

QUICK GUIDE

OFFICE

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Australian Guild Conservatorium, 451 Glenferrie Road
KOOYONG VIC 3144

Office Hours (Australian Eastern (Victorian) time)

Monday to Friday: 9 am to 5 pm

CONTACT US

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guild@hotkey.net.au

WEBSITE

Most forms and many syllabi are available on our updated website in a format that you can fill-in and email.

www.guildmusic.edu.au

PAYMENTS

For those who have access to Electronic Funds Transfer:

The Australian *GUILD'S* Account is:-
Westpac.

BSB: 033050,

Account No: 228055.

Please email us a copy of the receipt
(See Page 12 for Instructions on how to use this procedure)

For cheques and money orders:

You must use the full name with no abbreviations –

Australian Guild of Music Education Inc.

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DEAN and DIRECTOR'S REPORT. YEAR OF 2010

A year in the life of the Guild.

FROM Dr KNOOP. Dean of the Faculty and Public Examination Director



AS we approach the end of this year (2011) and prepare for the New Year (2012) many changes will take place in relation to Governance and staff.

Early in the year Rod Cox our Assistant Secretary for the past ten years retired, we congratulate Rod for his work and service to the Guild and wish him well in retirement.

On December 15th 2011 Denise Mercer the Guild Secretary for 21 years will also take retirement and we thank Denise for all her work and service and I know she will be sadly missed by many as she was always available to assist teachers with problems in relation to the Guild

This has necessitated major changes in the Guild administration and the Guild CEO Bernadette Norton will oversee Guild administration procedures. The new Guild secretary is Tia Hutajulu who came to

Australia from Indonesia in 2008 and completed a Business Diploma at Swinburne University. She commenced training with the Guild in January this year and becomes the official Guild Secretary on December 15th. 2011 We congratulate her on her appointment and wish her well with her future with the Guild.

I would also like to record the passing away of, Rory Thomas in December 2010 and Joanne Wood in early 2011. These two people did a lot for the Guild and are sadly missed.

Major changes will take place in 2012 *Office hours* will be **9am until 5pm Monday to Friday**. This will be of great benefit to interstate people as well as Victorians making enquiries in relation to Guild activities.

TERTIARY ACTIVITIES

Major changes took place this year which has proven to be a great success with our interstate and Distance students. The CEO has introduced MOODLE an ELING Software program that handles all aspects of tuition. Bernadette is to be congratulated as she knew nothing about the program and over the year she has taught herself and now has the whole course on line.

A major first is that Faculty examinations can now be conducted on line and this will be done in November this year. This is a major breakthrough for the Guild as it offers unlimited possibilities for the future. Student chat sessions are conducted weekly and next year (2012) the Chat sessions will be widened and set topics will be discussed

Sub Committees and Boards will also be convened via MOODLE allowing many interstate members to participate in meetings and decision making.

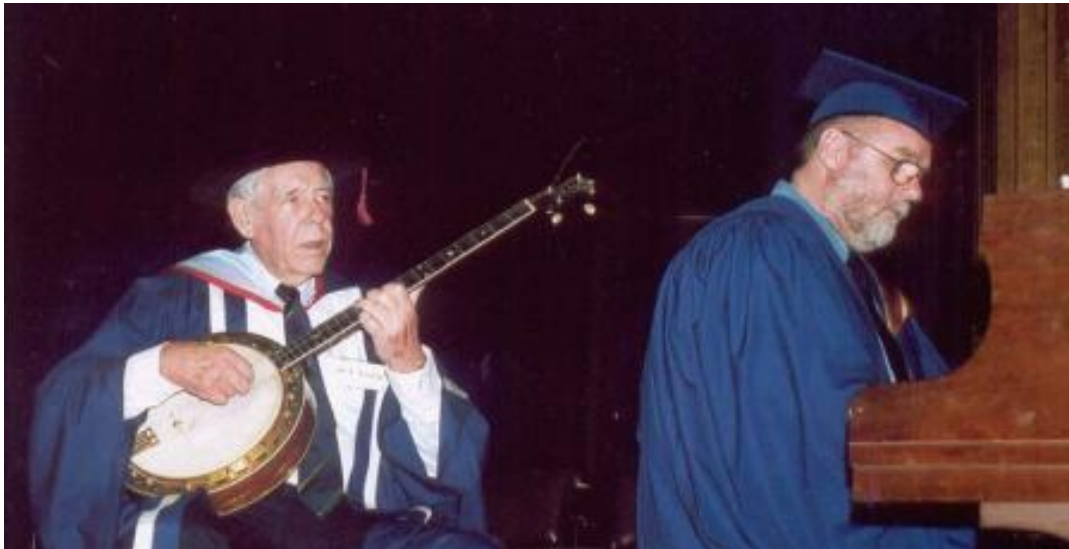
STUDENTS: The class of 2011 was larger than the previous two years particularly in relation to Distance Students. Guitar students hope to produce an "ALBUM RECORDING" using the new Guild Recording studio as a major end of year project

STAFF: Nicole Chen is leaving the Guild to study Fusion Jazz in the USA We wish her well. Nicole has been associated with the Guild for seven years firstly as a student and later as a staff member. We wish her well with her ambitions.

I would like to thank all staff members both administrative and Academic for their work during the year. Tia and Denise administrative, Leonie Wobking, Ivan Holmes, Jeff Wood, Mal Sedergreen, Tom Williams and lastly but far from least Bernadette Norton our CEO. During her ten years with the Guild both as a student and a staff member, Bernadette has achieved enormous improvement in all areas of the Guild She is a tireless worker and has improved so many areas of the Guild. We are most privileged to have her on staff.

PUBLIC EXAMINATIONS have continued as normal and been quite successful. All States have had examinations plus overseas examinations in both Malaysia and Singapore and surrounding areas. The Guild is hoping for major expansion with public examinations and is subsidising suitable applicants into the Examiners course. Interested members should contact the Dean for further details. The course will commence in March 2012 but enrolments can be made now

Wishing you all a Merry Christmas and a Prosperous and Happy New Year



Dr Ern Knoop and Mr Jeff Wood performing at the 2010 Graduation

THEORY DIRECTOR'S REPORT

FOR EXAMINATIONS IN 2011 –

Mr Jeffrey A Wood, Director of Theory Studies



Another year has come and gone. Both series of theory exams went rather smoothly with most students doing very well. An increase in entries is encouraging indicating that teachers are developing their students to be not just performers in music, but also their music literacy paving the way for them to be an all rounded musician or teacher.

