

2012

GUILD TERTIARY COURSE GUIDE



Australian Guild of
Music Education

01/01/2012

This tertiary course guide does not replace the handbook or course syllabus – it is a guide to help you select a course and enrol.

AUSTRALIAN GUILD OF MUSIC EDUCATION INC (A0010797V)

TERTIARY COURSE DIVISION

RTO National Code 3589 – Centerlink Institution Code 3D064

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THE AUSTRALIAN GUILD OF MUSIC EDUCATION

TERTIARY COURSE DIVISION

This pamphlet is an overview of the tertiary courses offered by the Australian Guild of Music Education. A full explanation of the Guild Music and Speech Education System, including the Public Examination Division, is in a separate pamphlet available from the office (see last page).

The subjects shown with each course are a general list only and details of the syllabus of each course are available from the office. This pamphlet is not a substitute for the course syllabus or handbook

It is assumed that students will have completed some music studies with a private teacher, and taken some of the public examinations such as those offered by the Guild's Public Examination Division. Selection is strongly based on the interview/audition, which allows any bridging or catch-up course/study to be arranged.

Mode of study: All of the courses may be completed with full time or part time study; by distance education or by attendance at the Kooyong Victoria campus in all instruments and voice.

Distance student: Is one that receives the course solely by the WEB, mailed DVDS, and email material

Attending students: Must do the same program as the Distance students in regards to emails, WEB and DVDs but has the advantage of attending the Guild Faculty for lectures on a Monday and Wednesday and in some cases for instrumental tutoring on a Tuesday.

Distance students are always permitted to attend the Faculty whenever possible but attending students must have a 90% attendance figure.

Fees: The quoted fees are Australian domestic student fees only.

Overseas students should apply directly to the Guild for the applicable fee.

See page 7 for information about paying fees by instalment.

The Guild provides many opportunities not available in other Music programs:

- Flexible learning times: Students can plan their study to fit in with their work commitments, one of the several advantages of Distance Education.
- Attending students have the advantage of personal guidance and a friendly atmosphere where each class is limited to a small intake allowing for much more personal attention.
- Equipment is modern and the opportunities for one to one tuition on technical issues and problems are available.
- All staff members are highly qualified academically and all have many years of practical experience.
- Attending students at the Kooyong Faculty are assured of a friendly and cooperative setting that will enhance their learning environment, making learning a pleasure rather than a task.
- The Guild program caters for modern, traditional (classic) and jazz musicians and majors are available on all instruments in the varying styles.
- It is interesting to note that all Guild Graduates have gained fulltime employment in the music industry.

COMMONWEALTH GOVERNMENT FEE-HELP AND/OR VET FEE HELP

The Guild's Bachelor of Music degree has been approved by the Commonwealth Government for FEE-HELP – a loan scheme that assists eligible students to pay their course fees.

In order to understand this scheme and your obligations under it, it is essential that you read the FEE HELP information booklet, available from the Guild. To apply, you must fill in the "Request for FEE-HELP assistance" form [1292(A)] which is available from the guild, and submit it directly to the Guild. In order to be eligible for FEE-HELP for a semester, you must be fully enrolled and your request form must be received by the Guild before the Government's "census date"

To be enrolled you must have completed an interview/audition, paid your fee of \$300.00 for your interview/audition special admissions tests, and be accepted by the Guild.

VET FEE-HELP is also available to eligible students enrolling in the Diploma and Advanced Diploma of Music courses.

STUDY DATES

With four study periods each year, you can balance study with your lifestyle.

- Census dates only apply to the Bachelor of Music Degree, until further notice.
- Close of enrolment is only for last minute enrolments, it is recommended for students to enrol prior to semester start dates.

Important dates

Semester	Administrative	Start	End	Close of enrolment	Withdrawal	Census Date
1 – Intro.	21 November	25 February	30 April	25 March	23 March	13 March
2	25 April	1 May	30 June		25 May	13 May
3	25 June	1 July	31 August	25 July	24 July	13 July
4	25 August	1 September	30 November		24 September	19 September

See page 8 of this pamphlet for other dates.



