



SECTION 6.2: ENROLMENT POLICY

The Australian Ballet School

RESPONSIBLE: Executive Director

THIS VERSION APPROVED BY THE BOARD: November 2022

REVIEW DATE: November 2035 (every three years or earlier depending on changes in requirements)

POLICY ACCESS LOCATION: Staff Portal, Student Portal, The Australian Ballet School website.

1. OVERVIEW

The Australian Ballet School (School) is Australia's national centre for elite vocational classical dance and the school of The Australian Ballet (TAB). Entry to the School's Full-Time Programme, based in Melbourne, is via audition only (or in exceptional circumstance, by invitation). Progression from one-year level to the next is not automatic.

2. PURPOSE

The purpose of this policy is to outline the enrolment processes and procedures for students entering and attending the School.

Related Policies: For students enrolled in the accredited **Vocational Education Training (VET)** Courses (levels 5 and 6, 7 and 8), this policy is to be read in conjunction with the VET Student Loan Policy (2.2), Recognition of Prior Learning/Recognition of Current Competency (RPL/RCC) Policy (6.3.2) and Student Complaints and Appeals Policy (6.3.3).

3. WHO DOES THIS POLICY APPLY TO

The policy applies to all students who have received a Letter of Offer from the School or are considering making an application for enrolment to attend the School.

4. DEFINITIONS

Australian Skills Quality Authority (ASQA): is the national regulator for Australia's Vocational Education and Training (VET) sector.

Letter of Offer: means a letter from the School containing an offer of enrolment in a training course offered by the School on the terms specified in the offer, together with attachments to and materials referenced in the letter.

Vocational Education and Training (VET): ASQA nationally recognised courses offered by accredited Australian educational institutions which provide a professional education training system that focuses on the appropriate practical preparation, skills and knowledge required to achieve the standards identified for the attainment of the nominated qualification(s).

5. POLICY

The School offers a full-time vocational dance training programme for students from Australia and overseas. Selection and entry are audition based and may include reviewing digital performances. Successful applicants will receive a Letter of Offer to join the School and are required to provide a copy of their latest academic report, following receipt of the Letter of Offer.

The Full-Time Training covers Level 4 to Level 8 of the School's Elite Training Program. Level 4 is currently the first year and is offered alongside academic year 8 or 9 at the Victorian College of the Arts Secondary School (VCASS). As students' progress through Levels 5 to 7, the tuition load of their VCASS subjects is reduced as the focus and time required by the School's training program increases.

Accredited Vocational Education Courses are offered for Level 5 and 6 (Diploma), Level 7 (Advanced Diploma) and Level 8 (Graduate Diploma). **See:** Section 6.5 – Enrolling into VET Courses, students are required to complete Language, Literacy and Numeracy (LLN) test requirements.

Upon accepting enrolment into the School, both the student and their parents/carers must complete the relevant sign-off declaration confirming that they have read and understood the policies and procedures set out in the *Handbook for Students and Parents*, they agree to the contents and will abide by the School's policies and procedures.

Current students will be notified of their enrolment status for the following year after the end-of-year examinations.

Students and parents/carers may discuss any enrolment decisions with The Director of the School (Director) and senior artistic staff.

6. PROCEDURES

A Letter of Offer must be completed by the prescribed due date.

6.1 Enrolment and Declaration:

The School uses a Student Management System (SMS) to enrol students at the School and in their applicable training course, and communicating directly with students and parents/carers in relation to a range of student details.

Prior to the commencement of a school year, parents/carers of enrolled students under 18 years of age, and enrolled students 18 years of age or over, must complete the required declaration consenting to:

- Sharing of the student's health-related information between the School's Health Team Members, relevant artistic staff and boarding staff as required;
- Disclosure by a doctor to the Director or an authorised **Staff Member** of details of any injuries or illness suffered by the student, when in the opinion of the doctor, such disclosure is in the best interest of the student;
- The student appearing in promotional materials for the School, sponsors of the School or TAB.

6.2 Current and Correct Contact Details:

It is vital that the School has correct and current contact details for all students and parents/carers.

The School is to be notified immediately of any changes to contact details for any student or parent/carer including home address, email address and phone number.

The School will not accept responsibility for any failure of communication if the relevant student or parent/carer contact details are incorrect or out-of-date.

6.3 Attendance:

All students are required to be in attendance on the first day of each term and are not permitted to take leave from the School until the completion of the last class at the end of each term. Any request for leave during term time must be submitted in writing to the Director before the proposed leave and before making any leave-related bookings, e.g.: airfares or other tickets. A request for leave during term time will only be granted in extenuating circumstances and at the sole discretion of the Director.

The School must be notified immediately of any student absence related to injury or illness. Students enrolled at VCASS must also notify VCASS of any injury or illness related absence. A medical certificate must be provided to the School for any absence exceeding one day.

Students must attend all classes as scheduled for their training course or as otherwise required with their designated instructors. The Director assigns all instructors. Students may not select their instructor.

Students who fail to attend an academic class will not be permitted to participate in any dance classes on that day. If a student is unable to attend an academic class for a particular reason, they may only be permitted to observe the dance classes on that day.

6.4 Signing-In/Out:

All students must sign-in and out via the REACH software. This is required each time a student enters or leaves the School for any reason, including for any activities pertaining to their studies, and irrespective of whether this occurs multiple times over the course of a day. This is required for student safety, including any emergency or situation requiring evacuation, and in order that the School may discharge its duty of care.

Each student must sign-in and out only for themselves. It will be treated as a disciplinary matter if any student signs-in or out for any other person.

Attendances are checked daily and followed up as required. This measure is in addition to class rolls, taken by the class teacher.

6.5. Enrolling into VET Courses:

The accredited Vocational Education and Training courses offered by the School are:

- Diploma of Professional Dance, Elite Performance (CUA51520)
- Advanced Diploma of Professional Dance, Elite Performance (CUA60120), and
- Graduation Diploma of Classical Ballet (11008NAT)

Students must undertake an online test of Learning, Literacy and Numeracy (LLN) and attain a Pass result to enrol in any of these courses, unless a student has achieved a full VCE (16 units)/HSC/IB or above.

LNN is also part of the eligibility criteria for a VET Student Loan.