2012 is gearing up to be another busy year. All the best to all in their theory studies.

Just a reminder to teachers of the changes that have occurred over the last few years with the alternative choices in questions. The following is a recap of these changes.

HARMONY REQUIREMENTS.

Harmony written in piano style is an option for each candidate. This is similar to four parts, except that the top 3 parts are placed in the treble clef in a close chordal format and with a bass part in the bass clef. Generally the rules for 4 parts vocal are applied in the same manner but variations are accepted within reason. The 2 or 3 remaining voices are closely placed, just under the melodic line, as if someone were playing a chordal pattern on the piano. However, a more advanced chordal spread over the 2 clefs is acceptable, particularly at grade 7 and 8 examinations, but this is not mandatory.

Also alternative harmony questions to the grade 5 & 6 papers are also an option. As an alternative to the figured base in these 2 grades, there is a similar length harmony given with a melodic line only where the student can harmonies using the same resources required for each grade.

SET WORKS.

Apart from the permanent set works as listed in this contact for Grade 7 or 8, candidates can use any Concerto OR Symphony. This must be approved by the director of theory and listed for approval by the Guild office. A once off approval will be given. However, this approval can be withdrawn with a 12 month written notice. The current works will remain permanently as the examination examples. These works will not need approval.

Also this section will no longer be a heavily weighted aspect of the examination. Only generalized questions will be asked such as: form, orchestration, style and composer's background. Thematic quotation will be expected. Also only the 1st movements will be required as from this point onwards.

PERIOD ESSAYS FOR DIPLOMA THEORY.

The study in the diploma level (Associate, Licentiate) in relation to the stylistic periods has been expanded to include 20th century history elements of the Jazz & Rock era. In-depth study will be expected for the periods between 1900 to 1950 OR 1950 onwards.

MODERN CHORD QUESTION.

Questions are included in the papers for the writing and recognition of all the modern chords represented in the student technical handbook of the corresponding practical grade level. The chords will be indicated and written in root position only. The following is a list of chords for your reference. Up to grade 6 will only be questioned.

Preliminary - (Step 3)	C. G. G7. F. Am.
Grade 1	C. G. G7. F. Am. Dm.
Grade 2	C. G. D. F. Bb. C7. G7. F7. Am. Dm. Em.
Grade 3	A. E. B. Cm. Fm. Gm. D7. Dm7. A7. Am7.
Grade 4	Eb. Bb7. Cm7. Gm7. C6. G6. F6. Bb6.
Grade 5	C Dim. G Dim. D Dim. A Dim. F Dim. Also written as Co. C Aug. G Aug. D Aug. A Aug. F Aug. Also written as C+. Ab. D6. E6. A6. B6. Bb6. Ab6.
Grade 6	ALL Major and Minor chords. CMaj7. GMaj7. DMaj7. AMaj7. FMaj7. BbMaj7. EbMaj7. E7. Eb7. Ab7. Em7. Bm7. Fm7. Bbm7.

Advertisement

♪♪♪ **MUSIC THEORY BOOKS FOR SALE** ♪♪♪

Theory books (Preliminary onwards) by Catherine Haydon are now available. Written specifically for the Guild Theory Syllabus, they are designed with clear, simple instructions. Students will learn concepts and complete questions in a 'teach-yourself' manner. Practise exams are included in the same format as Guild exams. Suitable for primary school to adults, these books are highly sought after with some students receiving 100% exam results. Visit www.catherinehaydon.com/store or email catherine@catherinehaydon.com.

♪♪♪ **GENERAL KNOWLEDGE PACKAGES** ♪♪♪

Tired of cramming general knowledge sessions into your student's lessons before exams? General knowledge Q&A packages are now available for your students to download themselves. Written specifically for the Guild practical exams (Step 1 onwards), they allow students to learn and practise general knowledge by themselves, or with the help of parents (even if the parents know nothing about music). Visit www.catherinehaydon.com/store or email catherine@catherinehaydon.com.



INTERNATIONAL REPORTS

MALAYSIA REPORT from Mr Johnson Lim

24 students receive Australian diplomas

SUBAGJAYA: Twenty four diploma students received their certificates at the Australian GUILD Awards and Diploma Graduation Ceremony recently at Summit Hotel here recently Jaya.

GUILD president professor Dr Ivan Holmes reminded the students to be persistent. Yet humble in their pursuits. He encouraged them to be true to themselves and, above all, to be unwaveringly loyal to those whom it was their privilege to guide and assist. The qualifications are recognized by the Public Service Department.

About 400 people including parents, teachers and others from throughout the country were at the ceremony. The associate diploma was the highest diploma obtained by the students. Wong Xue Wen achieved double diplomas - Associate Performance diploma and Associate Music Theory diploma. The ceremony also recognized 78 students who achieved the highest scores in each category of the GUILD's examination from Grade 1 to 8 for both Theory and Practical in Music and Speech for the years 2008, 2009 and 2010.

The criteria for the awards include achieving 85 marks and above, and the highest mark among students in Malaysia who sat for the exam in the same year.

Guild (Southeast Asia) managing director K.H. Lim said the students were granted their awards because of their hard work, discipline and persistence.

Lim also stressed that a personal award of this nature is only an indication of the academic pathway on which a student has chosen to tread.

It should be viewed as part of a strategy to higher achievement, which signifies dedication and a willingness to advance.

Society, he said, needed leaders and teachers. Today's students, he added, were on the threshold of a career in which they must develop passions and move forward.

The GUILD was formed in 1969.



The students' diploma qualifications are recognised by the Public Service Department

SINGAPORE REPORT from Prof Andrew Wilkinson and Margaret E Park

The Singapore division has steadily maintained the numbers of entries for grade and level examinations. We have increased in the number of Singapore School participating in the guild exams under the special scheme designed for group teaching in Effective Speaking, Music Theatre & Violin Pupils, Parents & Principals are pleased with the good results obtained at a consistent rate. Many have remarked at the standard of Professionalism & Accommodating Manner in which the examiner Mrs Denise Collins has operated.