CREATIVE SKILLS PROGRAM

These are vocational courses for those who are in or wish to become involved in the music industry in any of its varied aspects.

COMBINED COURSE FOR CERTIFICATE 1, 2 & 3

National course ID:	Entrance Requirement:	Duration:	Cost:
CUS10101 + CUS20101 + CUS30101	Interview/audition & admission test fee \$250.00 (See enrolment & fee sections)	1 year	\$6883

Subjects:

Performance: Solo performance; principle instrument¹ tuition; performance skills; stagecraft; performance technique and preparation.

Ensemble & Choir: Working with others; contribute to backup accompaniment; group performance; auditioning; administer rehearsals and performance.

Musicianship: Theory and aural development; read music.

Mandatory Modules: Industry knowledge and skills; music knowledge and listening skills; safe practices in performing and listening; health, safety and security procedures; copyright.

Orchestration: Skills for playing and listening; contributing ideas to a project; simple composing; improvisation.

Music Technology: Move and set-up instruments and equipment; operate portable recorder; internet to access and modify music; information technology; transfer sound; MIDI and software; record sound; lay soundtracks; composing using MIDI and/or software.

CERTIFICATE 4

National course ID:	Entrance Requirement:	Duration:	Cost:
CUS40101	Initial Interview/audition fee \$50.00 (See enrolment & fee sections) \$250 total for special admission tests. Guild public examination Grade 5 (Grade 5 practical & Grade 3 theory) or approved equivalent	1 year full-time (2 years part-time)	\$8678 full-time or \$4,890 pa. part-time

Subjects:

Performance: Solo performance; principle instrument¹ tuition; performance skills; stagecraft; performance technique and preparation.

Ensemble & Choir: Working with others; contribute to backup accompaniment; group performance; auditioning; administer rehearsals and performance.

Musicianship: Theory and aural development; read music.

Mandatory Modules: Industry knowledge and skills; health, safety and security procedures; copyright.

Orchestration: Simple composing; improvisation.

Music Technology: Composing using MIDI and/or software.

Notes: 1 Where "Principal instrument" is referred to it includes voice.

2 Part time course costs include an additional administrative fee (\$600 per year).

DIPLOMA

National course ID:	Entrance Requirement:	Duration:	Cost:
CUS50101	Initial Interview/audition fee \$50.00 (See enrolment & fee sections) \$300 total for special admission tests. Guild public examination Grade 6 (Grade 6 practical & Grade 4 theory) or approved equivalent	2 years full-time (4 years part-time)	\$10,992 pa. Full-time or \$6,096 pa. part-time

Subjects:

Performance: Solo performance; improvisation for an audience; develop as an artist; develop technical skills; expand repertoire.

Ensemble & Choir: Perform accompaniment; plan and prepare a program; musical leadership in performance.

Musicianship: Theory and aural development; analyse music.

Mandatory Modules: Copyright; occupational health & safety and security procedures; apply Industry knowledge and artistic judgement.

Orchestration: Improvisation; analyse harmony; arrange music for a brief; compose in a range of styles.

Music Technology: Compose for screen using electronic media; computer music; internet; MIDI; sequencing; digital mixing; Microsoft office; website creation.

ADVANCED DIPLOMA

National course ID:	Entrance Requirement:	Duration:	Cost:
CUS60101	Initial Interview/audition fee \$50.00 (See enrolment & fee sections) \$300 total for special admission tests. Guild public examination Grade 6 (Grade 6 practical & Grade 4 theory) or approved equivalent	3 years full-time (6 years part-time)	\$11,056 pa. Full-time or \$6,150 pa. part-time

Subjects:

Performance: Solo performance; refine performance; develop as an artist; develop technical skills; expand repertoire.

Ensemble & Choir: Direct music in a performance; perform accompaniment; improvisation for an audience; musical leadership in performance.

