

# STUDENT HANDBOOK

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**1300 16 10 13**

RTO: 31894

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## Welcome

Congratulations and welcome to National Health and Fitness Academy. We're excited to kickstart your career into the Fitness Industry and help you gain your fitness qualifications. There are so many awesome new opportunities in our amazing industry and there's literally never been a better time to start.

Our experienced Course Coaches are fully committed to providing you with the highest level of training and education to expand your knowledge and skills, including personal, practical, and business skills. All the things that are required for you to become super successful in the fitness industry.

The participant handbook provides you with the necessary information, you as a learner, will need to know to make the most out of your learning experience.

Having read the Participant Handbook is a condition of your enrolment. You will also be emailed a copy of the handbook during your enrolment process.

Please read the following information. If you have any questions or concerns regarding NHFA's policies, please don't hesitate to contact us, either prior to your enrolment or once you have commenced your studies.

You can contact a member of our team at [info@nhfa.edu.au](mailto:info@nhfa.edu.au) or on 1300 16 10 13

On behalf of the whole NHFA Team we wish you every success in your studies and look forward to working with you to achieve your goals.

NHFA Team

RTO Code 31894

## Introduction

National Health and Fitness Academy is a well-established Registered Training Organisation dedicated to providing a high standard of training to meet the personal and career objectives of participants. Our Trainers are industry experienced professionals committed to remaining up to date with industry skills and knowledge to provide flexible and workplace relevant training.

## Our Commitment

To ensure that we provide training and assessment services that meet the needs of clients and industry, we employ qualified and experienced Trainers, secure suitable facilities, ensure sufficient opportunities for learning in appropriate environments, with suitable resources and assessments that are fair and flexible.

Prior to commencement — should National Health and Fitness Academy cancel training before it commences, Participants will be offered alternate dates (if the training is being rescheduled). If the training is not rescheduled or the dates offered do not suit the Participants, all fees paid will be refunded in full within 14 days of the training being cancelled. For training that have commenced, in the unlikely event that National Health and Fitness Academy is unable to deliver the training, the Participant will be offered the option to enroll with another RTO. National Health and Fitness Academy will assist in both finding a suitable RTO and in the transition to the new RTO.

## Our service commitment

- Your questions are important to us. Please be aware that our Trainers are working with other Participants as well as yourself. We are committed to returning your calls and emails, but we ask that you allow us five (5) working days to respond.
- Assessment feedback will be given within 14 working days of our receiving the assessment in the office (not from the day it is posted).
- Statements of Attainment/Qualifications are issued within 30 calendar days of your completion.
- Please advise us as soon as possible if you would like to withdraw or cancel your enrolment for any reason. This enables us to issue your Statement of Attainment for units completed.

## Unique Student Identifier

A USI is required at the time of enrolment. This is a national requirement to enroll in a course in recognised training (Vocational Education and Training). We are unable to accept enrolments without this number or notification of an exemption.

The purpose of the USI is to enable the collection and storage of your records of participation in vocational education and training on a central database, allowing you easy access to your records.

In the event that you are unable or unwilling to get a USI please visit the following website for further information on what to do to be able to participate in training.

For more information and to apply for you USI or an exemption go to:

<https://www.usi.gov.au/students/get-a-usi>

## Access and Equity Policy

Based on the Access and Equity Policy for the Vocational Education and Training System National Health and Fitness Academy will deliver training that is:

- Equitable for all people through the fair allocation of resources and involvement in Vocational Education and Training
- Providing equal opportunity for all Participants
- Providing access to appropriate quality Vocational Education and Training programs and services
- Providing support services which enhance achievement of positive outcomes

## Expectations of Participants

- To avoid any confusion in the future, the following expectations of behaviour are provided. Compliance with these expectations is required by all Participants. Failure to do so may result in cancellation of your enrolment.
- Abide by Copyright and Plagiarism laws and legislation.
- Comply with workplace health and safety regulations at all times.
- Comply with anti-discrimination legislation at all times. This includes but is not limited to, equal opportunity, racial vilification, and disability discrimination.
- Comply with workplace harassment, victimisation and bullying regulations at all times
- Ensure that behaviour is of a level acceptable to the workplace at all times.
- Complete training and assessment activities within agreed timeframes.
- Communicate any difficulties with completion of activities or assessment with your Trainer.
- Inform your Trainer in advance of any intended absences.
- Inform your Trainer immediately should you be unable to attend due to illness or other reasons.
- Inform your Trainer if you have a medical condition that may affect your participation or affect those with whom you may be training.

- To fully benefit from your course, a **100%** commitment is required to attend all training on the timetable and scheduled times.
- Notify the trainer of any absences as soon as is practical.
- Follow the instructions of the Trainer/Assessor at all times.
- Treat Course Coaches and fellow students with respect.
- Complete the course within the allocated time frame with honesty and integrity.
- Follow and abide by the requirements within the Student Participant Handbook.

## Participant Support

National Health and Fitness Academy is dedicated to providing a high standard of service to Participants. Participants can contact their Trainer by phone or email during office hours. We endeavour to respond to Participants as quickly as possible, but Participants are reminded that our Trainers do have other Participants and classes to attend to. We will provide feedback on Assessments within 14 working days.

Should Participants require further support, National Health and Fitness Academy can assist in identifying the appropriate support service as well as organising access to such services. Services referred to may include but are not limited to: language, literacy and numeracy, counselling, etc. It should be noted that such services may attract an additional fee to be paid to the service provider. Such fees are the responsibility of the Participant.

## Fees and Charges

### Refund Policy

#### Non-refundable Deposit

- Any deposit made to the National Health and fitness academy to enroll or to hold a position in any course is non-refundable or transferable.
- All withdrawals must be in writing and emailed to [info@nhfa.com.au](mailto:info@nhfa.com.au). A full refund will be given to a student who withdraws their enrolment within 7 days of the time that the National Health and Fitness Academy enrolment form is completed. After this 'cooling-off' period, students will be liable for a \$1500 cancellation fee if withdrawing prior to the commencement of the course. Student withdrawal on or after the commencement date of the course will be liable for the full course fees as per their enrolment form with the National Health and Fitness Academy. In the circumstances where a student has entered into a student payment plan, completion of all



payments entered into under the plan will remain the obligation of the student or account holder on the enrolment form. If these payments are not paid it may result in the account taken to debt collection and legal action may be taken.

