



Ausdance VIC RTO

Trainer Handbook

2025

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URLs

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Acknowledgement of Country

Ausdance VIC acknowledges the Traditional Owners of the unceded lands on which we live, work, and dance. We celebrate the history and creativity of the world's oldest living culture and pay our respects to Elders – past and present.



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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.

Have Questions?

Contact us at vet.vic@ausdance.org.au or on 0499 146 781

About Ausdance VIC 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 Organisations (RTOs) 2015*. It is our job to support you and ensure that you receive quality training and assessment.

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 also 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 that you complete a feedback survey. This provides Ausdance VIC with input about how the programs delivered can be improved.

Have Questions?

Contact us at vet.vic@ausdance.org.au or on 0499 146 781

Program Information

Specific information regarding the structure program you are training can be found in the **Course Overview** for your particular course. This is available on your Trainer LMS portal and can also be obtained at any time by emailing vet.vic@ausdance.org.au.

The **Course Overview** will give you information about the program including:

- Units of Competency
- Program Duration
- Elective Options (if applicable)
- Pathways & Future Employment Opportunities

Information about programs can also be obtained online at <https://ausdancevic.org.au/>

Trainer Responsibilities

Partnership Agreements & Annual Information Updates

Studios must complete an agreement annually before they commence delivering this course. Trainers are asked to check that your school or studio has completed this as it is an essential requirement of our compliance.

Trainer Matrix

Trainers are required to submit a Trainer Matrix to Ausdance VIC each year, the due date for this will be specified in your partnership agreement.

Student Enrolment

Trainers should assist their students with course enrolment. This can be done via an enrolment link provided directly from Ausdance VIC.

To enrol, students will need a Unique Student Identifier (USI). Go to usi.gov.au to generate or find a USI. To get started they will need to have 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
- ImmiCard

Make sure students are aware of the electives you are offering, remembering trainers must be able to show competency in each unit offered. Advise them they must have a USI and enter their personal details exactly as entered with their USI registration.

Course Delivery

Trainers have the responsibility of delivering the course to the students. The Ausdance VIC course is set out in easy-to-follow LMS.

Trainers can determine how they deliver the assessment content. They can vary their mode and method of delivery to best suit their context and student needs. They should consider the existing skills, knowledge and experience of the learner and can emphasise, extend or expand upon sections of the course to meet the needs of their cohort.

Trainers should monitor the amount of time spent on any area of the course. Students should be given adequate time to practise new skills before they are assessed, but should not exceed the nominal hours allowed for a task. Variations from the nominal hours should be explained by trainers based on the cohort's needs, or existing skills and knowledge. Assessment requirements must be met in all circumstances.

Trainers should ensure students have access to good quality learning resources and facilities. These may include desks, chairs, computers, white board and a dance studio with ventilation and appropriate flooring. Please fill in the teaching spaces checklist annually.

Trainers should maintain attendance records. They should identify students needing additional learning support and speak with the RTO about supports and adaptations that can be implemented.

Assessment and Reporting

Trainers are responsible for completing assessment and reporting. This can be done through our LMS *A New Spring*. Trainers should provide assessment results and feedback to assessments submitted on the LMS in a timely manner to enable the student's meaningful progression in the program.

Student Support

Trainers are responsible for day-to-day support of students in their learning needs and management of their workload. Trainers must help students to maximise their outcomes and provide opportunities to re-attempt tasks in which they have not achieved competency.

If students need additional support for in exceptional circumstances, trainers may contact the RTO for advice.

Trainer Credentials

All trainers, assessors and staff employed by the Third Party must abide by Ausdance VIC RTO policies and procedures.

TRAINER CURRENCY OF SKILLS

The Third Party will release trainers to attend validation of assessment, moderation and professional development and training provided by the RTO and other relevant bodies including the VCAA and ASQA as required to deliver and assess the Program effectively and to the standard required.