We have increased entries from top school such as Raffles girls & Methodist girls Primary schools, who have asked about other opportunities to expand this arrangement in the future.



Tertiary students performing at the 2011 Graduation

Advertisement

MUSIC THEORY INSTRUCTION WORKBOOKS.

These integrated instruction music theory workbooks by *Faye Campion* are available from Preliminary through to Grade 6. They have been very successful and have been used by Guild teachers for a number of years, but must be ordered directly from Faye Campion.

Costs: Prelim \$11.00. Grade 1. \$12.00. Each grade increases by \$1.00 to a total of \$17.00 for Grade Six.

All prices are net. Postage is additional.

Further details from Faye Campion, 30 Blytheswood Rd, Byford, WA 6122. P 08 9525 1349 M 04 0020 1910

E-Mail address:- jofa42@gmail.com.

Report of 2011 Graduation



GRADUATES FOR YEAR 2010

TERTIARY COURSE DIVISION

EXAMINER CERTIFICATE

Marion KILCHESTER	Examiners Certificate	AGM:ED	QLD
Martin RUTHERFORD	Examiners Certificate	AGM:ED	Malaysia

BACHELOR OF MUSIC (V13940)

Anestis CHIAPLIAS	Guitar	AGM:ED	VIC
Julian CURTIS	Piano	AGM:ED	VIC
Jessica HOGAN	Violin	AGM:ED	VIC
Brendon HYATT	Guitar	AGM:ED	VIC

ASSOCIATE GRADUATE DIPLOMA

Leonie WOBKING	Composition	AGM:ED	VIC
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MUSIC AND SPEECH, PUBLIC EXAMINATION DIVISION

CANDIDATE	SUBJECT	TEACHER	STATE
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MUSIC – PROFICIENCY CERTIFICATE

Bianca CORKHILL	Piano	Tony Vance	SA
Stephen KAPRANOV	Piano	Pianoforte Music College	VIC
Maria NGUYEN	Piano	Diane Vrcic	WA

Malaysia

Jerald Choi Mun Jet

Piano

Malaysia

MUSIC – C MUS RECITAL

Kyle BATTIS	Contemporary Piano	Bradley Eustace	QLD
Kathryn BRENTON	Contemporary Piano	Michelle Read	QLD
Chiau-Ni CHIU	Light Classical Piano	David Redfern	QLD
Lucy CLOUGH	Contemporary Piano	Melissa Mitchell	QLD
Courtenay CRIMEEN	Contemporary Piano	Michelle Read	QLD
Leonidas KALIMBASSIERIS	Contemporary Piano	Sonya Visser	QLD
Rhianna KLEMENC	Contemporary Piano	David Redfern	QLD
Joel LOWE	Contemporary Piano	Keyboardkidz Piano School	QLD
Anthony McDONALD & Naomi COULTON	Contemporary Piano Duet	Self entry	NSW
Mitchell MCPHERSON	Contemporary Piano	Bradley Eustace	QLD
Brandon RICHARDSON	Contemporary Piano	David Redfern	QLD
Holly STILES	Contemporary Piano	David Redfern	QLD
Thomas van de GEYN	Light Classical Piano	David Redfern	QLD
Mark WAYPER	Light Classical Piano	Self entry	QLD
Amy ZHANG	Contemporary Piano	Keyboardkidz Piano School	QLD

MUSIC – PERFORMANCE LEVEL EIGHT CERTIFICATE

Iavie Aravadinos BELERHAS	Singing	Forte School of Music	NSW
Siobhan BLOOM	Piano	Myrtle Cox	VIC
Katerina FORD	Flute	Amelia Tyler-Skinner	ACT
Lizzie MONCRIEFF	Singing	Andrea Harrison	NSW
Lizzie MONCRIEFF	Piano	Andrea Harrison	NSW
Sarah NEWMAN	Piano	Myrtle Cox	VIC
Duylam NGUYEN	Piano	Dr Kay Hartwig	QLD
Adam RATCLIFFE	Tenor Saxophone	Heather Gatus	NSW
Michael ROW	Flute	Amelia Tyler-Skinner	ACT
Jessica SPAHR	Modern Singing	Self entry	NSW

Malaysia

Queenie Lee Yi Jun	Piano	Shirley Wong-Lee	Malaysia
Chong Mae Yi	Piano	Shirley Wong-Lee	Malaysia
Chia Kang Wey	Drum Kit	Karen Ng Siew Chiang	Malaysia
Diana Lee Shiuan Yng	Piano	Shirley Wong-Lee	Malaysia
Tang Xing Xuen	Piano	Shirley Wong-Lee	Malaysia
Lynn Yang Xue Lin	Elec Organ	Rose Chong Sin Mai	Malaysia
Chong Qiao Yee	Elec Organ	Prima Music Academy	Malaysia
Tang Wei Qi	Piano	Shirley Wong-Lee	Malaysia
Kuah Rui Ning	Piano	Chua Hong Pioh	Malaysia
Kang Ching Nee	Piano	Chua Hong Pioh	Malaysia
Gan Thiam Hock	Singing	Sunwave Music	Malaysia
Lau Shze Enn	Piano	Mabel Wong Yin Mei	Malaysia
Tham Yi Min	Piano	Grace Music School	Malaysia
Eunice Ong Si Yi	Piano	Chua Hong Pioh	Malaysia
Liew Yee Ching	Piano	Suzie Music School	Malaysia

Lau Rui Enn	Piano	Mabel Wong Yin Mei	Malaysia
Ng Yee Yang	Piano	Mabel Wong Yin Mei	Malaysia
Wee Ai Leen	Piano	Shirley Wong-Lee	Malaysia
Chew Chian Ying	Piano	Sunwave Music	Malaysia
Gan Thiam Hock	Piano	Sunwave Music	Malaysia
Yap Pei Jun	Piano	Sunwave Music	Malaysia
Ng Yoon Xian	Piano	Sunwave Music	Malaysia
Koomal Kaur A/P Ranjit Singh	Piano	Creative Music Academy	Malaysia

MUSIC – ASSOCIATE DIPLOMA *AAGM & AAGMTD*

Melody CARREON	Piano	Cheryl Mason	NSW
Katherine QUINN	Flute	Teresa Rabe	ACT
Jessica YAMIN	Piano	Pianoforte Music College	VIC

