

## **Code of Practice**

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We, Cecchetti Ballet Australia Inc. will abide by the National Competency Standards as found in the Australian Standards for Dance Teachers Handbook, and adhere to the Australian Guidelines for Dance Teachers as found in the AusDance Handbook.

Each National Council Meeting will address issues relating to the RTO and manage risks as appropriate. Time will also be allocated at this point in the National Council Meetings to discuss opportunities for improvement with regard to teacher/examiner training. This will be a standing item on all National Council Meeting Agendas.

Where appropriate this RTO will recognise qualifications and Statements of Attainment issued by any other RTO's.

In order to avoid the necessity of a refund policy for teaching fees, the Organisation instructs its members NOT to collect fees in advance for classes.

An 'Appeals Process' exists with relation to the Certificate IV units encompassed in the Associate Diploma examination along with the Licentiate units & modules. Please refer to the 'Rule Book' and/or the 'Information Pack for Associate Diploma / Cert IV Candidates' for further details.

The RTO will deal with customer complaints and appeals in an open, constructive and timely manner. It is our policy to ensure that

- Each complaint / appeal and its outcome is recorded in writing
- Each appeal is heard by an independent panel
- Each appellant has an opportunity to formally present his or her case
- Each appellant is given a written statement of the appeal outcomes including reasons for the decision.

## **Access & Equity**

Cross reference with 'guidelines'

Cecchetti Ballet is committed to ensuring that access and equity considerations are incorporated in the provision of training delivery and assessment. This means that all of our students are entitled to the best possible training delivery. We achieve this by employing qualified and experienced staff and offering our students and members flexible training options, ensuring that we recognise the needs of each individual student, customising their training experience to best suit their skill development needs.

## **Training Environment**

Cecchetti Ballet will comply with all laws relevant to the operation of the training / workplace premises including occupational health and safety and fire safety regulations and ensure that the training / workplace premises are of adequate size and have adequate heating, cooling, lighting and ventilation.

Cecchetti Ballet will implement fair educational programs and geographic resource allocation practices to maximise the participation of target groups. Cecchetti Ballet will provide culturally inclusive literacy and numeracy training that meets individual, community and industry needs.

## **Sexual Harassment**

Cecchetti Ballet is firmly committed to providing equal employment opportunities and educational outcomes for all staff and students. We recognise that these achievements are dependent on the elimination of sexual harassment from the working and learning environment.

Cecchetti Ballet recognises that it is the legal responsibility of management to take all reasonable steps to ensure that staff and students are not subject to sexual harassment.

## **Racism**

Cecchetti Ballet is firmly committed to providing a working, teaching and learning environment that is free from racism. Racism not only denies a person's fundamental human right to respect, it reduces

their opportunity to gain a fair share of Organisations valued resources such as education and employment.

Cecchetti Ballet recognises that the achievement of equal employment opportunities and equal educational outcomes is dependent on the provision of a discrimination and harassment free environment.

Cecchetti Ballet recognises the community's racial and ethnic diversity and acknowledges that people from a non-English speaking background and Aboriginal people, in particular, have experienced and continue to experience institutional disadvantage, racial prejudice and discrimination.

Cecchetti Ballet expresses unconditional rejection of racist behaviour and its commitment to eliminate racism in its organisational structure through the provision of training programs that are equitable, accessible and culturally inclusive.

## **Support Services for Trainees**

Cecchetti Ballet provides protection for the health, safety and welfare of its students and, without limiting the ordinary meaning of such expression this includes adequate and appropriate referral to support services in terms of academic and personal counselling.

The National Secretary can assist with the names of agencies and individuals who may be able to assist.

Cecchetti Ballet refers its students to appropriate state government websites that provide educational gateways and support links.

## **Language, Literacy & Numeracy**

Learners at this level will be required to use effective language, communications and interpersonal skills and the ability to write a range of documentation. For example they will be expected to read and interpret training packages and accredited course documentation, develop and document learning programs and assessment tools, present information, facilitate in a number of contexts using a range of skills, and prepare various records and documents. If there are any concerns in this regard please contact the National Office to discuss available options.