Musicianship: Theory and aural development; analyse music.

Mandatory Modules: Copyright; occupational health & safety and security procedures; apply Industry knowledge and artistic judgement.

Orchestration: Compose in a range of styles; Improvisation; analyse harmony; arrange music for a brief; create original music.

Music Technology: Arrange music for screen; compose for screen using electronic media; computer music; internet; MIDI; sequencing; digital mixing; Microsoft office; website creation.

Instrumental Teaching: Provide instrumental/vocal tuition; provide tuition for composition; psychology; philosophy; teaching principles; business management

Notes: 1 Where "Principal instrument" is referred to it includes voice.

2 Part time course costs include an additional administrative fee (\$600 per year).

HIGHER EDUCATION PROGRAM

This is an academic course for those who wish to advance their musical training for education or managerial positions.

BACHELOR OF MUSIC (Degree course)

National course ID:	Entrance Requirement:	Duration:	Cost:
V13940	Initial Interview/audition fee \$50.00 (See enrolment & fee sections) \$300 total for special admission tests. Guild public examination Grade 7 (Grade 7 practical & Grade 5 theory) or approved equivalent	3 years full-time (6 years part-time)	\$13,873 pa. Full-time or \$7,586 pa. part-time FEE HELP applies to these fees

Subjects:

Performance: Solo performance; ensemble performance; choir; conducting.

Instrumental Teaching: Educational psychology; educational philosophy; teaching principles; public examination syllabi; methodology; teaching round; business modules.

Musicianship: Theory and aural development;

History of Music: Pre 20th Century, early 20th Century, late 20th Century.

Orchestration: Arranging; composition; improvising.

Music Technology: MIDI; synthesizer; computers and music; software; multi-media; sequencing; digital mixing; compose and arrange music for screen using electronic media and software.



ADDITIONAL SUBJECT INFORMATION

PERFORMANCE

Solo, Ensemble, Choir

Students select four pieces from the AGMED Syllabus (or accepted equivalent) related to their principal instrument for study during the year and presentation for examinations in November. The selection is made early in the course. A performance diary is maintained and submitted monthly together with a DVD or video clip of their course studies (DVD/Video applies to distance students only).

Participate in choir and ensemble work as directed.

Prepare and rehearse as directed for the Guild Graduation Concert which will be held in April at Melbourne University (Private) Auburn Rd Campus Hawthorn. This performance is mandatory for all attending students and can be recorded as your April performance in your diary. Distance students will be able to secure a DVD copy of this if required.

INSTRUMENTAL TEACHING

Education, Psychology, Philosophy

A very important Module which includes four separate subjects;

Educational Psychology is delivered by DVD material and supported by lectures from Alan Ironside.

Educational Philosophy is delivered by written material, lectures and DVDS.

Teaching Principles is delivered by written material some DVD material and comments by Alan Ironside and the Dean. From time to time Bernadette Norton and Robyn Keane also lecture in this.

Guild Syllabus is delivered via the Guild syllabus pertaining to your principal study and comments by the Dean.

As with all course material the WEB has a book and guideline covering all Modules and subjects that guides the student in relation to study.

MUSICIANSHIP

Theory, Aural

Theory lectures are delivered on a Monday by Ass Prof Holmes, Bernadette Norton, Jeff Wood and our new additions Jeremy Richards and Nicole Chen as well as a wide range of DVDs created by Greta Grybaitis, Ass Prof Ivan Holmes and several other lecturers. There are several DVDs available related to each year of study. Students complete a theory workbook over the year of study while referring to the theory text book created by Greta Grybaitis, Catherine Forscutt and Bernadette Norton.

Aural Studies are covered on Wednesday by Robyn Keane and supported by Aural training DVDS and CDs.

HISTORY OF MUSIC

There are two sections one taken by Ass Prof Holmes (Western Music) and the other by Dr E Knoop (20th Century Music). In general Western Music is studied by written lectures with occasional DVD support. 20th Century has a series of DVD material plus support by written material.

