-face workshop – 1 genre)				\$5000.00(AUD)
FULL AMOUNT MUST BE PAID DURING THE FIRST 12 MONTHS				
Item	Total Cost	Deposit on Enrolment	Balance on repayment plan	Repayment plan
CUA40320 Certificate IV in Dance Teaching and Management	\$5,000.00	\$1,500.00	\$3,500 over 10 months	First Friday of each month commencing from the second month of enrolment. Month 2 \$350.00 Month 3 \$350.00 Month 4 \$350.00 Month 5 \$350.00 Month 6 \$350.00 Month 7 \$350.00 Month 8 \$350.00 Month 9 \$350.00 Month 10 \$350.00 Month 11 \$350.00

Other Fees

Item	Fee/Charges
Surcharge for fees paid by Credit Card	1% of payment due
Student report (see Request for Records form for further information)	\$50.00
Replacement Qualification Testamur or Statement of Attainment	\$50.00
Replacement Academic Transcript	\$50.00
Reassessment fee after enrolment	\$250.00 per unit
Withdrawal Fees – Notice given 28 days or more prior course commencement	20% of course fees
Withdrawal Fees – Less than 28 days prior to course commencement and before census date	25% of course fees
Withdrawal Fees – After course commencement	No refund
Penalty for late payment of fees	\$10.00 per day

Qualifications/Statement of Attainments will not be issued unless 100% of the full fee has been paid by the end of 12 months. All assessments are sent out in accordance with the payment schedule provided upon enrolment.

An **Instalment plan** can be negotiated with participants who are not able to pay the above amounts when due, through negotiation and approval of the President/Vice President. If regular instalments are not made according to the payment plan agreement, training and/or assessment will cease and Qualifications/Statement of Attainments will not be issued.

Fees for Recognition of Prior Learning (RPL)/Recognition of Current Competencies (RCC) will be negotiated with participants prior to the application being finalised (dependent on number of units of competency or qualification the application is for). Fees are payable at the time of submission of the application and there are no refunds for unsuccessful RPL/RCC applications

Refund Policy

Ballet Australasia Limited has established the following refund procedure for all students who register or attend training programs. A “Request for Refund” form is available from Ballet Australasia Limited.

In all cases, relevant documentary evidence is required and all requests for refunds should be provided via the “Request for Refund” form within two (2) weeks of the official withdrawal date.

Students will receive a full refund with no associated administration charges if:

- the course is cancelled.
- the course is rescheduled to a time when the client/participant is unavailable.

- the course is overbooked and no allocated position in the training is available.

A 50% refund (less administration fee of \$250) applies if a participant withdraws due to personal reasons beyond their control. This percentage may change dependent on the amount of training remaining for completion. A student can put their training on hold for period if required but only with approval by the RTO Coordinator.

Acceptable reasons may include:

- illness (verified by a medical certificate)
- change of employment hours or location (verified by employer)
- other reasons deemed valid by the President/Vice President

Once training has commenced no refund is available to students who leave prior to finishing their studies (unless due to accepted circumstances mentioned above). This includes participants who are enrolled but do not attend the actual training once it has commenced and who had not contacted Ballet Australasia Limited prior to their non-attendance.

Participants are strongly advised to consider their work and/or personal commitments before enrolling to avoid this occurring.

Should a participant be dissatisfied with the Refund Policy they should submit a complaint in accordance with our Complaints Policy.

Student Withdrawal from Training

A participant seeking to withdraw from a course/unit must complete the Withdrawal form and return it to the RTO Coordinator. The participant must meet with the President/Vice President to discuss their request.

Students seeking a withdrawal must complete the withdrawal form and return it to the RTO Coordinator. The form is available from the RTO Coordinator.

The President/Vice President or RTO Coordinator will meet with the participant to discuss any outstanding issues (e.g. return of course materials, equipment, outstanding fees, etc).

