

Fairness Procedures for Selection of Students

Diploma & Advanced Diploma of Music

Fairness Policy

The Australian Guild of Music Education Inc. will treat fairly all students who enrol or seek to enrol in a course delivered by this provider. This does not mean all people will be treated the same but will be considered in the context or varying circumstances in which the student or prospective student finds themselves.

Mature aged students are also enrolled upon auditions and are more than welcome to apply, the Guild do not discriminate or victimize students of all ages and genres.

The Australian Guild of Music Education provides equal benefits and opportunities to all.

Students are encouraged to attend the Guild Rooms for hands on work with the equipment yet this is not compulsory.

Decisions about students undertaking and persons applying for courses are based on merit. The following procedures which are open, fair and transparent are followed:

Scope

Applies to all the Australian Guild of Music programs.

Procedure

Fair Treatment

Australian Guild of Music will treat all students fairly.

Equal Benefits and Opportunities

For all applications to study at the Australian Guild of Music:

- They will be considered on a case by case basis.
- Eligibility to VET FEE-HELP or FEE-HELP will not be related to an income test.
- If a student has evidence of having suffered education disadvantage this is allowed to sway the selection process. No decision should be enacted without such clear evidence; secondary sources such as "belonging to a low-income group" are not satisfactory.
- Entitlement to VET FEE-HELP assistance is restricted to those students who are enrolled in units of study on a full fee-paying basis. A full fee-paying student is a student enrolled in a VET course of study for which the provider does not receive any funding from a State, Territory or the Commonwealth in relation to the student's enrolment in that course.

Student Grievance Procedures

The Australian Guild of Music has two student grievance policies and procedures – these are Academic Grievance Policy & Procedure and the Non-Academic Grievance Policy & Procedure.

Student Review Procedures and Appointment of Officers

The student review procedures and appointment of officers are documented in the Re-crediting of HELP Debts and Review Decisions policy.

VET Tuition Assurance

The Australian Guild of Music is a member of the ACPET VET Tuition Assurance scheme.

Recognition of Prior Learning

Applicants who have completed Music studies in other institutions, public or private, may apply, at the time of enrolment, for credit towards the diploma.

Applicants, who wish to be granted credit for work and industry experience, must make application at the time of enrolment for Recognition of Prior Learning. Such applicants will be required to undertake an audition, assessed by the Director or academic nominee. The maximum credit granted towards the diploma in this manner will be fifty per cent of the content of the course. Charges may apply for evaluation process.

Personal Information Procedures

The Australian Guild of Music privacy policy complies with the information privacy principles relating to all information maintained by the Guild. A student may apply for and receive information that the Guild holds about them by completing a Request for Private Information Form.

Purpose

It is the purpose of these procedures to provide a final mechanism for the resolution of student complaints concerning either academic unfairness or discrimination. These procedures are for the purpose of resolving serious cases of unfairness or discrimination, those which extend beyond academic judgment and honest differences of opinion, and those for which the normal channels have proved ineffective. Every effort should be made by all parties to resolve the issue before the student submits a formal complaint to the Board of Studies. The student handbook lists the policies held by the Australian Guild of Music and students are advised to refer to this prior to enrolment to familiarise themselves with all the policies.

Student Handbook:

(<http://www.guildmusic.edu.au/PDF-files/AGMED%20Books/StudentHandbook%2001A-2009.pdf>)

Policy	Page	Policy	Page
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Entry Requirements

An entry is by audition/interview requiring the prospective student to present an equivalent level entry performance. A theory test paper approximately at grade 4 theory standard would need to be worked. See below on further information regarding the audition/interview plus special admissions test.

The standard of performance at the audition/interview with the below mentioned should be commensurate with the entry level requirements of at least Grade 6 practical with Grade 4 Theory of Music, Australian Guild of Music and Speech, Australian Music Education Board or Associated Board of the Royal School of Music (performance) or equivalent.

Audition/Interview Requirements

Students are also enrolled into Diploma/Advanced Diploma if audition requirements have been met. See the below for performance requirements, also see the following page for admission test requirements.

All instruments are acceptable by the Australian Guild of Music Education.

Any material such as prior programs of live performances, resume' and the below requirements of three pieces that the student feels confident performing plus any technical work to display knowledge and level assessment to be made at the audition. Distance students are required to complete a phone interview plus submit a video/DVD of the below requirements.