ORCHESTRATION

Composition, Arranging, Improvisation

Orchestration is under the direction and guidance of the Dean and requires skills in music technology for notating purposes and instrumentation quality. The Dean is supported by Robyn Keane, Jeremy Richards and Mal Sedergreen

MUSIC TECHNOLOGY

Notation, Midi, Recording Devices, Software, Sequencing, Internet, Web site, Excel, PowerPoint & Word

Includes a wide range of material that equips the student for musical notation, sequencing, understanding and using MIDI musical software, accessing and downloading for the WEB and recording procedures. Lectures and tuition is under the direction and guidance of the Dean, Dr E. Knoop assisted by the CEO Bernadette Norton, Peter Nowotnik and Mal Sedergreen

LECTURE BOOKS AND TEXT BOOKS

Course Book access is covered by course fees, printed versions however is at a printing cost. All students must access the Guild WEB site to obtain the literature and book material required for each module of study. Monthly submissions by all students are required and as stated for each Module in the programs on the WEB. Students must be able to open the book format which is PDF and acrobat readers can be downloaded from the Adobe website for free.

DVDS are issued and returned by Sara Salaj. In general only two DVDs are allowed to any one student at a time. They are replaced when returned with the next set of lectures. Under some circumstances this rule is extended for Distance students.

GALLERY – Pictures taken around the Guild faculty at Kooyong Campus over the years



Alan Kogosowski gave a Master class on Chopin at the Kooyong Campus



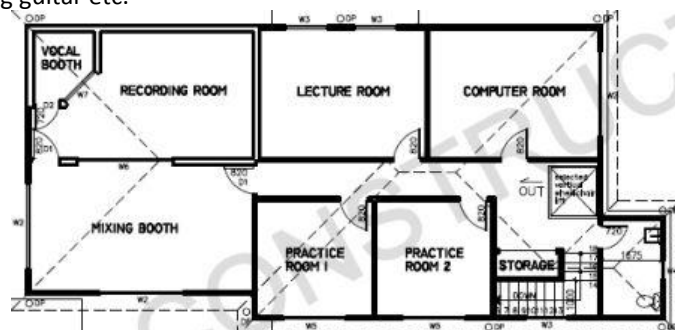
Katie and Sara having lunch while practicing guitar etc.



Jeff Wood in the office.



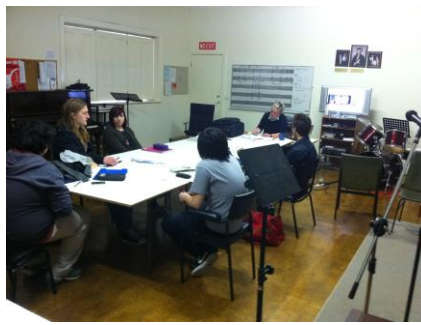
Jade & Robyn singing while being recorded by Sara using the digital boss recording mixer.



Upcoming second level for the Kooyong campus



The new recording studio.



Attending students during a lecture on Orchestration



Attending students during a lecture on Instrumental Teaching.



Lectures being videoed.



Dr Holmes lecturing counterpoint.



The electronic drum kit.



Tom playing the drums on his lunch break.



Jeff Wood and Dr Knop in the office.



Dr Ivan Holmes tutoring Nicole on piano



Robyn & Leonie performing an ensemble together.



Leonie practicing after lectures have finished for the day.



Sara practicing piano on a break



Students performing in choir



Guild staff relaxing at the ACPET function held in 2007.



Dr Ivan Holmes, Rodney Cox and Dr Knop.



Students performing in choir



Nicole in the office preparing DVDs postings and video editing.



Mixing booth of the new recording studio.



Jess and Tom jamming



Jess and Tom jamming again



Tia working in the office.



Students busy discussing composition and arranging.



