

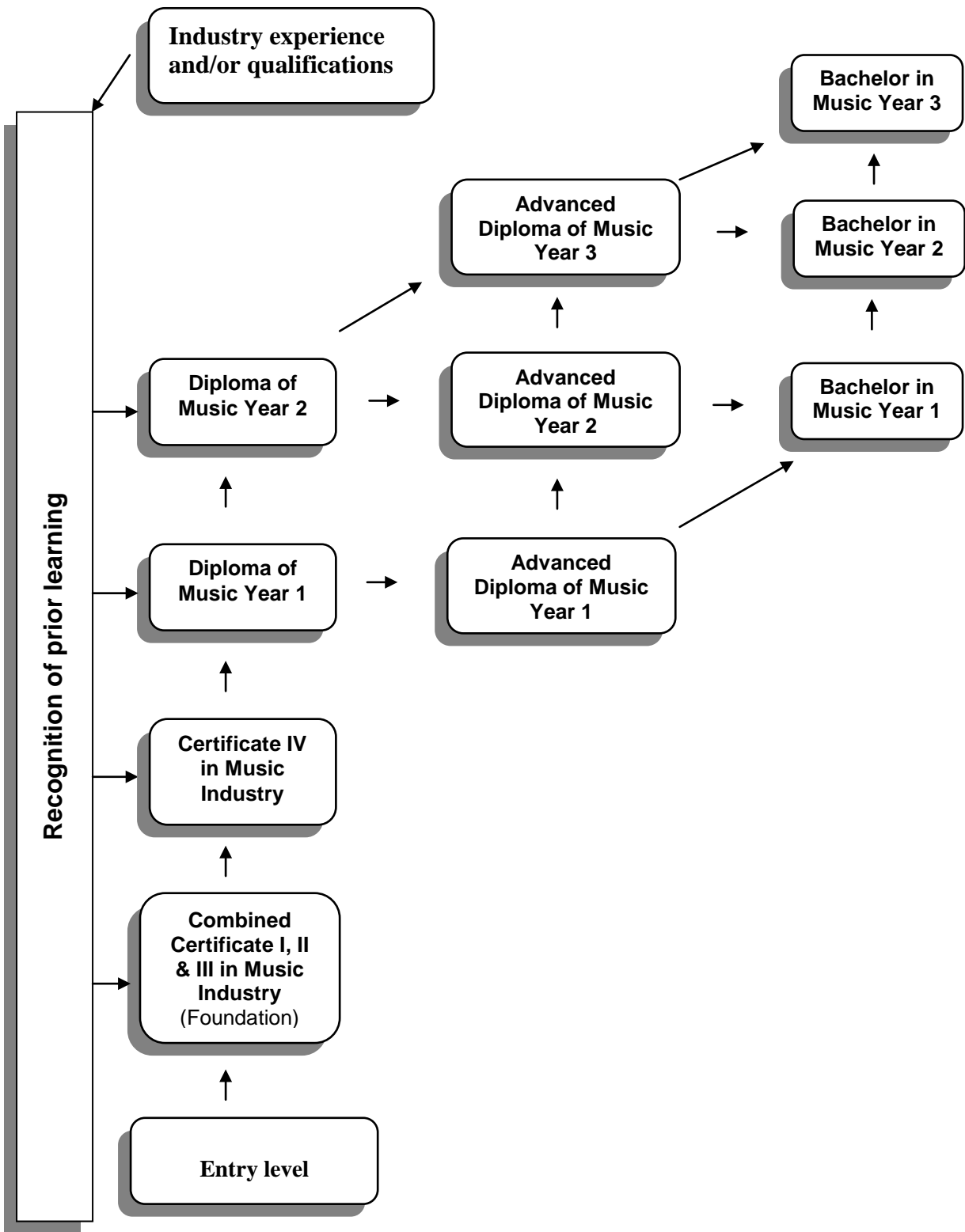
Fairness Procedures for Selection of Students

The following document contains details to help students prepare for Audition/Interviews. It also will display details of the progression levels of each course into the next. The admission tests are for the purpose of the Guild to help aid in selecting the right course a student will best be suited to.