MUSIC – ASSOCIATE THEORY DIPLOMA *A Mus Th AGM*

Malaysia

Ng Lay Jin	Music	Sunwave Music	Malaysia
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MUSIC – A MUS RECITAL

<u>Pulith</u> PATHIRANA	Contemporary Piano	Bradley Eustace	QLD
Vidya MAKAN	Contemporary Piano	Keyboardkidz Piano School	QLD
David REDFERN	Contemporary Piano	Self entry	QLD
David REDFERN	Light Classical Piano	Self entry	QLD
Justine SUM	Contemporary Piano	Bradley Eustace	QLD

MUSIC – PROFESSIONAL PERFORMANCE DIPLOMA *PDipAGM*

Indika CHANDRASEKERA	Piano	Helen Alexander	NSW
Kirsty DORRITY	Singing	Pianoforte Music College	VIC
David REDFERN	Light Classical Piano	Self entry	QLD
David REDFERN	Contemporary Piano	Self entry	QLD
Michael ROW	Flute	Amelia Tyler-Skinner	ACT
Alan WHITE	Baritone	Denise Collins	QLD

Malaysia

Nur Aishah Binti Ahmad Kamal	Piano	Shirley Wong-Lee	Malaysia
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MUSIC – LICENTIATE DIPLOMA *LAGM(P) & LAGM TD*

Steven GARLAND	Piano	Pianoforte Music College	VIC
Maureen O'CONNELL	Piano	Lorna Winsor	WA

MUSIC – L MUS RECITAL

GUILD CONTACT

Kassie SOFIA

Contemporary Piano

Sonya Visser

REPORTS

QLD

SPEECH – PROFICIENCY CERTIFICATE

Brydie CAMPBELL
Tiffany CARNEGIE

Speech and Drama
Speech and Drama

Sharyn Hill
Jan Skinner

NSW
NSW

SPEECH – ASSOCIATE DIPLOMA AAGS

Elliott HARRISON (P)

Speech and Drama

Jan Skinner

NSW

FELLOWSHIP MUSIC HON FAGM

Bernadette NORTON

Vocal + Music Technology

AGM:ED

VIC



Music - CMUS Recital: Contemporary Piano Duet performing at the 2011 Graduation

GRADUATION APPRECIATION – THE GUILD SINCERELY THANKS :

- * All Award Contributors.
- * Allans Music (Adelaide and Kew). For the provision of the Digital Pianos for today's performances.
- * Teachers and students in Australia, Singapore & Malaysia.
- * The general public and many well-wishers whose letters of support are always welcome.
- * The Guild Committee is very appreciative of your generous support of **GUILD** Programs and ideals.

ADMINISTRATIVE INFORMATION

All teachers are advised to consult the current handbook for the various regulations and requirements of the Guild.

WEBSITE, EMAIL AND ELECTRONIC FUNDS TRANSFER

www.guildmusic.edu.au

Most of our forms are set up in Acrobat (.pdf) so that you can fill them in on your computer and e-mail them to us along with your EFT payment receipt

Using our e-mail forms is preferred to making up your own, as it ensures all the information we need is there.

If you have to send us scanned forms, please convert them to Acrobat (.pdf) files, as printing out "picture" files is very time-consuming.

We are also making more of our syllabi available on the website for download, and withdrawing the printed versions.

It is very important that we are able to keep track of EFT payments, so in addition to making sure your name is on the payment, please use the following instructions to send us a copy of the receipt:

- Highlight the receipt as displayed on the screen after you have accessed your bank's EFT page and paid the required amount to the **GUILD** Account.
- Press **Ctl+c** (together) to copy this to the computer volatile memory.
- Prepare to send an e-mail to the Guild at (guild@hotkey.net.au)
- Place the cursor in the appropriate section of the e-mail and press **Ctl+v** (together).
- This inserts the details of the receipt into the e-mail to the Guild.
- Thank you for your co-operation and use of 21st century technology. It makes things easier for everybody.

HANDBOOK CORRECTION

An error has been found on p 64 of the *Guild* Handbook. In § 50.1 The Professional Performer Academic Dress should not include a Hood, but a Stole, the same as the Associate Diploma stole.

It must be reiterated that *Guild* Academic Robes must be purchased only via the *Guild* Office. Suppliers have been asked to direct all enquiries to the *Guild* Office.

REGISTERED TEACHERS

Current re-registration fee is \$50.00. Please tear off the form on the outer wrap pages to reveal the cover, and re-register early, not just as you submit examination entries, registration falls due in January.

EXAMINATION FEES

Refer to the FEE LISTS – Pages 24 – 29

PRACTICAL EXAMINATION MARKING SYSTEM

EXAMINATION MARK ASSESSMENT DESCRIPTORS (Grading Codes)

Note: Theory examinations marks are specified in the *Guild* Handbook

96 - 100.		High Distinction. (automatic consideration for award)
90 - 95.		Distinction.
85 – 89	A	Honours
80 - 84.	B+	Credit.
75 - 79.	B	Credit.
70 - 74.	C+	Pass. (Minimum pass above Grade or Level 6)
65 - 69.	C	Pass.
55 - 64.	D	Marginal Pass. No certificate issued.
0 - 54.	NGS.	Not Grade Standard.

Note:

For Grades 6, 7 and Proficiency along with Levels 6,7 and 8:

0 – 69	NGS. Not Grade Standard
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For Associate and Licentiate or Professional Performance and Public Performance Diplomas:

96 – 100	High Distinction	
90 – 95	Distinction	
70 – 89	Pass	
0 – 69	NDS.	Not Diploma Standard

NON-REGISTERED TEACHERS

There is a *Separate Fee List* for teachers who are NOT members of the *GUILD* Teacher's Register. Please request a copy from the office. (03) 9822 3111 or download from the website.

These teachers may contact the *GUILD* office either by phone on (03) 9822 3111 or by letter to 451 Glenferrie Rd., KOOYONG, Vic. 3144, or by e-mail to guild@hotmail.net.au for booklists and registration forms or download them from the website. Unregistered teachers should not use the fees or prices quoted in "Contact" as all registered teachers are given discounts.