NHFA reserves the right to vary fees without notice prior to enrolment.

All fees owing must be paid in full before the qualification or statement of attainment will be issued.

We understand that our students may sometimes go through challenging times. We take mental and other health issues very seriously. We will do what we can to support you. Mental health or other health issues, however, don't see you out of your agreement.

Payments can be put on hold for a maximum of 6 weeks or for some other specified time. The duration for holding payments is at the sole discretion of the Director and will only be decided based on the supporting medical evidence provided.

No refund of fees will be provided to you if your enrolment is withdrawn/cancelled/discontinued. In the event your enrolment is withdrawn, cancelled or discontinued with us for whatever reason, we will document and advise you of the reason(s) for this, along with advising any relevant regulating and funding bodies (as per their requirements). You can obtain a formal Statement of Attainment at no additional cost if your enrolment is withdrawn, cancelled or discontinued prior to completing your qualification, provided your fees are paid in full for the units included in your Statement of Attainment.

### **Payment Plan Option**

Students who have selected the Payment Plan option agree to continuously pay the agreed weekly/fortnightly amount until the total debt is paid in full. The Payment Plan option occurs small additional fees associated with the direct debit company (Debit Success). These additional fees may vary depending on the length of your direct debit contract. These fees will apply regardless of whether you pay your contact out early or in the agreed time period.

You may increase your direct debit payments anytime; however, you may not reduce to below the minimum weekly/fortnightly amount within your payment plan contract. Lump sum payments can be made at any time in addition to your weekly/fortnightly payments. Students can contact Debit Success directly when changes need to be made. Dishonour fees will apply to late payments.

### **Assessments**

All participants are given two (2) resubmissions to be reassessed without further payment required. On the occasion where participants are unable to demonstrate competency after two (2) re-assessment attempts they should speak to their trainer about further opportunities to complete the qualification. Any further submissions will incur a charge of \$350 per attempt.

Full payment of fees is required prior to issuance of the Statement of Attainment or Certificate/s. Participants who successfully complete the requirements prior to the planned finished date can receive their Statement of Attainment/Certificate on completion, as long as all course fees are paid in full. If fees have not been fully paid, Statement of Attainment /Certificate may not be issued until all outstanding fees have been fully paid.

### **Course Transfer Policy**

In extenuating circumstances, the National Health and Fitness Academy management team may approve for a course transfer. If an application is approved, an administration fee of \$200 may apply.

Any funds paid by a student under the plan (including deposits and all other fees paid) are not transferable to any other person or entity including deceased or bankrupt estates.

### **Cancellation Policy**

In extenuating circumstances, students may apply for a Cancellation in writing to [info@nhfa.edu.au](mailto:info@nhfa.edu.au). Approvals are at the sole discretion of the National Health and Fitness Academy Director.

Course work progression - participants are required to notify National Health and Fitness Academy as soon as it is practical of any event or any difficulties impacting the progress of their training and completion of their unit of competence, and if necessary, apply for an extension.

Participants who withdraw or fail to continue their studies will be responsible for the full fee cost. If you need to defer from the course and want to return at a later date, you must speak to the RTO Manager or Director. Students who fail to attend without deferring will need to re-enroll and pay full course fees should they wish to commence in a future course.

## **Competency Based Training and Assessment**

Participants enrolled in training which will lead to either a Statement of Attainment or Certificate are required to complete Assessments to demonstrate competency. Competency based assessment is



the process of gathering evidence to confirm that Participants can perform the skills and have the knowledge required by the unit.

Assessments undertaken may include:

- Written/oral Assessments
- Practical demonstrations
- Completion of case studies and similar activities
- Development of a portfolio
- Work samples
- Third party reports

Participants will be given feedback on all Assessment Activities. Competency based assessment does not use a marking scale rather the Participant is deemed “competent” or “not yet competent”.

## Credit Transfer

You may be eligible for a Credit Transfer if you have previously undertaken training through a Registered Training Organisation. Credit Transfer may be granted for one or more units or a full Certificate level. Three (3) major factors need to be considered:

1. How current the Qualification/Statement of Attainment is
2. Mapping to the current training and
3. If the training was undertaken with a Registered Training Organisation.

If you think you may be eligible for a Credit Transfer you will need to provide the following:

- The original Statement of Attainment and/or Certificate for your Trainer to sight
- A copy of the Statement of Attainment and/or Certificate
- Or a certified copy of your signed Statement of Attainment and/or Certificate by a Justice of the Peace (JP)

## Recognition of Prior Learning (RPL):

RPL is the process of formal recognition for skills and knowledge gained through previous learning such as:

- Life experiences
- Previous formal learning

- Employment
- Recreational or personal interests

You may be eligible for RPL for part or all of your intended study, based on your previous experiences and learning. For more information regarding RPL and how to apply, please discuss this with Mel.

## Access to Participant Records

Participants may wish to access their records to check on work completed, progress or for other reasons. Please contact a member of our team at [info@nhfa.edu.au](mailto:info@nhfa.edu.au) to organise a time to view your training records. Other parties will not be permitted to access Participant files without written consent from the Participant.

## Release of Contact Details and Information

To ensure that Registered Training Organisations meet the National Standards and offer quality training to Participants, ASQA conducts regular audits. The audit process involves a review of a training organisation's Policies, Procedures, Record keeping and practices. On occasions ASQA may contact past and present training Participants to conduct an interview to confirm that the organisation is complying with its obligations and providing a service which meets the needs of Participants and Industry.

Upon request National Health and Fitness Academy is required to supply the following information to ASQA:

- Contact details including address, telephone numbers and email address

For audit purposes and in the event of a complaint or appeal, ASQA may request to view Participant files. The purpose of this is to ensure compliance with regulations and Standards.