- Trainers and Assessors must hold one of the following credentials in order to deliver training and assessment:
 - TAE40116 Certificate IV in Training and Assessment
 - TAE40110 Certificate IV in Training and Assessment plus the following units:
 - either TAELLN411 or TAELLN401A, and
 - either TAEASS502 or TAEASS502A or TAEASS502B
 - A diploma or higher level qualification in adult education
 - A credential issued by a higher education provider (as defined in section 16-1 of the Higher Education Support Act 2003) which would enable the individual to satisfy the academic requirements for registration as a secondary school teacher in accordance with the registration requirements in at least one State or Territory, and one of the following credentials, or the successor to one of the following credentials:
 - TAESS00011/TAESS00019 - Assessor Skill Set; or
 - TAESS00024 - VET Delivered to School Students Teacher Enhancement Skill Set.
- All trainers and assessors must submit an Ausdance VIC 'Trainer Matrix & Professional Development' document along with their certified copies of qualifications. Only once this has been approved by Ausdance VIC will they be added to the approved list of trainers and assessors.
- Ausdance VIC will request a revised 'Trainer Matrix & Professional Development' document annually in order to demonstrate continued professional development in relation to units of competency being delivered under this agreement.

INDIVIDUALS WORKING UNDER THE SUPERVISION OF A TRAINER

As per clauses 1.17 and 1.18 of the *Standards for Registered Training Organisations (RTOs) 2015*

As per clause 1.17. Where the partner, in delivering training and assessment, engages an individual who is not a trainer or assessor, the individual works under the supervision of a trainer and does not determine assessment outcomes.

As per clause 1.18. The partner ensures that any individual working under the supervision of a trainer under Clause 1.17:

- a) holds a training and assessment credential specified in Item 6 of Schedule 1 of the *Standards for Registered Training Organisations (RTOs) 2015*, that is relevant to the learner cohort which the individual is involved in training and assessing, or is actively working towards a training and assessment credential specified in Item 8 of Schedule 1;
- b) has vocational competencies at least to the level being delivered and assessed; and
- c) has current industry skills directly relevant to the training and assessment being provided

An individual working under the supervision of a trainer and assessment must hold one of the following qualifications as per Item 6 Schedule 1 of the *Standards for Registered Training Organisations (RTOs) 2015*

One of the following credentials, or the successor to one of the following credentials:

- (i) *TAESS00003/TAESS00015 Enterprise Trainer and Assessor Skill Set;*
- (ii) *TAESS00007/TAESS00014 Enterprise Trainer - Presenting Skill Set;*
- (iii) *TAESS00008/TAESS00013 Enterprise Trainer - Mentoring Skill Set;*
- (iv) *TAESS00021 Facilitation Skill Set;*
- (v) *TAESS00029 Volunteer Trainer Delivery Skill Set;*
- (vi) *TAESS00030 Volunteer Trainer Delivery and Assessment Contribution Skill Set;*
- (vii) *TAESS00020 Workplace Trainer Skill Set;*
- (viii) *TAESS00028 Work Skill Instructor Skill Set;* or
- (ix) *TAESS00022 Young Learner Delivery Skill Set;*

or

A credential issued by a higher education provider (as defined in section 16-1 of the *Higher Education Support Act 2003*); which would enable the individual to satisfy the academic requirements for registration as a secondary school teacher in accordance with the registration requirements in at least one State or Territory.

A copy of the relevant credentials must be supplied to Ausdance VIC and the individual must be listed above in the third party personnel schedule for the school/studio.

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 Studio Provider regarding the level of support required and/or alternative assessments organised. For students completing their program with Ausdance VIC arrangements will be made at the time of enrolment as to additional supports and/or alternative assessment required.

Students are expected to inform the RTO at the time of enrolment as to any known additional support requirements.

Study Materials

Training materials for your program are made available to students and trainers through our LMS A New Spring. This is made available to Trainers after receipt of a signed partnership contract. LMS access is made available to students after completion of their enrolment. All tasks in this course have been thoroughly prepared and audited to meet units of competency and ASQA requirements.

Ausdance VIC Membership

Whilst you are training with Ausdance VIC you will automatically become an Ausdance VIC Member. You will not be charged a membership fee while you are training with us. Ausdance VIC provides members with an extensive list of benefits within the dance industry.

For more information please see <https://ausdancevic.org.au/membership/>

Directory of Responsibilities

There are a number of people involved in your training, as a team we work together with different responsibilities. Below is a brief summary:

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 Dance 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 VET Dance enrolment, recording scored assessment, recording VET Dance assessment plans, recording indicative grades for performance exams, anything related to VCE/VCAA

Parents and Students: For VCE VET Dance programs parents and students are encouraged to check with their home schools that information has been received, as school personnel change often.