Dr Knoop busy in the office



Robyn Keane lecturing in Aural Studies



2005 Graduation performance
Bernadette, Jade and Katie



How the Guild will look once the upstairs is added. (Street View)



2005 Graduation performance
Lecturers and Students from 2005

GUILD STAFF



Dean/Chair/Senior/Lecturer

Dr Ern Knoop: BMus, M.Ed, PhD Monash B. Ed (LaT) ACTT (State College Hawthorn)

Professor

Ass Professor/President/Senior Lecturer Ivan Holmes: PhD (JCU) B. Mus

Senior Lecturers

Bernadette Norton CEO: B. Mus, Dip W/P Ass, AAGM, LAGM,

Alan Ironside: BA (LaT) Dip Ed and M.Ed (RMIT)

Jeff Wood: B. Mus, Grad Dip (Guild)

Lecturers

Leonie Wobking: B.Mus, Examiners Cert., AAGM, LAGM, Dip. Mus.

Catherine Forscutt: Dip. Mus, Examiners Cert., AAGM, LAGM

Mal Sedergreen: Professional musician

Part-time staff

Greta Grybaitis: T.Mus A, FAGM Ex Licentiate

Glen Carter-Varney: Grad Dip (Guild) Ex Lic.

Approved Tutors

There are a large number of approved outside tutors available to students if required.

Chair/Senior/ Dean



Dr Ern Knoop

Dean and Faculty Has vast experience in many areas of music and education. Awarded Professorship at the Guild Faculty which coincided with the accreditation of the Guild Degree course. Performed as a solo artist and in Dixieland Jazz groups, as well as lecturing in several academic positions. Taught music at Brighton Grammar, Caulfield Grammar, Haileybury College and Richmond High School in earlier years. Studied Music Technology under Dr Floyd Ausburn at Monash University. Has lectured in all Modules at the Guild and is currently directly responsible for Orchestration and related modules. Coming from a family of entertainers he brings a wealth of knowledge in both performance and academia to the Guild.

Professor/Senior

Ass Professor Dr Ivan Holmes



A lifetime in music gaining an Associate Diploma in music while only in his early teens, Professor Holmes gained his B. Mus at Melbourne University and some fifty odd years later gained his PhD at James Cook University. A remarkable achievement. A renowned concert pianist he spent many years in England and returned to Australia to take up a position with the Adult Education (ACAE). Later moving into education he was principal of two schools before retiring to take up a full time role with the Guild. Professor Holmes is responsible for pianoforte, history of music and theory within the Guild study program and works closely with the Dean.

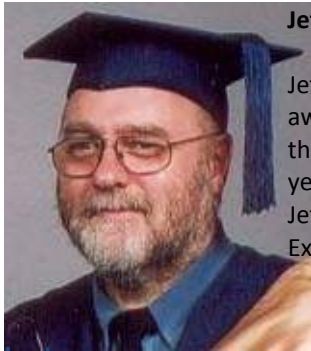
Senior Lecturer/CEO

Bernadette Norton



Bernadette came to the Guild as a student and during her studies took a part time role with the Guild. Upon graduation she assumed a full time role and has become a major partner in the development and progress of the Guild. She achieved the DEST FEE Help, and with the Dean presented both the original accreditation and re-accreditation course programs. She lectures in Music Technology and Theory of Music and is the vocal tutor. She is also responsible for the WEBSITE and student assignments and registration. She has created and designed databases for the Tertiary and Public examination system which are used extensively to produce high quality documentation; she adjusts these to always try to achieve an improved recording system. In 2010 Bernadette completed a Masters in Music Technology course.

Lecturer



Jeff Wood

Jeff has been with the Guild for many years and is a member of the Council and was awarded his Fellowship for long and outstanding service to the Guild. Jeff is also Principal of the Pianoforte College of Music and in earlier days did full time lecturing with the Guild. This year due to other demands he only lectures on a casual basis but is available as required. Jeff has a vast experience in both practical and the business side of music. He is a trained Examiner and also a registered piano tuner.