## Change of Personal Details

Should you change any of your personal details please advise via email at [info@nhfa.edu.au](mailto:info@nhfa.edu.au)

Such details include, address, surname, contact telephone number etc.

## Complaints and Appeals

National Health and Fitness Academy provides a high standard of service. Should a participant have a complaint or wish to appeal an assessment result, they are encouraged to do so by using the following processes:

### Complaints

Complaints are the expression of the dissatisfaction with the quality or any aspect of the business operations and service, including nuisances, discrimination or similar against another person, inclusive of Participants, Staff and Contractors.

The following are examples of issues for which Participants may lodge a complaint:

- Enrolment
- training delivery
- training and/or assessment, including Recognition of Prior Learning
- any other activities associated with the delivery of training and assessment services
- issues such as discrimination, sexual harassment, participant amenities, etc.

**First instance:** Participants are encouraged to speak immediately with their Trainer. If the Participant is not comfortable addressing the issue with the Trainer, they are encouraged to follow the second step of the complaints process.

**Second instance:** If the issue is not resolved the Participant is encouraged to either speak to or contact in writing the Director.

**Third instance:** If the matter is still not resolved an independent third party will be requested to assist with resolution. Third parties may include relevant training representative(s), legal representative(s) e.g. Antidiscrimination board or other relevant personnel.

Outcomes of complaints will be provided to the Participant in writing within fifteen (15) working days of the decision. If at any time responding to the complaint is going to take more than 60 days the complainant will be advised in writing and informed as to when they can expect a response.

In the event that a complaint has been lodged a Complaint Form must be completed and forwarded to the Director immediately, even if the situation has been resolved to the satisfaction of all parties.

If the Participant is not satisfied with the outcome of this procedure they should to contact the Australian Skills Quality Authority (ASQA) by completing the complaints form at:

<http://www.asqa.gov.au/complaints/making-a-complaint.html>

## **Appeals**

Appeals are the expression of the dissatisfaction of an assessment result. This would occur when a Participant has been deemed not yet competent and does not agree with this decision.

There are various grounds for lodging an assessment appeal. These include, but are not limited to:

- not being fully informed of the assessment process
- Participant's needs not taken into consideration
- the assessment process is different to that outlined by the Trainer/Assessor
- assessment process not based on Training Package/Unit of Competence requirements
- an inappropriate method used to assess the Training Package/Unit of Competence
- alleged bias of the Trainer/Assessor
- alleged incompetence of the Trainer/Assessor
- faulty or inappropriate equipment or facilities

### **Step 1**

The Participant appealing an assessment outcome and/or the assessment process discusses their issue with the Trainer/Assessor involved.

*(This step must commence within ten (10) working days of the assessment outcome being advised)*

### **Step 2**

If still not satisfied, the Participant must complete the Assessment Appeals Form - Part A and forward to the Director.

*(This should occur within five (5) working days of Step 1)*

### **Step 3**

The assessment is to be reviewed by a different Assessor and the results of the review summarised on the Assessment Appeals Form. The Participant is to be advised of the appeals outcome within ten (10) working days.

*(This should occur within ten 10 working days of Step 2)*

#### **Step 4**

If still not satisfied with the outcome of the appeal the Participant's appeal is to be reviewed by the Director. The Director will send an acknowledgement letter to the Participant, record the receipt of the Assessment Appeals Form, then review. The Director if necessary, will convene a review panel to thoroughly examine the appeal.

*(The Participant is to be advised of the outcome within ten (10) working days). If at any time responding to the appeal is going to take more than 60 days, the appellant will be advised in writing and informed as to when they can expect a response.*

#### **Step 5**

If the Participant is not satisfied with the outcome of this procedure they should be advised of their right to contact the Australian Skills Quality Authority (ASQA) by completing the complaints form at: <http://www.asqa.gov.au/complaints/making-a-complaint.html>

## **Results**

All Participants will receive their Assessment feedback and result 14 working days of submission.

On completion of a Qualification or Unit of Competency, National Health and Fitness Academy will issue Statements of Attainment/ Certificates within thirty (30) calendar days.

## **What if I need my Certificate or Statement of Attainment to be re-issued?**

In the event of a lost or damaged Certificate or Statement of Attainment, please complete the Change of Enrolment Information Form to request re-issuance of a Certificate or Statement of Attainment and return with payment of \$95 (including GST).

## **Evaluation**

Your feedback is particularly important to our commitment to ongoing improvement. Throughout your training you will be asked to provide your thoughts and comments on the training received. National Health and Fitness Academy encourages all Participants to make contact should they wish to provide feedback or comments on any aspect of the service they have received.



## Relevant legislation – to be complied with:

### **Work Health and Safety Act 2011**

The Work Health and Safety Act 2011 provides a framework for managing health and safety risks in Australian workplaces. The objective of the Act is to prevent fatalities, injuries and illness caused by a workplace, by workplace activities or by a specified high risk plant - this is achieved by preventing or minimising exposure to risk. All organisations must comply with this Act, regardless of the types of services and/or products they provide or sell. For more information visit: <http://www.comlaw.gov.au/Series/C2011A00137>

### **Industrial Relations Act 1988**

The principal objective of the Industrial Relations Act 1988 is the provision of a framework for industrial relations that supports economic prosperity and social justice. For more information visit: [http://www.austlii.edu.au/au/legis/cth/num\\_act/ira19882\\_42/](http://www.austlii.edu.au/au/legis/cth/num_act/ira19882_42/)

### **Privacy Act 1988**

The Privacy Act 1988 makes provisions to protect the privacy of individuals, and for related purposes. It should be noted, however, that the Federal Privacy Act does not regulate state or territory agencies (except for the ACT). For information on privacy regulations in other states and territories, visit the <http://www.privacy.gov.au>

### **Copyright Act 1968**

The Copyright Act 1968 is an Act relating to Copyright and the protection of certain performances, and for other purposes. For more information regarding the Copyright Act 1968, go to [www.aph.gov.au/library/pubs/rn/1998-99/99rn26.htm](http://www.aph.gov.au/library/pubs/rn/1998-99/99rn26.htm)