Confirmation of the withdrawal will be advised to the participant in writing from the President/Vice President within 30 working days and a copy placed on the participant's file.

Fees shall be refunded in accordance with the Refund policy and procedure.

Refunds may take 2-3 weeks to process.

If applicable, a Statement of Attainment will be issued to the participant for any units of competency successfully completed. These will be sent out within 30 days.

If a student withdraws due to extenuating circumstances, they may enrol and complete the course within five years from the withdrawal date without having to pay the full course fee.

They will need to pay a \$250.00 administration fee, the remainder of their fees from the initial enrolment and purchase updated syllabi and assessments. The granting of the re-enrolment is at the discretion of the President and RTO Coordinator.

Unique Student Identifier - USI

From 1st January 2015, all students studying Vocational Education and Training (VET) qualifications and statements of attainment must have a government – issued USI in order to receive their qualification or statement of attainment. This means if you are a current student of BAL, you must have a USI before you finish your course.

How do I get a USI?

Click on the following link <https://www.usi.gov.au/students/create-your-usi> and you can easily register. It also has lots of useful information about the USI and how it works.

What are the benefits of a USI?

The USI will allow you access to an online portal where you will have a history of all training you completed from 2015 onwards. This is a very useful tool for you to provide information to future or current employers and other organisations that require it.

All students must have a valid USI prior to receiving a Certificate or Statement of Attainment from BAL.

If the student does not have a USI, BAL will request the student to apply for a USI at enrolment.

If BAL applies for a USI on behalf of a student, the student must complete the consent form for the RTO Coordinator to create the USI on behalf of the student. The consent form and any other personal information used to apply for the USI on behalf of the student will be destroyed after a valid USI has been issued.

BAL will ensure that the USI is not to be identified on any Qualification or Statement of Attainment

As communicated on the Department of Education website for USI (<http://usi.gov.au/Training-Organisations/Pages/the-USI-and-reporting.aspx>):

No qualifications will be issued to a student who does not have a USI.

Winding up and notification of changes

If BAL's management has decided to cease operations of the RTO, BAL will notify ASQA and students within 10 days of the decision. BAL will also assist all enrolled students to source training providers who offer the courses that they are enrolled in.

If BAL makes changes to the agreed services, change in ownership or changes to existing third party arrangements all students and staff will be notified within 10 business days of the decision either via email or post.

All staff will be notified via email about changes to the standards and legislation that affect the delivery of the RTO's services.

Program delivery

Students will be provided with accurate program information prior to enrolment via the Ballet Australasia website, participant handbook, and other marketing material and through enrolment. Students will receive detailed information on course aims, objectives, learning outcomes, structure, and assessment at the commencement of the program.

Ballet Australasia operates with a participant centred delivery approach. This involves the following key points:

- identifying individual participant needs, both at the enrolment and during the course, and addressing those needs as far as possible in the context of the programs offered
- assisting participants to be independent learners
- encouraging the participation of all participants
- providing for interaction among learners including group activities
- using a variety of assessment methods
- providing a realistic workplace-type environment, by requiring punctuality, full attendance, a tidy state of dress and good work habits

Monitoring student progress

The Trainer/Assessor will work with the participant to monitor their progress and address any issues which may be affecting their work. The participant is responsible for addressing any issues with the support of their Trainer/Assessor.

Reassessment after course completion

Students who have not completed all the required course work by the course finish date, or whose assessed work has not met the required standard, may be provided with an opportunity to resubmit their work for reassessment. This will be at the sole discretion of the RTO Coordinator. Students may be granted up to one month after the last day of their course to resubmit work.

Individual students are responsible for applying in writing for re-assessment after course completion before their course finish date and providing reasons in support of their application. If their application is successful, they are also responsible for re-submitting any outstanding work for assessment.