The *GUILD* welcomes all teachers, and while it is in the interests of a teacher to become a member, it does not insist on membership of the *GUILD* Teachers Register.

Please pass on a registration form to any unregistered teachers you may know. You will receive a discount on your next re-registration fee.

If a teacher joins in the last four months of a calendar year, then the joining fee carries over to the end of the following year.

PUBLICATIONS IN 2012

In keeping with established principles, the price for some publications has been slightly increased. Please refer to Page 34 for 2012 Booklist and Prices. All new and upgraded and many existing publications are now available only as downloads from the website. Please use the order form enclosed with 'Contact'.

FEE RULES

REGULATIONS

GUILD Hand book, Section 4, page 55

FEE LIST

See p 19.

FEE REFUND *Fees cannot be refunded*

See Handbook page 55, item 38.2.

EXAMINATION RE-ENTRY

See Handbook page 55, item 36.3.

CONCESSIONAL RE-ENTRY

See Handbook page 55, item 38.4.

TRANSFER of FEES

See Handbook page 55, item 38.5.

LATE FEE

Applications lodged after the advertised closing dates, are subject to the Late Fee for EACH Certificate and Diploma entry. This procedure will be strictly enforced. 2011/2012 will involve staff changes and late entries would cause unacceptable problems for new staff. The late fee is now listed as the actual fee, not a surcharge. This fee will apply to all teachers and cannot be waived.

FEE LEVELS for EXAMINATIONS

Fee levels for all examinations (and for all quoted prices for publications) are applicable only to *GUILD* registered teacher members. Membership of this Register gives a discount from the normal public prices which are different from those quoted in the *GUILD* 'Contact' Journal. There is a separate Fee List for teachers who are NOT members of the *GUILD* Teacher's Register, which may be downloaded from the internet or obtained from the office. The web-based version of 'Contact' also has these fees, not the registered teacher fees, which are in your personal copy of 'Contact'.

PAYMENT OF FEES

One cheque or money order must be sent for the full amount collected from your students. Do NOT send separate entry cheques for each student, **OR** student's private cheques, as these are sometimes dishonoured causing embarrassment to all concerned.

Pay your fees online. (See Inside Cover and Page 12.)

ALL TEACHERS WITH THEORY CANDIDATES

To facilitate the sorting of theory students by the Supervisor on the date of the theory examinations, teachers are requested to list their students by grade/levels send the form **and a photocopy** to the *GUILD* Office. The *GUILD* will notify the Supervisor at that particular centre. **USE THE YELLOW FORM FOR THEORY ENTRIES** which are included with this copy of contact, or use the email version downloaded from the website.

QUEENSLAND CERTIFICATE OF EDUCATION CREDITS

Teachers are reminded that many higher *GUILD* examinations in both **MUSIC** and **SPEECH** are available for study credits for the Queensland Certificate of Education. The department's requirements are quite stringent, and to apply for these credits, teachers should download the application form from our website. The teacher/student should fill in the form very carefully (as we will not be responsible for correcting any errors), and submit it to us for entry on the QCE database. Forms whose data is rejected by the QSA database will be disposed of without return or query.

We are also applying to have our public examination results recognised for Certificate of Education Credits in Victoria and Western Australia. South Australia already has some examinations recognised.

FEE REMINDER

When collecting your student's entry fees for a particular examination, please check the current fee list for **2012 – Pages 24 - 29**, as some fees have been increased to cater for the constantly escalating costs. Please take note of closing dates and collect fees **before** school holidays if they clash with closing dates. Late payments, for any reason, will have to be made at the late fee rate.

When paying fees - and if you have a computer and access to the Net, use www – EFT for ease of payment. See inside cover and Page 12.

STUDIO CERTIFICATES

Teachers are reminded that the *Studio Certificate* must be renewed annually as they are valid for ONE YEAR ONLY. The cost, which includes laminating, is \$13.00.

In all correspondence with the *GUILD*, please do not forget to include your name and FULL address. To receive a current certificate for each year, please attach your cheque to a request for a renewal certificate. There is no need to return the old certificate for cancellation as the certificates are clearly dated.

The **Studio Certificate** is only issued to teachers who are entering candidates for *GUILD* examinations.

REQUIREMENTS.

1. At least one or preferably TWO studios should be available for the conduct of examinations. The Guild often sends two or more examiners for a Series.
2. **PIANO.** In tune. **ORGAN.** If necessary, an organ with a minimum of a one-and-a-half octave pedal-board. (However, a small pedal board may be authorised.)
3. A suitable waiting area for candidates. Preferably apart from the teacher's private living quarters.
4. Cooling and heating as applicable to the weather. (Fan or heater, minimum.)
5. The studio to be available for examinations when timetabled from 8.30 am to 7.30 pm. To also be available to accommodate examination candidates from other teachers.



Academic procession enters the hall for the 2011 Graduation

NOTES FROM THE OFFICE

These notices concern matters that have continued to occur over the past year



PAYING BY EFT

When Paying by EFT please put your name as a reference. Eg – D. Smith Sales / Reg / Exams. Not your teacher's number.

POSTAGE CHARGE

We do not charge registered teachers postage for orders but if you wish your order to be sent express post (Overnight) then you must include a bag or pay for the sending of express post.

ISSUE OF TESTAMUR

If students are attending the graduation then payment must accompany their "Application of Testamurs" notice. No application will be accepted without payment for cap and gown. Payment can be made by ETF (using name of students as reference) and a copy of the receipt sent with the application. Closing date **MUST** be adhered as *late* applications and reply forms for awards will not be accepted

GRADUATION

Graduation date for this year is Saturday, **28th April 2012**.

STREAM 'B' SYLLABUS

Teachers, please ensure that when students are doing the Stream "B" exams that you don't mix the Stream B syllabus with the Piano / Contemporary Keyboard syllabus. These are two separate syllabi. You cannot mix them.

CERTIFICATE

Once again there have been a number of students' names spelt incorrectly on the entry forms. Once teachers receive the running sheets for their students' exams please take the time to check that all spelling is correct. If there are spelling errors, please notify us immediately. Sometimes errors occur during the preparing of the running sheets but the names on the entry forms are correct. In this case then the certificates will be correct. **ALL CERTIFICATES ARE PREPARED FROM THE ENTRY FORM**. Preparation of certificates commences approximately 1 week after teachers receive their running sheet. Once certificates have been printed then a fee of \$15 per certificate will apply for re printing.