### **National Vocational Education and Training Regulator Act 2011**

This Act was introduced in 2011 to establish a consistent registration and accreditation framework for Vocational Education and Training, by applying nationally agreed standards. For more information visit: <http://www.comlaw.gov.au/Details/C2012C00143>

### **Equal Opportunity**

- New South Wales Anti-Discrimination Act 1977
- Queensland Anti-Discrimination Act 1991
- South Australia Equal Opportunity Act 1984
- Victoria Equal Opportunity Act 2010
- Western Australia Equal Opportunity Act 1984

The objectives of Equal Opportunity legislation are to encourage the identification and elimination of discrimination, sexual harassment and victimisation and their causes, and to promote and facilitate the progressive realisation of equality. For more information go to: <http://www.equalitylaw.org.au/elrp/resources/>

### **Australian Consumer Law (ACL) 2011**

Australian Consumer Law (ACL) 2011 aims to provide an equitable, competitive, informed and safe market place. It makes provisions in respect to certain unfair or undesirable trade practices, and aims at regulating the supply of goods and services. For more information visit: <http://www.consumerlaw.gov.au/content/Content.aspx?d oc=home.htm>

### **Competition and Consumer Act (CCA) 2010**

The object of the Competition and Consumer Act (CCA) 2010 is to enhance the welfare of Australians through the promotion of competition and fair trading, and through a provision for consumer protection. For more information visit: <http://www.accc.gov.au/content/index.phtml/itemId/815209>

### **Children, Youth and Families Legislation**

- New South Wales Children and Young Persons (Care and Protection) Act 1998
- Queensland Child Protection Act 1999
- South Australia Children's Protection Act 1993
- Victoria Children, Youth and Families Act 2005
- Western Australia Children and Community Services Act 2004

The objectives of the Children, Youth and Families legislations is:

- to provide for community services to support children and families
- to provide for the protection of children
- to make provision in relation to children who have been charged with, or who have been found guilty of, offences

For more information visit: <http://www.aifs.gov.au/nch/pubs/sheets/rs14/rs14.htm>

**GLOBAL  
DANCE  
PRO**  
*Online*



STUDY ONLINE  
& GET THE CAREER  
OF YOUR DREAMS.

**CUA40120 CERTIFICATE IV IN DANCE**





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# GLOBAL DANCE PRO *Online*

CUA40120 CERTIFICATE IV IN DANCE

## HELLO & WELCOME.

Are you looking for a career in the entertainment industry? Do you love to dance? Then look no further than our Global Dance Pro Online Course!

Global Dance Pro is proud to be delivering the training and assessment for the CUA40120 Certificate IV in Dance ONLINE, on behalf of the registered training organisation National Health and Fitness Academy (RTO #31894). This online training platform will allow for dance passionate people from all over Australia to acquire this incredible qualification.

Along with dance experts and industry professionals, we have developed an exceptional qualification that provides you with industry training, mentorship and experience that is unmatched here in Australia and abroad from an online platform.

Furthermore, you can complete this qualification alongside your regular activities of school and/or work.

Therefore, if you are considering University, by completing the CUA40120 Certificate IV in Dance, you can include this as a part of your ATAR selection, or on it's own providing a selection score of 74 for most Universities. *\*\*Please enquire with your desired universities for their selection score procedures.\*\**

We are here to help you shape your future in to what you desire it to be. At Global Dance Pro, it is our mission to turn your dreams into reality.

We are so excited to launch this opportunity for you! Are you ready?!