If a student is not able to complete the course within the two years due to extenuating circumstances, an extension may be granted. Granting of the extension is at the discretion of the President/Vice President and RTO Coordinator but also conditional on the following factors:

- the student agrees to meet the timeframe for completion established in the action plan where Ballet Australasia Limited facilities and resources are required to complete re-assessment:
 - The availability of staff to supervise the process.
 - A payment of \$250.00 per unit of competency, paid prior to the session.

Where an application is unsuccessful, this is recorded on the application form which is placed in the student's file and the student is notified by the trainer/assessor.

Where an application is successful, the trainer/assessor, in consultation with relevant staff, formulates an action plan for the student that specifies what further evidence is required and the specific deadlines the work is to be submitted by.

Trainers will not be available to provide additional instructional assistance during the extension period.

On completion, the outcome of the action plan is recorded and is to be signed by the trainer/assessor and RTO Coordinator and placed in the student's file. The student is informed of the outcome by the trainer/assessor and is issued with an updated transcript and, if applicable, the relevant certificate.

If the work is not received within the agreed timeframe, or it is not to the required standard, the student will be deemed to have failed the course unless the student has applied to the RTO Coordinator and been granted a further extension.

Complaints & Appeals

Ballet Australasia provides participants and clients with an efficient and effective complaints and appeals process. This can relate to the service delivery of nationally recognised training and any services Ballet Australasia provides as an RTO as well as complaints from learners against learners and complaints against third party training providers.

Complaints and appeals may include

- Appeals against assessment results
- Complaints against the conduct of learners
- Complaints against BAL trainers and third parties
- Complaints against facilities / environment etc.

Compliance with this procedure will ensure Ballet Australasia continuously improves the quality of its training services.

Students and clients will be given access to the Complaints and Appeals procedure prior to commencement of training. This information is contained in the Student Handbook that is distributed at enrolment and the process is discussed during the enrolment session.

Complaints arise when a stakeholder is dissatisfied with an aspect of the RTO's services, trainers/assessors or staff and requires action to be taken to resolve the matter.

Appeals arise when a client is not satisfied with a decision that the RTO has made. Appeals can relate to assessment decisions, but they can also relate to other decisions.

Two types of complaints:

Informal complaint (or feedback)

The initial stage of any complaint (or feedback) shall be for the participant to communicate directly with person(s) against whom you wish to lodge a complaint or appeal

If you are not comfortable dealing directly with the person(s) against who you wish to lodge a complaint against, then talk to your trainer/assessor

Students dissatisfied with the response to the informal feedback or complaint may initiate a formal complaint to the RTO Coordinator

Formal complaint or appeal

The informal complaint procedure should be used first.

All formal complaints or appeals go to the RTO Coordinator

The investigation of the complaint or appeal will commence within 5 days of receipt.

The formal complaint or appeal and its outcome shall be recorded in writing by the RTO Coordinator. The outcome shall be advised to the person within 30 days of the commencement of the investigation.

On receipt of a formal complaint or appeal, the RTO Coordinator shall convene an independent panel to hear the complaint; this shall be the complaints and appeals committee.

The complaints and appeals committee shall not have had previous involvement with the complaint or appeal, and will include representatives:

- President
- Vice President
- Board members
- Trainer/assessors
- An independent person

Formal complaint/appeal process:

1. Upon receipt of a complaint either verbally or electronically, the RTO Coordinator will forward a copy of the Complaints form to the complainant to capture the details of the complaint.
2. Upon receipt of the form the RTO Coordinator will write to the complainant and appellant to confirm receipt of the complaint and state that the complaint processing procedure has begun, and a result of the matter will be available within 30 days. If this is not possible and the time frame is projected to be longer than 60 days, BAL will formally communicate the reasons for the additional length of time for a resolution to the complainant. A copy of this procedure will also be sent to the complainant and appellant. The complainant and appellant will also be notified of all correspondence in writing during the resolution process.
3. The complaint will then be referred to the complaints and appeal committee.
4. Once the committee has reviewed the details of the complaint both the Complainant and Appellant will be invited to provide the details and the reasons for the reported incident/incidents. They may be accompanied by one other person as support or as representation. Both parties will be notified in writing of the date for their meeting with the committee, if either party is unable to attend the meeting at BAL's offices, a written

explanation will be accepted.