MEMBER FEES

Number of teachers this year paid non-member fees. Please note that the fees listed on our web site are for non members only. Teachers' fees are in CONTACT and also sent separately with entry forms etc.

RECOGNITION PRIOR LEARNING (RPL)

RPL's must be completed and sent to the office prior to closing date so that the fee can be added to the entry fee. RPL's are required for all students skipping a grade and also coming from another examination body. Fees commence from Grade 3 Practical.

EXAMINATIONS DAY

Please ensure that all students entered for Theory will not be away. Theory days are the same each year (2nd Friday in May and September). Dates change but not the day. Also, teachers need to remind parents that Theory dates cannot be changed under any circumstances. If a student advises their teacher that they will be on camp after the teacher has sent their entry in, then the teacher must contact the office immediately.

CHANGE DATE / VENUE

Teachers please note that a half fee will be payable from next year for change of date and venue. Once dates have been set, examiner advised of the date and the running sheet prepared and sent to teachers and the nominated examiner, there will be 1 weeks grace period in which changes can be made but after this a half fee will apply. This will be strictly adhered to as too many teachers are wanting dates changed and are not always ringing the office to do so. Teachers are **NOT** to ring examiners. All changes must go through the office

ATTANDANCE OF EXAMINATION

A number of parents have rang the office to advice that their son/daughter is ill and cannot attend their examination. This is not the correct procedure. Parents must notify teachers only and it is then up to the teacher to arrange with the Guild office another date or if this is not possible, then a video can be done. Teachers, please ensure that all parents are aware of this procedure.

TEACHER RETIRED

June Fox from Queensland has advised us that she is retiring from teaching after 45 years June has been associated with the Guild for the past 20 years. We wish you well June in your retirement and thank you for all your support to the Guild over the years.

EXAMINATION VIDEOS

For many years now the Guild has randomly videoed practical examinations, and recently the videoing of Proficiency/Level 8 and higher Diploma examinations, was made compulsory. Video is now a part of our daily lives, especially for performers, and the video record of exams is an important part of training new examiners. Teachers should make their students (and student's parents) aware that examinations may be videoed. If a student or parent has a particular objection to the student being videoed (except in the case of Proficiency/Level 8 and above), the examiner must be informed by a letter signed by the parent or guardian stating the reason why they don't want the candidate videotaped prior to the examination. The Guild frequently uses video recording of examinations for checking standards and training examiners. These recording are not release in any other way, and are viewed only by other examiner or examiners in training. In senior examinations they are mandatory and sometimes used as the second examiners (where two examiners are required but only one is available). This is often used interstate and overseas. Candidates are made aware of this.

Please note : Video consent forms will no longer be issued

PRE-REQUISITES = CERTIFICATION

RESPONSIBILITY It is the teacher's or candidate's responsibility for the necessary application to be made for all Certificates and Diplomas. Just post in the required reports and a return address, with a note "Certificates Please".

Proficiency Certificates, Performance Level 8, Professional, and all Diplomas and Tertiary Qualifications are not issued until the annual Graduation in April of each year. They must be applied for in the normal course of events.

IMPORTANT The Theory Pre-requisite required, MUST be **GUILD** Theory. Trinity, AMEB or any other theory result is NOT ACCEPTABLE.

MUSIC It is essential for all practical examinations from Grade Three and above for the appropriate theory examination to have been passed within three years of the practical examination or vice versa before the practical examination certificate can be issued.

Grade Three.	Pre-requisite.	Grade One Theory.
Grade Four.	Pre-requisite.	Grade Two Theory.
Grade Five.	Pre-requisite.	Grade Three Theory.
Grade Six.	Pre-requisite.	Grade Four Theory.
Grade Seven.	Pre-requisite.	Grade Five Theory.
Proficiency.	Pre-requisite.	Grade Six Theory.
Associate.	Pre-requisite.	Grade Seven Theory.
Associate TD.	In addition.	Teaching Principles.
Licentiate P.	Pre-requisite.	Grade Eight Theory.
Licentiate TD.	Pre-requisite.	Grade Eight Theory.
	In addition.	Teaching Principles.

SPEECH All practical examinations through to Grade Six DO NOT require a pre-requisite theory examination. But it is advisable for theory examinations to be passed progressively, as theory at Grade Eight level is the pre-requisite for Proficiency (Grade Eight) practical. (Theory examinations commence at Grade Four.)

It should also be noted that the School Leavers Certificate in Oral Communication DOES NOT require any theory pre-requisite.

Proficiency.	Pre-requisite.	Grade Eight Theory.
Associate P.	Pre-requisite.	Associate Theory.
Associate PS.	Pre-requisite.	Associate Theory.
Associate TD. (S&D; O.C)	Pre-requisite.	Associate Theory.
	In addition.	Teaching Principles.
Licentiate P.	Pre-requisite.	Licentiate Theory.
Licentiate CD.	Pre-requisite.	Licentiate Theory.
Licentiate TD.	Pre-requisite.	Licentiate Theory.
	In addition.	Teaching Principles.

TERTIARY COURSES Please note:-

Entry to Tertiary courses is by audition.

Certificate 4 audition standard is **Grade Five**. **Diploma** audition standard is **Grade Six**. **Advanced Diploma** audition standard is **Grade Six**. **Bachelor of Music** audition standard is **Grade Seven**. Audition requirement for holders **Guild** certificates may be waived.

GRADUATION: 28 APRIL 2012

For all Tertiary Graduands, Public Examination Graduands at Proficiency and Diploma standard, and recipients of Outstanding Achievement award certificates and monetary Encouragement awards

Blackman Hall Melbourne University Private – Hawthorn Campus 442 Auburn Road, Hawthorn, Victoria

TIMES:

Graduands start collecting academic garb	11.00 am
Seating available in hall	12.30 pm
Assembly of academic Procession (Graduands and Guild officials)	12.50 pm
Commencement of Ceremony -- Academic Procession Enters Hall	1.00 pm
Student concert items are interspersed between the presentations	
Afternoon tea for Graduates and Guild officials at completion of ceremonies.	

It is requested that the audience including award recipients and their family and friends and the family and friends of graduands be seated by 12.50 pm and stay for the entire ceremony.