# MEET THE TEAM.



**ANTHONY IKIN**  
FOUNDING PARTNER &  
DIRECTOR



**JOSIE MALISI**  
DIGITAL MANAGER &  
ACCOUNTS

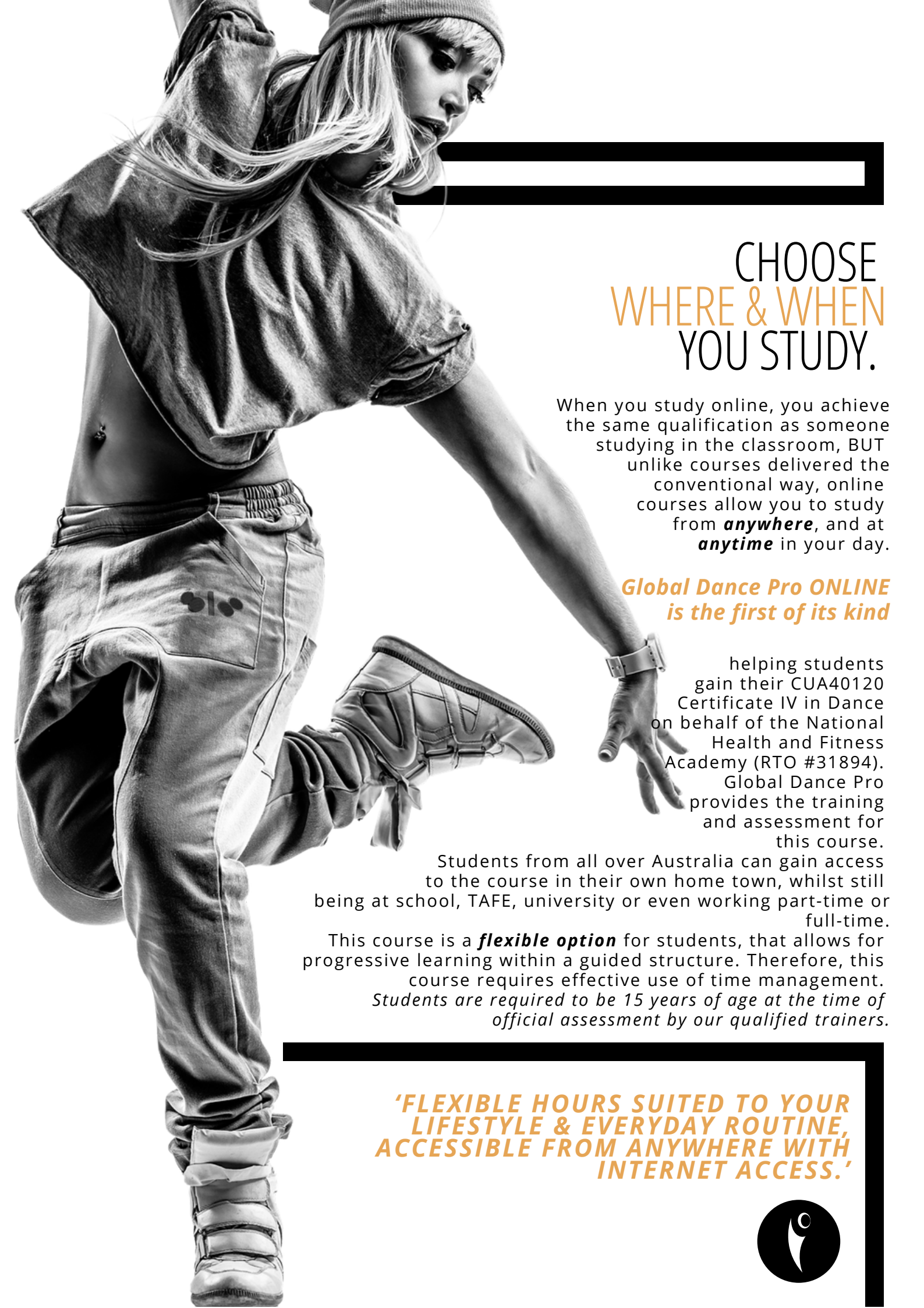


**EMILY GORDON**  
COMPLIANCE OFFICER &  
ADMINISTRATION MANAGER



**WITH A TEAM LIKE GLOBAL DANCE  
PRO, WE WILL HAVE YOU FEELING  
EMPOWERED, AWARE AND READY TO  
CONQUER THE NEXT STAGE IN YOUR  
CAREER. MIND OVER MATTER.**





## CHOOSE WHERE & WHEN YOU STUDY.

When you study online, you achieve the same qualification as someone studying in the classroom, BUT unlike courses delivered the conventional way, online courses allow you to study from **anywhere**, and at **anytime** in your day.

***Global Dance Pro ONLINE  
is the first of its kind***

helping students gain their CUA40120 Certificate IV in Dance on behalf of the National Health and Fitness Academy (RTO #31894).

Global Dance Pro provides the training and assessment for this course.

Students from all over Australia can gain access to the course in their own home town, whilst still being at school, TAFE, university or even working part-time or full-time.

This course is a **flexible option** for students, that allows for progressive learning within a guided structure. Therefore, this course requires effective use of time management. *Students are required to be 15 years of age at the time of official assessment by our qualified trainers.*

***'FLEXIBLE HOURS SUITED TO YOUR  
LIFESTYLE & EVERYDAY ROUTINE,  
ACCESSIBLE FROM ANYWHERE WITH  
INTERNET ACCESS.'***



# COURSE BREAKDOWN

## UNITS OF COMPETENCY.

### CORE UNITS

<b>CUACHR413</b>	Develop choreography skills
<b>CUADAN313</b>	Develop and apply dance partnering techniques
<b>CUADAN417</b>	Develop expertise in dance performance techniques
<b>CUAPRF414</b>	Develop movement skills for performance
<b>CUAPRF415</b>	Rehearse for performances
<b>CUAWHS411</b>	Apply movement and behavioural principles to conditioning

### ELECTIVE UNITS

<b>CUADAN413</b>	Develop expertise in jazz dance techniques
<b>CUADAN418</b>	Develop expertise in ballet techniques
<b>CUADAN419</b>	Develop expertise in contemporary dance techniques
<b>CUAPRF417</b>	Develop expertise in musical theatre techniques
<b>CUACIR301</b>	Perform basic on-ground acrobatic techniques - SAME
<b>CUADTM413</b>	Apply safe dance teaching methods
<b>CUAPRF314</b>	Develop audition techniques



# THEORY, ACTIVITIES & PRACTICAL ASSESSMENTS.

Our course is made up of ***theory components, activities*** and ***practical assessments***. These are all accessible through our **online platform**, that all students have personal access to through their internet compatible device.

Students are required to submit video submissions of their practical assessment exercises in various styles of dance to their assessor. From these submissions, students will gain personalised feedback for further improvement.

The suggested study time for this course is **12 months\***. This option allows students to easily integrate their online course with their schooling, work and any other external commitments.

\*If an extension is required, please contact [admin@globaldancepro.com](mailto:admin@globaldancepro.com)



**'GLOBAL DANCE  
PRO IS PROUDLY  
BROUGHT TO YOU BY  
ANTHONY IKIN, WHO HAS  
OVER 30 YEARS OF  
EXPERIENCE IN THE  
ENTERTAINMENT INDUSTRY.'**

# EXAMPLES OF THEORETICAL ASSESSMENT.

☰ Session One- Activity 2.1- Maintaining a Physical Conditioning Program

Question 5 of 7

Detail how you have taken into consideration fatigue and personal limitations in the identification of your goals and the risks you identified.

Enter your response here

☰ Session Ten- Quiz Questions 1-5

Question 5 of 5

Describe typical audition protocols. (Answer within 100-200 words approx.)

Enter your response here



# EXAMPLES OF PRACTICAL ASSESSMENT EXERCISES.

Here are some examples of the practical assessment exercises. You will follow tutorials on how to learn these exercises through our online portal, film yourself and then submit for feedback and assessment.



BALLET  
1.

ENCHAÎNEMENT SLOW & FAST

<https://youtu.be/QJViVP8kWKQ>



BALLET  
2.

PAS DE VALSE

<https://youtu.be/2TcljIDYhWE>



JAZZ  
1.

AXEL JUMP COMBO

<https://youtu.be/tl3yhsFWEeA>



JAZZ  
2.

TURN EXERCISE IN CENTRE ON RISE

<https://youtu.be/WW24sVF9xBI>



JAZZ  
3.