Lecturer

Catherine Forscutt

Catherine has been employed by Jeff Wood (Pianoforte Studio's) as a theory and pianoforte tutor for 10 years. Previously Catherine worked for the Guild and studied

To be updated

Lecturer



Mal Sedergreen

Is a professional and well known prominent jazz musician. He comes from a famous musical family and performs regularly with his father and brother. He is teaching in schools as well as lecturing with the Guild. A brilliant sax player he lectures in general musical studies, business and professionalism in music and brings a new approach to music.

Lecturer



Greta Grybaitis

Greta has spent many years with the Guild and students will see her in many DVD clips. She designed the theory program which was placed on DVDs and is still current today. She visits the Guild each semester as she resided in Canberra.

Lecturer



Glen Carter Varney

Glen has had many years of association with the Guild and in earlier days was responsible for the Queensland students. She has moved back to Melbourne after recently losing her husband the renowned jazz musician Jack Varney. Glen is a renowned musician and capable in many years but perhaps better known for her recordings, compositional books and as a pianist/organist. She lectures on a part time basis.

Lecturer



Leonie Wobking

Leonie has been with the Guild for two years now. She studied with Monash and then transferred to the Guild to complete her Bachelor of Music Degree. Leonie has taught piano composition, arranging, theory and ensemble prior to the Guild at a number of schools.

Lecturer



Alan Ironside

Alan has been with the Guild for two years and is a highly experienced educationalist. A registered teacher Alan is well versed in psychology, philosophy and educational subjects. He has a keen interest in music and his lectures are always well received by students

Administration



Tia Hutajula

Tia has worked with the Guild for 1 ½ years trained by our previous secretary Denise Mercer and Rodney Cox. Prior to the Guild Tia completed a Diploma of Accounting and Degree of Economic Management. Tia has worked as administration assistants and bookkeepers for a number of leading organisations.

Assistant to CEO

An assistant will be employed to replace Nicole Chen as she has left the Guild to complete further studies and go overseas.

Additional Lecturers

Tom Williams
Andrew Werner

DVD Lectures

DVDS LECTURERS INCLUDE

Greta Grybaitis	Bernadette Norton
Glen Carter Varney	Dr Knoop
Dr Holmes	Robyn Keane
Nicole Chen	

Several professional DVD material with commentaries by Leonard Bernstein Andre Ruiz and several other lesser known but Equally important professionals

FREQUENTLY ASKED QUESTIONS

How Do I Enrol?

The first thing you have to do is arrange for an interview/audition. If you live too far away to get to the Kooyong campus, the interview can be conducted by telephone. Similarly, if an audition is required and you are too far away you may prepare your audition on a video-tape/DVD/digital media attachment in an email knoop@hotmail.net.au. With your information, you will have received an interview/audition application form. You will need to send this in with the \$50.00 fee attached. After the application is received you will be contacted or mailed a time for your appointment.

Step 1 – Audition/Interview Performance - \$50 (non-refundable)

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

The audition is very comprehensive and you will receive a printed report, detailing the interviewer's analysis of your performance; details of the syllabus may also be discussed at the interview – the interviewer will be a senior examiner, so the report is a valuable guide for you, whatever the result.

To prepare for the interview, put together a résumé. This should contain: examination results both academic and musical; your music experience i.e. orchestras or bands you perform with, professional engagements, eisteddfods or major competition successes; and an idea of what you intend for your musical future.

For the audition, you will need all your performance equipment, not just your instrument. Singers should bring an accompanist or prepare a recorded backing. Pianos, organs, drum kits, amplifiers, microphones and stereo's are available at the Kooyong campus (please enquire), but if you require any other equipment, you must bring it. Please check the electrical safety of your equipment.

You will also need to prepare 2 or 3 pieces of music in differing styles (select challenging pieces with more dynamics) to show your range of skills (typical of lists A, B & C in music examinations) at a standard appropriate to the entrance requirement.

After your performance audition you will go through a set of questions in regards to your knowledge of subject

Step 2 – Theory & Aural Assessment - \$50 (non-refundable)

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

Step 3 – Orchestration Assessment - \$50 (non-refundable)

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

Step 4 – History - \$50 (non-refundable)

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.