It is recommended that graduands have formal photographs taken as soon as they collect their academic garb.

TEACHER RESPONSIBILITIES:

Teachers are reminded that they have a responsibility to inform their students by passing on this notice and ensuring that all paperwork is returned to the Guild before the closing date.

RECIPIENT PROCEDURES:

All Graduands (Tertiary and Public Examination) must apply on the correct form (emails and notes are not acceptable) with all reports (practical and theory) included. Attending graduands must also arrange to hire basic academic garb or buy stoles or hoods as required. The teachers of award recipients will be sent a notice which must be returned with attendance indicated and spelling corrections.

Testamurs and awards will be posted to absent graduates and recipients following the Graduation if a suitably sized, self addressed, adequately stamped envelope has been received.

CONCERT PERFORMER NOMINATIONS

From this year onwards there is a formal request to teachers to nominate students to perform at the Graduation. Full details are on the form which has been sent with examination results.

CLOSING DATES:

Graduation performance nominations close **12 March 2012**.

All graduation applications, attendance returns and orders close: **16 March 2012**.

APPLICATION FORM

The graduation application form is now more comprehensive and is in A4 format and so is not on a Contact page, but is enclosed separately as is the performer nomination form.

ENTRY FEES:

There is no advance booking of tickets (prices include GST).

Adults	\$20.00	
Children	\$10.00	
Family	\$45.00	(Two Adults. Two or more children)
Pensioners	\$11.00	

Graduands and award recipients (on presentation of paperwork) are free.

DETAILS OF LOCATION

MELBOURNE UNIVERSITY PRIVATE. (English Language Centre)
 442 Auburn Road, Hawthorn – Blackman Hall

This campus is situated about 5 km from Melbourne. Easily be accessed by car or by tram. The walk from Kooyong railway station is inadvisable as the distance is too great and passes through Kooyong Park and under the Freeway.

TRAM ROUTE.

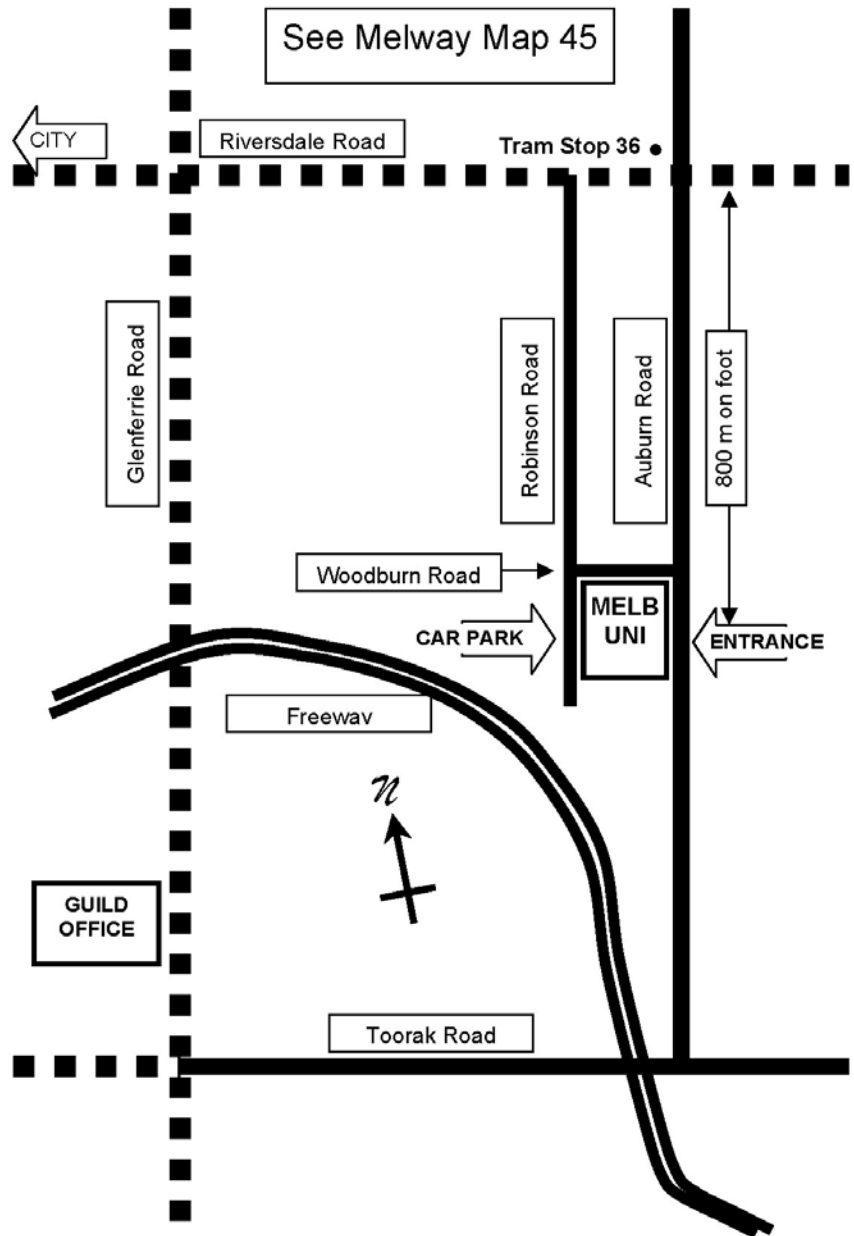
From Flinders Street (Melbourne).

Catch a **Burwood** or a **Wattle Park Tram**. Alight at Stop 36. Corner of Riversdale Rd., and Auburn Rd. Turn right. Walk up a slight rise and then down for 800 metres. (.8 Km.)

PRIVATE CAR.

Refer to Map.

Large car park available. Enter from Auburn Rd., and Woodburn Rd., Park up near the top end of the car park for ease of access to the hall. Hall entrance from Auburn Rd.,



Graduation performance nominations close **12 March** for this year.
 All graduation applications, attendance returns and orders close: **16 March 2012.**

2012 EXAMINATION CLOSING DATES

All examination entries **MUST** be received at the **GUILD** office by the closing date. Please do not ignore closing dates. Late entries may be accepted, with late entry fee, up to ONE week after the closing date. Post entries on Monday before closing date..