DANCE SEQUENCE INTRO & PERFORMANCE FROM THE FRONT

<https://youtu.be/EOxLWNXKotY>







# FREQUENTLY ASKED QUESTIONS.

## WHAT KIND OF STUDENTS SHOULD APPLY TO COMPLETE THIS COURSE?

Students with a love of dance. This course really suits motivated individuals with a passion for learning and dance. It provides the opportunity to show dancers how they can live a life as a professional in the entertainment industry, whether it be a dancer, teacher, assistant, educator or more. At Global Dance Pro, we love to encourage the belief that the world is your oyster, and it is your choices and actions that allow you to live the life you want to live.

## WHAT KIND OF CAREERS CAN COME OUT OF THIS COURSE?

Students who have successfully completed this course have gone on to achieve great things. We have had students become professional dancers on cruise ships, casting managers, musical theatre shows, dance educators and more. We do not endorse that this course gets you a job, however we do believe that this course helps you understand the foundations required to fulfil a career in the entertainment industry.

## WHAT ARE THE COSTS INVOLVED?

The only fees involved are the direct fees of the course for each individual student. The total cost of the course is \$2,995 + GST (upfront) or \$3500 +GST (payment plan). Global Dance Pro handles the payment side of this course, making it even easier for schools to take it on. Students can choose to pay upfront, or payment plans can be organised by a discussion with our team. Any additional classes or training is at the choice of the individual student.

## IS THERE FINANCIAL ASSISTANCE AVAILABLE?

- We have partnered with Zeefi, a private student loan company that provides the funds for approved courses, directly on your behalf. You can find out more information regarding our partnership with Study Loans here:
- We offer a 10% discount for each student when 10 or more students from the same studio/school are enrolled in the same intake. We understand the benefits of working in a group and like to encourage peer learning.

## WHO ASSESSES THE STUDENTS?

All assessments are carried out by our qualified trainers and assessors on behalf of our RTO #31894, the National Health and Fitness Academy.

## WHAT INFORMATION CAN I PROVIDE PARENTS WITH?

We recommend organising an information evening for all parents to come in and ask any questions they may have. One of our friendly GDP team members, will happily connect with you online through a video conference, or in person to help you answer any questions from interested families.

## CAN I GO TO LOS ANGELES WITH GLOBAL DANCE PRO IF I COMPLETE THIS COURSE?

We have an exciting opportunity for our online students who wish to further their dance education internationally. Each year, we will take our online GDP students to LA for 2 - 8 weeks (options available). This one of a kind GDP experience provides incredible training and gives dancers the edge that the leading agencies and employers are looking for all over the world. While in LA, you will take classes with some of the world's leading industry professionals at one of the most iconic studios in the world - The Edge Performing Arts Centre. And when you are not dancing, we'll take you rollerblading on Venice Beach, hiking up Runyon Canyon, adventuring at Disneyland, as well as take you on some great shopping trips to the best Stores LA has to offer. Chaperones are welcomed and must be provided to the ratio of 1 adult: 5 students. The LA concierge experience will be provided at an additional cost to the online certification.

## ARE THERE ANY AGE RESTRICTIONS?

Students must be 15 years of age, upon signing up for this course. For all applicants under the age of 18, a parent or legal guardian must grant them permission to undertake the course.

## HOW DO THEY LEARN THE CERTIFICATE IV IN DANCE CURRICULUM?

Global Dance Pro has created a range of resources that are easy to understand and fun to learn about. These resources for students to learn from include powerpoints, questionnaires, multiple choice quizzes and online video tutorials. We also provide online Zoom calls and meetings to check in with students progress, as well as assist with any queries students may have.

## HOW DO I APPLY THIS CERTIFICATE TO MY ATAR?

For QLD students, this will be processed through the QCAA. If you are from outside of the QLD state, it is your responsibility to communicate with your school to have this added to your Academic Portal.

# FREQUENTLY ASKED QUESTIONS.

## IS THIS COURSE FOR ME?

- Are you looking to become a professional dancer?
- Are you wanting to improve your dance technique?
- Do you have a strong foundation in one or more of the following styles of dance; Ballet, Jazz, Hip Hop, Musical Theatre or Acrobatics?
- Are you a motivated individual?
- Are you wanting to enhance your knowledge of the incredible dance industry?
- Are you over 15 years of age  
*\*If you are under the age of 18, you must have consent from your legal guardian or parent.*
- Do you have access to a reliable internet connection?
- Do you love dance?

***If you answered yes to one or more of these questions, we would love to hear from you!***

## HOW DO I AUDITION?

- Applications are accepted through video submission.
- 1-2 minutes maximum.
- Please provide a 1 minute video introducing yourself and what your goal/s would be after receiving your CUA40120 Certificate IV in Dance through Global Dance Pro.
- Your video footage must display a brief across the floor combination (a minimum of 2 counts of 8). We strongly recommend you include pirouettes (Jazz or Classical), jumps, leaps, extensions, battements, etc.
- You will also need to include two contrasting combinations of dance e.g. Jazz, Ballet, Hip Hop, Contemporary, Musical Theatre.
- Video footage of previous performance experience showing various dance styles, as well as any specialty skills such as aerial or tumbling is a plus, but not a requirement.
- If you wish to audition in person, please get in touch to schedule a time.

**Contact us today to get your audition started!**

## SO HOW DOES IT WORK?

- Once you've signed up, you will first need to complete an orientation to our online portal to begin and complete your studies.
- From here you will work through the units of the course which are composed of both practical and theoretical components.
- You will receive valuable individual feedback on each assessment. You then need to apply the feedback to your next submission before moving on to the next section.
- The total cost of the course is \$2,995 + GST (upfront). Payments plans (\$3500 +GST) will be organised through your enrolment forms.