If the Guild feels that a student demonstrates the abilities to be admitted in a higher course from previous experience such as work in the industry, previous public examination levels, and or the aptitude needed to complete the workload involved in the course which is displayed in the tests performed it will notify the student on the day of audition/interview (performance related). If the student displays high levels in performance yet a low knowledge of other subject areas they will be required to complete some tasks set. See Special admission Tests for more details.

| Contents | Page # |
|---|--------|
| Pathways to Music Industry Qualifications Flowchart of course progression | 2 |
| Fairness Procedures | 3 |
| Procedures for Selection of students | |
| Certificate I, II & III in Music | 3 |
| Certificate IV in Music | 3 |
| Diploma of Music | 3 |
| Advanced Diploma of Music | 3 |
| Bachelor of Music | 4 |
| Audition/Interview Requirements | 5 |
| Special Admission Tests | 6 |

Pathways to music industry qualifications
 For a Certificate I / II / III / IV /Diploma/Advanced Diploma/Bachelor of Music



Fairness Procedures for Selection of Students

Fairness

The Australian Guild of Music Education Inc. will treat fairly all students who enroll or seek to enrol in a course delivered by this provider.

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.

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

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

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

Combined Certificate I, II & III

Entry Requirements

An entry is by audition/interview requiring the prospective student to present a performance. See below on further information regarding the audition/interview.

Certificate IV

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 3 theory standard would need to be worked. See below on further information regarding the audition/interview.

The standard of performance at the audition/interview with the below mentioned should be commensurate with the entry level requirements of at least Grade 5 practical with Grade 3 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.

Diploma & Advanced Diploma of Music

Equal benefits and opportunities

Each application is considered on a case by case basis. Educational disadvantage may be taken into account.

The following Italics apply if the Guilds application to become a VET provider is approved.

An income test will not be applied when making decisions about which students are eligible for VET FEE-HELP assistance.

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.

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.

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.

Bachelor of Music

Equal benefits and opportunities

Each application is considered on a case by case basis. Educational disadvantage may be taken into account. An income test will not be applied when making decisions about which students are eligible for FEE-HELP assistance.

Entitlement to 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 HEP 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.

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

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 5 theory standard would need to be worked. See below on further information regarding the audition/interview.

The standard of performance at the audition/interview with the below mentioned should be commensurate with the entry level requirements of at least Grade 7 practical with Grade 5 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 is required.

Audition/Interview Requirements

Performance

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 keys of 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 keys of 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 keys of 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 keys of 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 show 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.

Theory & Aural

A test commensurate to the entry level of the course the student is applying for enrolment in will be given to the student to be completed. Following assessment the student will be guided as to what they will need to study if there is a weakness in any particular area. (See the following details in special admissions test for further information)

Orchestration

A composition/s will need to be submitted for assessment in audio or scored to be evaluated. Following assessment the student will be guided as to what they will need to study if there is no prior knowledge in any particular area. (See the following details in special admissions test for further information)

Music Technology

A document, score, web pages, slide show, spreadsheet, recording or demonstration of knowledge in using technologic devices used in creating music, recording music information or promotional material created by computer related software will need to be submitted for assessment in audio or scored to be evaluated. Following assessment the student will be guided as to what they will need to study if there is no prior knowledge in any particular area. (See the following details in special admissions test for further information)

History of Music

During the interview the students will be asked questions about the composers who composed the pieces they performed plus additional questions in regards to the music periods, for assessment answers will be evaluated. Following assessment the student will be guided as to what they will need to study if there is no prior knowledge in any particular area. (See the following details in special admissions test for further information)

Instrumental Teaching (only applies to Diploma/Advanced Diploma and Bachelor of Music courses)

A lesson plan or documentation of work experience as a tutor will need to be submitted for assessment/evaluation. Following assessment the student will be guided as to what they will need to study if there is no prior knowledge in any particular area. (See the following details in special admissions test for further information)

SPECIAL ADMISSIONS TEST

Total fee of \$250 is broken up into the following steps 1 – 5 for admission into the Certificate courses.
Total fee of \$300 is broken up into the following steps 1 – 6 for admission into the Diploma, Advanced Diploma and Bachelor of Music courses.

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 – 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. Note the above composition/s for orchestration can be submitted in computer notational format using a notation software.

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 5 – 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.

Step 6 – 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.

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.

The first semester is a short one and serves as an introduction to the course program. Students access the WEB site and submit one assignment for each Module of study and in the case of Performance submit their program for the year's study (four list pieces as per the AGMED public examination system at the appropriate level. Year one student's - Proficiency, year two student's - Associate and Year three student's -Licentiate level pieces) At all times students may contact the Guild Dean or CEO for assistance or guidance.

Dr Ern Knoop (Faculty Dean) Mobile 0412 327 665 or email knoop@hotmail.net.au