Step 5 – Music Technology - \$50 (non-refundable)

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.

The following step relates to students enrolling in a Diploma/Advanced Diploma or Bachelor Course.

Step 6 – Instrumental Teaching - \$50 (non-refundable)

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

NOTE

The above can be presented in a live audition type presentation at the Faculty to be submitted by written material that allows the assessor sufficient information to confirm that the minimum entry requirements have been met. Documentations can also be submitted. Discuss these options with the appointed Guild officer.

For more details of the above see the Student selection procedures document found on the website Enrol page.

For videos, we prefer VHS PAL format, but you may make arrangements for other formats or DVD.

Having successfully completed your interview/audition, the next step will depend on what your current music studies involve.

I AM LEARNING MUSIC AT SCHOOL

Your entry to the courses is via the Victorian Tertiary Admissions Centre (VTAC). You apply in the same way that you would for any other institution or course through VTAC. You must satisfy the pre-requisite requirement which is the completion of the interview/audition. The interview/audition must be completed before a place can be offered to you, so arrange it as soon as possible. You should also submit a PI form to VTAC explaining your musical interest and noting any public music examinations passed.

When you are offered a place via the VTAC system you need to accept it through the VTAC system. You will also need to send in to the Guild the enrolment form, which should have attached the introductory semester fee of 25% of the course fee, or annual fee for courses of more than 1 year duration (see fee section for minimum instalments or levy document relating to course of study on the website Enrol page for fortnightly payment arrangements). Students wishing to request FEE HELP must do so at the interview/audition and documentation will be given for the application to be processed. Students will be notified of the outcome as soon as forms are processed.

I AM LEARNING MUSIC INDEPENDENTLY OF A SCHOOL AND HAVE PASSED PUBLIC MUSIC EXAMINATIONS

This is an alternate method of entering the courses. Application is made directly to the Guild. The interview/audition (for which there is a first instalment fee for performance assessment of \$50.00) is a requirement. You will receive a full, printed report of your audition (similar to an examination report).

When you receive an official letter of acceptance you will need to send in to the Guild the enrolment form which should have the attached \$250.00 for the remaining special admission tests (which are to assess for the following knowledge levels for Theory, Aural, History, Music Technology, and Orchestration). The balance of the introductory semester fee (25% of the course fee, or annual fee for courses of more than 1 year duration) must be paid by 25 January. (See fee section for minimum instalments for fortnightly arrangements refer to the guild website Enrol page Levy documents.)

I AM LEARNING MUSIC BUT HAVE NOT PASSED ANY MUSIC EXAMINATIONS

This is an alternate method of entering the courses. Application is made directly to the Guild. The interview/audition (for which there is a first instalment fee for performance assessment of \$50.00) is a requirement. In this case the audition is very important. You will receive a full, printed report of your audition (similar to an examination report). You should also be aware that the theory requirements of the courses from Certificate 4 and above are very strenuous and you may need to do some remedial theory studies to catch up.

When you receive an official letter of acceptance you will need to send in to the Guild the Guild enrolment form which should have the attached \$250.00 for the remaining special admission tests (which are to assess for the following knowledge levels for Theory, Aural, History, Music Technology, and Orchestration). The balance of the introductory semester fee (25% of the course fee, or annual fee for courses of more than 1 year duration) must be paid by 25 January. (See fee section for minimum instalments for fortnightly arrangements refer to the guild website Enrol page Levy documents.)

I WOULD LIKE TO LEARN MUSIC

If you would like to obtain a qualification to help you get into the music industry in a non-performance area, the combined Certificate 1, 2 & 3 could be the way to go.

If you want to learn music, please contact the Guild office for advice on finding an appropriate music teacher registered with the Guild's Public Examination Division.

Should I Attend Or Study By Distance Education?

Students are strongly encouraged to study by attendance for lectures and tutorials at the Kooyong Campus, although the courses are fully geared to distance education.