The Fine Print

Enrolment, Attendance and Fees	
1. Enrolment	Students 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. In addition, Ausdance Vic must have a valid Unique Student Identifier (USI) number for each student.
2. Administration and records	Ausdance Vic maintains a system for recording enrolments, attendance and completion details, assessment information (including RPL), results and qualifications issued. 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>	<p>Students may be withdrawn from a course if they are unable to meet the conditions of their enrolment, or their training and assessment commitments.</p> <p>Students are required to meet a minimum of 90% attendance. Extended absence must be supported by a doctors' certificate.</p> <p>If Students have an injury that is affecting their training, they must speak to their Trainer. Ausdance Vic and the Trainer will always endeavour to support the student and modify delivery and assessment where possible. Please note Ausdance VIC may require a student to withdraw from training if there is an unresolvable safety concern.</p> <p>Failure to meet these commitments can lead to withdrawal from the course.</p>
<p>4. Fees and charges</p>	<p>For students completing courses under an Auspice Partnership, the 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>Please note that a student must never be prepaid for their training in excess of \$1,500.</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.</p> <p>Please refer to your training contract and/or training fee invoice for payment terms. If you require assistance please contact us directly.</p>
<p>5. Your circumstances</p>	<p>You must inform Ausdance Vic if you or a student:</p> <ul style="list-style-type: none"> ▪ changes personal details (e.g. name, address, phone number, etc.) ▪ decide to change enrolment ▪ has 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>

Training and Assessment

<p>6. Qualification</p>	<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 a student has outstanding fees owed to their studio their award will be withheld until</p>
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	<p>payment is made. Please advise us of any students whose awards need to be withheld. We will then liaise with you and the student until all fees are settled and the award can be issued.</p> <p>Visit www.training.gov.au to view your relevant training package.</p>
7. National recognition	<p>Ausdance Vic recognises qualifications and Statements of Attainment issued by other RTOs.</p> <p>A learner who has received a qualification from another RTO will be asked to provide a digital copy of their qualification/Statement of Attainment so that a file copy can be made and the authenticity of the document properly verified.</p> <p>If they 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	<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) 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 is provided free of charge of VET Dance Students. Please note your school or studio may charge a fee to assess this.</p> <p>In all other instances RPL is charged at \$300 plus GST per unit of competency. Please note this fee is in addition to any course fee payable.</p>
9. Monitoring your progress	<p>Both Ausdance Vic and the school/studio have obligations in relation to the support Students receive during training and assessment, particularly where a student needs assistance to practice and develop their knowledge and skills.</p> <p>Students should actively engage in this process with their teacher. By enrolling in this course, the student agrees 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. These are available on our website: https://ausdancevic.org.au/policies/</p> <p>Please contact us if you require any assistance understanding Ausdance VIC policies and procedures.</p>

<p>11. Behaviour and misconduct</p>	<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 ▪ 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
<p>12. Participation</p>	<p>Students are expected to actively participate in the training and assessment tasks made available to them.</p> <p>It is the student’s responsibility to:</p> <ul style="list-style-type: none"> ▪ complete and submit tasks or activities relating to the 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 a student is experiencing difficulty meeting performance expectations contact Ausdance Vic without delay. We will support you to find the best course of action.</p>
<p>13. Support services</p>	<p>We will not refuse services to or discriminate against people with disabilities. Ausdance Vic will provide reasonable 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

	<ul style="list-style-type: none"> - 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@ausdance.org.au or contact us via the Ausdance Vic website to lodge a grievance : https://www.ausdancevic.org.au/contact</p> <p>Ausdance VIC will seek to resolve complaints and appeals within sixty (60) days.</p>
15. Confidentiality	<p>All student records are handled and stored in a way that maintains your privacy and the integrity of the 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>

What to do if you feel unsafe or uncomfortable

If you feel unsafe at any point during training please let us know. We want to help you.

If you are experiencing an emergency or believe you are in immediate danger please contact 000 for assistance.

If you ever feel uncomfortable during training and you are unsure of what to do please contact our RTO Manager on 0499 146 781 or at vet.vic@ausdance.org.au. We will act promptly to support you and to help find appropriate support.