5. Once all evidence has been collected, a decision will be made.
6. The complainant and appellant will be notified of the decision and reasoning in writing within the above timeframe.
7. If either party is dissatisfied with the outcome they may appeal the decision, the matter will be presented to the complaints and appeals committee for review with any additional information that may be provided.
8. The committee will then provide a final decision in writing within 10 working days of the receipt of the appeal.

If the client is still not satisfied, the RTO Coordinator will refer them to the National Training Complaints Hotline.

13 38 73 (Monday to Friday from 8am to 6pm nationally) or

via email at

skilling@education.gov.au

All complaints or appeals are treated in confidence and will only be used to resolve the complaint/appeal and only disclosed to people who are related to the complaint/appeal. If Ballet Australasia needs to provide information to any other person or parties, we will obtain written permission before disclosing the information.

The root cause of any complaint or appeal will be included in the continuous improvement process of the school.

The above process also includes appeals related to assessment results.

Privacy

Ballet Australasia Limited creates, receives, and maintains records and information covering a variety of activities. The collection can contain information of a personal nature concerning students, staff, etc. The information may relate to assessment, medical details, personal details etc.

The information collected will only be used for the purpose for which it was provided, and to the extent required to fulfil the legitimate and authorised purposes of Ballet Australasia Limited. Ballet Australasia Limited will disclose such information only with the permission of the person concerned or as required or authorised by law.

Ballet Australasia Limited requires students to keep contact details up to date at all times. Please notify a staff member of any changes to your contact details.

Access and Equity

Ballet Australasia Limited has policies in place for access and equity as well as anti-discrimination. Discrimination of staff or students is prohibited towards any group or individuals, inclusive of:

- Gender
- Pregnancy
- Race, colour, nationality, ethnic, or ethno-religious background

- Marital status
- Physical or intellectual or psychiatric disability
- Homosexuality
- Age

Harassment

Ballet Australasia Limited will not tolerate any behaviour from students that could be interpreted as intimidation or harassment. Harassment of any form is unacceptable, and any person found guilty of this behaviour will be subject to disciplinary action.

If you feel that you are being subjected to inappropriate behaviour, either from a staff member or another student, please bring it to the attention of your trainer or the RTO Coordinator. All issues of harassment are treated with confidentiality.

Smoking

Ballet Australasia Limited's premises are smoke-free. If you need to smoke, you must do so outside, well away from the building's entrance or exit.

Alcohol and Drugs

Ballet Australasia Limited does not permit students to be under the influence of, in possession of, or to partake of, illegal substances or intoxicating liquor whilst on our premises. No illegal drugs are to be brought onto the premises or distributed in any way.

Study areas

- all rubbish is to be placed in bins provided.
- work areas and training areas are to be kept clear of food and clutter.
- participants are not to sit or climb on desks/tables or to balance on the back legs of chairs due to the potential risk of injury to the participant or damage to the furniture.

Disciplinary Procedure

All breaches of code will be treated in a fair and appropriate manner. A student's access to classrooms will only be refused, restricted, or removed when the integrity of Ballet Australasia Limited is left vulnerable to State or Federal law.