***Get into contact with the team at GDP to sign up and enrol!***

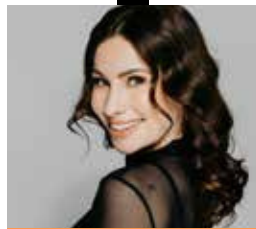




# THE AUDITION PROCESS.



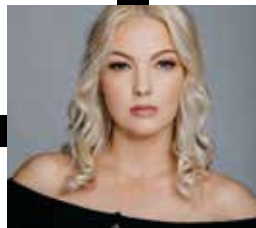
LOLOMI RUSSELL  
GRADUATE



ALLY VINCENT  
GRADUATE



ZEKE AZZOLINI  
GRADUATE



BROOKE SHARPE  
GRADUATE



NATALIE SMITH  
GRADUATE

***Applications are accepted through video submission.***

Please provide a 1 minute video introducing yourself and what your goals would be either during your studies or after receiving your CUA40113 Certificate IV in Dance through Global Dance Pro.

Your video footage must display a brief across the floor combination (a minimum of 2 counts of 8). We strongly recommend you include pirouettes (Jazz or Classical), jumps, leaps, extensions, battements, etc if they are in your repertoire.

You will also need to include two contrasting dance styles e.g. Jazz, Ballet, Hip Hop, Contemporary, Musical Theatre (1-2 minutes maximum).

Video footage of previous performance experience showing various dance styles, as well as any specialty skills such as aerial or tumbling is a plus, but not a requirement.

***Once you have submitted your audition video, we will contact you with enrolment forms and get you started at your earliest convenience.***

**EMAIL US AT  
[online@globaldancepro.com](mailto:online@globaldancepro.com)  
TODAY TO GET YOUR AUDITION  
STARTED!**

# JOIN THE GDP FAMILY.

## 01 AUDITION VIDEO.

Send your audition video to [online@globaldancepro.com](mailto:online@globaldancepro.com) or send through an unlisted YouTube link.

## 02 COMPLETE YOUR ENROLMENT FORMS.

Complete your enrolment forms through the enrolment link [here](#) or contact [admin@globaldancepro.com](mailto:admin@globaldancepro.com)

## 03 SELECT YOUR PAYMENT METHOD.

We partner with [ZeeFi](#) to provide you with an easy option to finance your education. Whether you pay upfront or payment plan, don't let finances be the reasons you choose not to pursue your dreams.

## 04 SET UP YOUR PORTAL.

Set up your aXcelerate portal and start learning. Your personalised login will be sent to you by NHFA to get started.

## 05 BONUS.

### **JOIN THE L.A. CONCIERGE EXPERIENCE**

We are proud to now offer an optional L.A. concierge experience for our Global Dance Pro students! This one-of-a-kind GDP experience provides incredible training and gives dancers the edge that the leading agencies and employers are looking for all over the world.

*\*The L.A. concierge experience will be provided at an additional cost to your online certification. Your trip length can be discussed upon*

We're so ready to help you  
bring your dreams to life.

Contact us today.

[online@globaldancepro.com](mailto:online@globaldancepro.com)

**ZeeFi**



# SCHOOL & STUDENT **BENEFITS.**



## CAREER PATH

Global Dance Pro's online video platform brings dance education, training and knowledge to you at school, in a studio and even at home, so you can keep moving towards the career you have always dreamed of.



## QUALIFICATIONS

The education, training and knowledge you will get from acquiring your CUA40120 Certificate IV in Dance, combined with GDP's international reputation for excellence, will be an important step to achieving an exciting career in the entertainment industry.



## FLEXIBLE LEARNING

Designed to give students the convenience, flexibility and opportunity to learn about a career they are so passionate about, whilst also being able to fulfil their regular daily tasks and commitments.



## PEER TO PEER LEARNING

At Global Dance Pro, we believe in the power of peer learning. How much fun is it to share the stage with your best friend? Now imagine how much fun it would be studying with a friend or a group of friends?! It helps to build routine, increases your retention of information and makes studying even more fun!



## EXPERIENCE & KNOWLEDGE

Great addition to your resume - become dance qualified to help you stand out from the rest.



## ATAR RANKING

Improves your ATAR Ranking to a minimum of 74.  
\*\*Please enquire with your desired universities for their selection score procedures.\*\*

***'THIS COURSE CHANGES LIVES!  
ENQUIRE TODAY ABOUT TAKING THE NEXT  
STEP TO FURTHER YOUR CAREER IN THE  
DANCE INDUSTRY.'***



# PAST STUDENTS FEEDBACK.

## LUCY LE FEUVRE

“ This course has been a great opportunity that I am very grateful to have had the chance to take part in. I have enjoyed many aspects of the course including learning the exercises for the practicals and then performing them. The practicals also introduced me to a variety of dance styles which has made me a more versatile dancer. I have also enjoyed the theory as well as it has given me a better insight into not only the dance and dance teaching industry, but the history of dance as well. Overall this course has taught me many things about the dance industry and has made me a stronger dancer.



## JENNIFER MCCLEAN (PARENT OF COURTNEY)

“ I wanted to personally thank the entire team at Global Dance Pro. We are so grateful that Anthony and Zac made this opportunity available online. It really is the only way that Courtney would have been able to participate in this specific certification. The Global Dance Pro team have been amazing in providing feedback that has helped shape Courtney as a dancer.



## ASHLEIGH KOHLER

“ When I saw **Global Dance Pro** was offering a Cert IV in Dance online I knew I had to enrol. I love having the freedom with how and when I study from week to week. As a performer your schedule can change weekly and enrolling in a full time institution to complete this course was not an option for me. After graduating full time dance structuring weekly dance classes, work outs and maintaining overall training can be a challenge. Taking on the Cert IV in Dance online with Global Dance Pro has given me the opportunity to structure my training, create new goals, re cap information and also learn so much more in the dance industry. I'm 28 years old, trained in dance for 24 years and have still learnt so much through this course. Their online support is fantastic and all questions are answered in a timely frame. I would recommend this course to all dancers wanting to gain a certification at their own pace in their own time. Anthony - Thank you to you and the Global Dance Pro team for offering this course in a unique and adaptable way!



# UNIFORM REQUIREMENTS

## SHOES AND ACCESSORIES FOR GLOBAL DANCE PRO

We understand anything dance related is very expensive although safety is paramount as it is with all sports. These shoes and accessories are only recommended for your practical assessment tasks throughout the duration of your study.