Campus and General Information:

Due to the students studying by distance education there are no holidays between terms, unless approved by the Dean.

Start of year Orientation days: Orientation takes the form of a 2 day seminar held on the last weekend in February. All students within reasonable travelling distance of Melbourne are required to attend the orientation days.

Main examinations commence in the first week of November and occupy the whole of the month.

Formal lectures and tutorials take place on Mondays and Wednesdays between 9:30 am and 3:00 pm at the Kooyong Campus. Other tutorials and instrumental coaching take place on the Tuesday at a set time with the tutor involved. Distance students must submit videos/DVD's/digital media monthly for feedback.

When Do I Pay The Course Fee?

The full course fee is due and owing on enrolment. However, the impact of this is reduced by dividing the annual fee into 4 parts (see levy document relating to course of study on the website Enrol page). The introductory semester fee must be paid by 25 January. If enrolling after this date the full introductory semester fee must be paid on enrolment. The remaining portion is paid in 3 parts (each 25% of the annual course cost), prior to the commencement of each semester. Other fee instalments may be arranged with the office.

Students wishing to request FEE HELP must do so at the interview/audition and documentation will be given for the application to be processed. Students will be notified of the outcome.

The Guild is registered with Centrelink, so transport concessions and Austudy allowances may be claimed from them. The Guild's Centrelink Institution Code is 3D064.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process used to determine the extent to which a student has achieved the required learning outcomes to receive credit towards some units of the Bachelor of Music. This may result in the granting of the grade of Advanced Standing in a specific AGMED unit and exemption from that unit.

RPL can be used in one of the following cases:

- to gain entry into an AGMED higher education award;
- to receive credit towards an AGMED higher education award;
- for the partial or complete fulfilment of the requirements of a VET accredited qualification.
- mature age students may wish to convert their knowledge

RPL Applications Applicants complete and submit an application for Recognition of Prior Learning form, attach supporting documentation and submit the application to the Registrar. The application will then be forwarded to the Teaching and Learning Committee which will consider the application and make a decision based on the documentation provided. The applicant will be advised of the result of the application within two weeks. RPL will be granted under the following circumstances: 1) Previous relevant study with certified evidence of formal course-related study leading to a qualification including either:

- a. completed university subjects or courses; or
- b. completed TAFE subjects or courses; or
- c. VETAB accredited courses.

Support material: certified copies of transcripts or other documentation related to units for which exemption is sought. 2) Relevant industry experience or courses undertaken outside a recognised tertiary organisation: Support material: The applicant must be able to substantiate sufficient, relevant and recent industry experience either:

- By presentation of a portfolio demonstrating that the industry experience undertaken meets the learning outcomes of the unit for which exemption is sought; or
- Undertake an assessment by the Head of Department or nominee which successfully meets the learning outcomes of the unit for which an exemption has been sought. The Head of Department will advise the applicant on the assessment process and the content to be assessed.

Application for RPL after the start of trimester: Applications for consideration of RPL should be completed at least ten days before the commencement of trimester. However, AGMED recognises that in some special circumstances it may be necessary for students to apply after the commencement date. To be considered for such special circumstances students must submit a written request to the Dean no later than the end of the first week of trimester. A decision will be made no later than the end of the third week of trimester. After the end of the first week only application for the following trimester can be considered.

Maximum exemption granted: The maximum number of units for which exemption may be granted is 50% of the total credit points for the course.

Overseas students: Where AGMED intends to grant unit exemption for RPL to an overseas applicant a record of the applicant's RPL must be signed by the applicant and a copy placed in their file. If RPL is granted and the duration of the student's course is shortened AGMED will either: a) specify the net duration of the course in the Confirmation of Enrolment (CoE) if a visa has not been issued; or b) report the change in course duration via PRISMS if a visa has been issued.

COMMUNICATING WITH THE GUILD

Please contact the Guild Head Office for any further information, book purchases or course advice.

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