Breach of Discipline is an act of a person that falls outside the policy and procedures of Ballet Australasia Limited and the applicable laws and regulations. It may refer to:

- conduct that impairs the reasonable freedom of any person to pursue their studies.
- conduct that is prejudicial to the management of Ballet Australasia Limited or any activity that is organised by it
- conduct that may include assault, alcohol consumption, drug use, malicious damage to property of Ballet Australasia Limited, hired venues or other students, wilful disobedience of an instruction by a staff member or contractor, any dishonest acts in regards to assessment records, provision of information regarding enrolment, plagiarism, falsification of records and information, discrimination against other

students on the grounds of sex, marital status, sexuality, race, religion, physical or intellectual disability, failure to pay fees, all forms of offensive behaviour including bullying, stealing and vandalism

- unauthorised access to Ballet Australasia Limited systems, including amendment or deletion of data
- malicious use of electronic mail or other forms of electronic communication to all stakeholders of Ballet Australasia Limited
- any other misconduct that distracts or unduly interferes with the business of Ballet Australasia Limited

If a person suspects another of a breach of this policy or procedure the matter should be reported to the RTO Coordinator. This report should be submitted as soon as possible after the incident. On receiving this report, the RTO Coordinator will investigate the matter to establish the accuracy of the report. If the RTO Coordinator does not believe there has been a breach no further action will be taken.

In the first instance the RTO Coordinator will attempt to resolve the matter informally. If the RTO Coordinator believes there has been a breach that threatens the integrity of Ballet Australasia Limited or makes Ballet Australasia Limited vulnerable to legal action, the RTO Coordinator can immediately suspend the person suspected of the breach. The RTO Coordinator will speak to the person and advise them of this action and provide confirmation in writing within 24 hours. It will also be requested at this time that the person respond, in writing, to the accusation within 10 working days.

The RTO Coordinator will notify all relevant stakeholders of the breach including reason for the allegation, findings of the investigation and action being taken.

If the written response from the suspected person is satisfactory no further action will be taken. If the matter is still identified as a breach, then the RTO Coordinator can take action dependent on the severity of the breach:

- written caution or warning
- counselling the person
- payment of the cost of repairing damaged items
- appropriate period of suspension
- remove the person from training altogether.
- prevention of re-enrolment or receiving results

If the breach falls within the scope of laws of the State or Commonwealth those laws shall be followed regarding reporting the alleged offence.

A person accused of a breach and dealt with under this procedure may use the appeals process to have the appeal heard by an independent person. The person must lodge the appeal within 10 working days of notification by Ballet Australasia Limited.

Ballet Australasia Limited will abide by the decision of the independent moderator should this matter arise. All matters taken to appeal will be recorded in writing and provided to both parties on completion of the process. Both parties will sign off on the agreed disciplinary action and will abide by the decision. All information in connection with these proceedings shall be treated as confidential.

Work, Health and Safety

The health and safety of everyone is of prime concern to Ballet Australasia Limited. Everyone must follow these guidelines to ensure we have a safe environment:

Anything that is identified as a safety hazard must be reported to a staff member immediately. Safety precautions, procedures and notices must be followed.

Equipment must be used according to its instructions.

Accidents must be reported immediately to the RTO Coordinator.

Accidents

Accidents involving injury must be reported to the RTO Coordinator at the time of the event. An accident register is held in Reception for recording details of the incident.

First Aid equipment and surgical gloves are available from Reception in the event of a medical emergency.

Emergency Evacuation Procedure

If you discover a fire:

Raise the alarm immediately by operating the nearest fire alarm or informing Reception

Familiarise yourself with alarm sites and exits.

Call the Fire Brigade (telephone number: 000) or notify the RTO Coordinator or BAL staff.

On hearing the alarm bells ALL students and staff must LEAVE THE PREMISES IMMEDIATELY

Use the nearest exit available.

The persons appointed as Fire Wardens will search the building. When the Fire Wardens are satisfied that everyone has evacuated the building, they will report to the Fire Control Officer

Move quickly and quietly – DO NOT RUN. DO NOT USE THE LIFTS

Do NOT collect personal belongings from any part of the premises

NO person is to re-enter the building until instructed to do so.

Once all clear has been declared by the Fire Department, the Fire Warden will advise that you can re-enter the building

If the fire alarms are activated after hours when no BAL staff are in the building, those persons present are to ensure that someone is responsible for checking that the building is cleared, including the toilets.