Here are 5 tips to get the most out of your dance shoes:



1. Not outside! Dance shoes are built to be worn indoors, on proper dance flooring only. They react badly to carpet, concrete and most importantly grass, so make sure your dance shoes are only worn in the dance studio, change out of them immediately before heading outside.



2. Lace up and unlace – If your shoes have laces or ribbons, ensure they are done up correctly and undone before the shoe is removed from the foot. Stretching the shoe to get it off incorrectly may damage the shoe and wear them out quicker than necessary.



3. Air your shoes out after use – The quickest way to wear out a pair of shoes is to leave them sweaty at the bottom of a dance bag. Air your shoes out next to your dance bag every time you wear them, you'll be amazed at the longevity you get out of the shoes once airing them out becomes a habit!



4. Get on top of wear and tear immediately – check your dance shoes at the end of a dance week or end of a dance term to see if there are any repairs that could be done now before irreparable damage is done. You'll be surprised at how a \$5 repair job could save you a new pair of shoes if taken care of before too much damage is done.



5. Mark your territory! Most importantly, mark your shoes with your name in permanent marker. Dance shoes all look the same when on a studio floor so make sure you know which ones yours are and if you happen to leave them behind, your teacher will be able to keep them aside for you for your next lesson if your shoes are correctly marked.

**"DRESS TO IMPRESS. DRESS FOR YOU.  
DRESS FOR YOUR PROFESSION."**

**FOOTWEAR FOR BALLET:**

Canvas ballet shoes or leather ballet shoes. Either are appropriate ballet footwear. Cost: approximately \$25.00



**Leather Ballet Shoes**



**Canvas Ballet Shoes**

**Boys Ballet Shoes**



#### FOOTWEAR FOR JAZZ:

There are many brands of Jazz Shoes available. Any of the brands will suffice. You will be required to have tan jazz shoes for class and depending on your costume you may be required to have black or tan for the concert performance. This information will be given out closer to your graduation date.

Cost: Approximately \$65.00



**Black Jazz Shoes**



**Tan Jazz Shoes**

FOOTWEAR FOR CABARET:

T-BAR CHORUS HEEL: TAN - These will only be required for Cabaret class.

Cost: Approximately \$129.95



Tan Chorus Heels

FOOTWEAR FOR CONTEMPORARY:

These “foot thongs” or “toe-pads” are for your contemporary/lyrical classes.

Cost: approx. \$20.00.







# global DANCE PRO

## KNEE PADS:

You may be required to have a pair of kneepads for your contemporary classes. You will be doing a lot of floor work and you do need to protect your knees as much as possible. Check with your class teacher as to whether you need these.

Cost: around \$50.00.

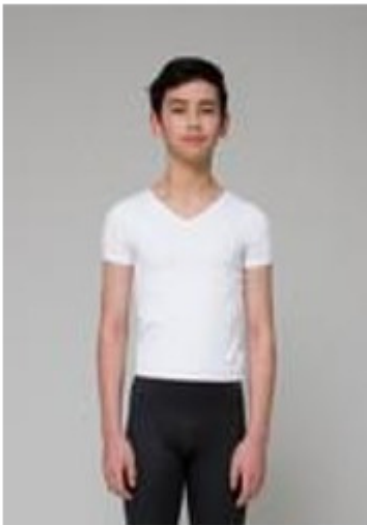




# global DANCE PRO

## BOYS BALLE SHIRT / GIRLS BALLE LEOTARD:

This will be needed for all your ballet classes throughout the year. It can be any leotard, ranging in price depending on where you purchase them from. You will be required to purchase the RAD blue leotard if you are sitting for RAD ballet exams. Boys are required to wear black boys ballet tights and a tight fitting shirt or singlet to ballet classes.



## GIRLS BALLE TIGHTS:

You will also need these for your ballet classes and exams throughout the year. Cost Approximately: \$15.00





# global DANCE PRO

## CLOTHING REQUIREMENTS:

We believe that good grooming for young people studying dance is very important. Looking one's best aids self-esteem, promotes confidence and gives pride in one's performance. Clothing for dance should not be so tight fitting that it deters you from any sort of movement although it cannot be so loose that the students get tangled in any way.

Therefore:

### ALL DANCE STUDENTS:

- No jewellery especially watches. Small earrings may be worn.
- All students are required to bring a bag to class to collect notices, envelopes, etc. and for safe carriage of dance gear.
- All students also require a drink bottle containing water (only) to consume as required.

### BALLET

- Hair must always be neatly groomed in a tight bun secured with many bobby pins and a hairnet.
- Ribbons, scrunchies, etc. may be worn.
- A secure bun will aid with the learning of turning steps or quick head movements.
- Please pin long fringes back.
- Pink tights/socks must be worn for all classical work.
- Leotards, ballet skirts, ballet cross-over for cooler months

### BOYS

- Boys are permitted to wear shorts to class although it is recommended that long, loose fitting pants be worn to aid with their required dance steps to be performed without causing injury.
- Boys can wear comfortable t-shirts or singlets to class.
- Boys are permitted to wear Trainers / sneakers / joggers to class.

### JAZZ & CONTEMPORARY

- Dance students are to wear their hair in pony tail or a different style to a bun although no student is to wear their hair out for class unless directed to do so by their teacher.
- Leggings, tights, bike pants, bike shorts, leotards, singlets, socks, shoes, etc. should be clean and well fitted.

- Students wearing leotards must wear tights / leggings / stockings / bike pants to maintain modesty whilst training in their style of dance.

**SWEAT TOWEL:**

Please be considerate of your fellow classmates and bring a towel to class to wipe your sweat.

Cost: \$10.00 max.



If you require any further information, please do not hesitate to email through your queries. Thank you.



# GET IN TOUCH.

## WE WOULD LOVE TO HEAR FROM YOU!

Taking the next step in creating your future is exciting but we understand it can also be daunting!

Feel free to call or email us with your questions or if you'd simply love to chat about your future expectations.

EMAIL US: [online@globaldancepro.com](mailto:online@globaldancepro.com)

WEBSITE: [globaldancepro.com](http://globaldancepro.com)

 [@globaldancepro](https://www.instagram.com/globaldancepro)