- **Vocal** - 3 pieces & requested technical element if known, Scales (doh, ray, me – doh) C Major, F major/or own choice of key, Arpeggios in (doh, me – doh) C Major, & another key own choice

- **Guitar** - 3 pieces & requested technical element if known, Scales C Major, F major/or own choice of key, Arpeggios in C Major, G Major, F Major, Chords C, G, F, Am, Em, Bm, Fm,
- **Piano/Keyboard** - 3 pieces & requested technical elements if known, Scales C Major, F major/or own choice of key, Arpeggios in C Major & G Major, Octaves C – G Chromatic, chords C, G, F, Am, Em, Bm, Dm.
- **Violin/Cello** - 3 pieces & requested technical elements if known, Scales C Major, F major/or own choice of key, Arpeggios in C Major & G Major.
- **Clarinet/Flute** - 3 pieces & requested technical elements if known, Scales C Major, F major/or own choice of key, Arpeggios in C Major & G Major.
- **Percussion** - 3 pieces & requested technical elements if known, 3/4, 4/4, 6/8, time plus a good understanding of their instrument.

Pieces are to display the students full potential, such as diversity, phrasing, range(vocal only), techniques such as hammers, harmonics, bends etc for guitar, and legato, trills, soft/loud/fast/slow timing etc for all instruments. If your instrument isn't listed above the same requirements in an audition is still applied 2 pieces plus technical elements.

The Guild have equipment for auditions such as a stereo for backing CD's, piano's, synthesizers, drum kits, music stands, microphones, and amplifiers available for prospective students to utilize during auditions.

Special Admissions Test

Total fee of \$300 which is broken up into the following steps for admission into the Diploma or Advanced Diploma of Music course.

Step 1 – Audition/Interview Performance - \$50

Students will have to perform 3 pieces, technical work and submit any supporting evidence of performance abilities.

During the audition/interview there will be an examiner present to assess the abilities of the student. An official report is made up by the examiner for the prospective student and given to the student on the day of the performance or posted out to them in the following week.

In this report the prospective student is notified of any adjustments towards their practice that need to be applied prior to the course start date. If required extra tutorials may need to be attended by the prospective student. The student will be notified during the interview of all course requirements such as the following steps to proceed in their admission. Recognition of Prior learning will be discussed and assessed either during or after interview.

The Guild also supplies the student at this time a student handbook, enrolment form, FEE-HELP/VET FEE-HELP application request form and the next steps theory paper.

Step 2 – Theory & Aural Assessment - \$50

Students will have to perform a set theory & aural test to provide the Guild evidence of knowledge.

Upon completion of the set tests the lecturer/s will assess the papers and report on any weaknesses.

If a student is below the set standard then the student will have to view DVD tutorials and complete exercises in theory & aural prior to course start.

Step 3 – Orchestration Assessment - \$50

Students will have to submit composition/s for assessment in audio and/or score to be evaluated.

Upon submission the lecturer will assess the student's knowledge and report on this with any additional feedback that may aid the student for the unit of study.

If a student cannot supply any composition, (or set of lyrics & chord arrangement) then the student will have to view the set DVD material set by the Guild. Upon completion of viewing the student should be able to

complete a short score 8 bars minimum for assessment and the lecturer will be able to supply a report with feedback for the student to prepare them for the unit of study.

Step 4 – Instrumental Teaching - \$50

Students will need to supply lesson plans, prior work experience references, or evidence of any tutorials they may have completed prior to course study.

It is unlikely that students at this level will have had any teaching experience. They will be given a project to complete that will allow the examiner to assess their ability to cope with the study requirements.

Step 5 – Music Technology - \$50

Students will need to provide any set work/paper or demonstrate (notational, audio, multi tracking, web pages, professional publications) that they have or can use Finale/Sibelius/Encore/Adobe Audition/Cubase/Sonar/Digital Boss Recording Mixer/Microphones/Amplifiers/MIDI/Internet/ Microsoft Office or equivalent devices.

Upon written paper/audio/score/professional publication/web page submission the lecturer will report on the student's knowledge and supply feedback that will aid the student in the unit of study.

If a student has not yet used any of the software or devices mentioned they will be given demonstrations of each application and advised as to what they may need to perform as set work through the course of study. Distance students will receive DVD introduction tutorials to each device/software.

After viewing tutorials the student will be given a small but reasonable task to produce a recording using one of the software programs that they can access at the Guild or download a demo version for free from a site (applies to distance students mainly). Students may choose to write a paper on the knowledge gained instead and be assessed on this.

Upon completion of the task the audio recording will be assessed on the grounds of achievement and not quality, then the lecturer will produce a report to supply the student with feedback and details in regards to the unit of study.

Step 6 – History - \$50

Students will need to display knowledge of History through a set of questions. The questions they will be asked will depend on the pieces they have performed in their performance audition. They will need to know the background of the composers, the styles in which they were prominently known for, the era in which they were famous or became famous for the set works and any details such as death, birth and time in which they came into their own.

Upon the completion of the questions set for the student the assessor will report on this and supply any further feedback to aid the student with their unit of study.

If a student cannot demonstrate reasonable knowledge of the questions they are to research further on this and supply a brief summary of each composer.

The Guild lecturer will assess the paper submitted and then provide the student with a report on what they will have to be prepared for during the unit of study.