THEORY TWO SERIES ANNUALLY

SERIES	CLOSING (Thursday)	EXAMINATION (Friday)
<u>FIRST</u>	MARCH 22	MAY 11
<u>SECOND</u>	JULY 19	SEPTEMBER 14

PRACTICAL ONE OR TWO SERIES ANNUALLY

Examination dates depend on number of entrants. Teachers will be notified of exact date.

QUEENSLAND AND WESTERN AUSTRALIA NOW HAVE TWO SERIES

VIDEO EXAMINATIONS: *You must contact the Guild Office in advance to arrange these.*

STATE	AREA	CLOSE	EXAM Exact date will be notified individually	CLOSE	EXAM Exact date will be notified individually
		FIRST SERIES		SECOND SERIES	
A.C.T.	Canberra	MARCH 22	June	JULY 19	Sept - Oct
N.S.W.	Sydney & Wollongong	MARCH 22	June - July	JULY 19	Oct - Nov
QLD.	All	MARCH 22	June	JULY 19	October
S.A.	All	MARCH 22	June	JULY 19	October
Victoria	Melbourne & Gippsland	MARCH 22	May - June	JULY 19	Sept - Oct
W.A.	All	MARCH 22	June	JULY 19	October
These areas have one series only		MIDDLE SERIES		Closing dates of examinations must be strictly adhered to. If school holidays have commenced in your area prior to the closing date, set a closing date for your students before the commencement of the school holidays. Late entries will be charged at the late entry rate. Entries cannot be accepted later than 1 week after the closing date.	
N.S.W.	Country	JUNE 14	Aug - Sept		
Victoria	Shepparton & Mildura	JUNE 14	October		

Singapore and Malaysia. Twice Annually. By arrangement with the **GUILD** office.

AUSTRALIAN GUILD TEACHERS REGISTER

This year's registration fee is now due. Your continued registration enables the Guild to continue to provide its services to teachers, students and the music industry in an organized manner and at a reasonable cost. At the same time we are able to keep you apprised of the latest information and provide substantial discounts on your examination entries.

Please assist us by registering as early as possible in the year and not waiting until you are ready with your examination entries.

A re-registration form is attached this issue of Contact as a removable wrap.

Please peruse the registration categories and decide if you should apply for a higher category or consider an additional course with the Guild to add to your qualifications. You may apply for a category upgrade after 5 years of submitting successful examination candidates in the higher grades.

Free listing is available on the Guild website, but you must tick the listing request box(s) on the re-registration form to let us know which of your Day, Mobile, Afterhours telephone numbers or Email address you want listed. If you do not tick your selection, you will not be listed.

We would also remind you of the registration discounts available for recruiting new members, for which we have enclosed a "new-registration" form.

(A BLUE REGISTRATION FORM FOR ADDITIONAL MEMBERS IS INCLUDED IN THIS POSTING. Do not re-register yourself using this form – pass it on).

There are **three** categories of Registration:

PROFESSIONAL (P) Professional use of 'MAGTR' is authorised

For applicants with Music or Speech qualifications. Minimum qualification is a Guild Associate Diploma or equivalent issued by a music or Speech institution acceptable to the Guild's Faculty Board. Applicants must provide a photocopy of their qualifications.

SPECIAL (S) Professional use of 'MAGTR' is authorised

Granted to applicants with approved tertiary or other qualifications from a University or TAFE College such as: MA, BSc, BA etc which are not specifically in Music or Speech. Applicants must provide a photocopy of their qualifications.

Member (M) Use of 'MAGTR' is NOT authorised

*Granted to all applicants not qualified as above. After **five years** of successful student Guild examination results, an upgrade to professional registration may be applied for (An assessment fee applies – POA).*

Fees: for 2012 calendar year – due 1 January

- Continuing annual membership only. \$50.00 to 31 December 2012.
- Lamination of Teacher's Registration Certificate. \$ 8.00 (All fees include GST)
- Please use the attached white, RENEWAL ONLY form and save the blue NEW REGISTRATION form to give to any teacher you can encourage to join the **GUILD**.

PROFESSIONAL AND SPECIAL REGISTRANTS

*Remember to proudly include the distinctive appellation of **MAGTR** on your official stationery and business cards.*

We wish you and your students a productive and successful year of Music and Speech.

EXAMINATION FEE SCHEDULE

MUSIC EXAMINATIONS – 2012

(STANDARD FULL FEE FOR SELF ENTRIES AND NON REGISTERED TEACHERS)

PRACTICAL		THEORY		PERFORMANCE (Solo fees only*)	
Examination	Full Fee	Examination	Full Fee	Examination	Full Fee
Step One Preparatory	\$ 61.00			Level Preparatory	\$ 61.00
Step Two Elementary	\$ 69.00			Level Elementary	\$ 69.00
Step Three Preliminary	\$ 77.00	Preliminary	\$ 61.00	Level Preliminary	\$ 77.00
Grade One	\$ 82.00	Grade One	\$ 65.00	Level One	\$ 82.00
Grade Two	\$ 87.00	Grade Two	\$ 70.00	Level Two	\$ 87.00
Grade Three	\$ 93.00	Grade Three	\$ 76.00	Level Three	\$ 93.00
Grade Four	\$101.00	Grade Four	\$ 82.00	Level Four	\$ 101.00
Grade Five	\$113.00	Grade Five	\$ 88.00	Level Five	\$113.00
Grade Six	\$131.00	Grade Six Prerequisite for Profic.	\$114.00	Level Six	\$131.00
Grade Seven	\$152.00	Grade Seven Prerequisite for Assoc.	\$130.00	Level Seven	\$152.00
Proficiency Certificate	\$196.00	Grade Eight Prerequisite for Licen.	\$170.00	Level Eight Prerequisite for Prof ^{nl}	\$196.00
Associate Performer	\$301.00	Associate Papers 1 + 2 total	\$329.00	Professional Perf Lev	\$2301.00
Associate Teacher	\$360.00	Associate T.D. Teaching Principles	\$162.00	Public Performance Lev	\$400.00
Licentiate Performer	\$401.00	Licentiate Papers 1 + 2 total	\$393.00	*For ensembles (of 2 or more performers), the fee for each performer depends on the group size and is obtainable on application from the Guild office.	
Licentiate Teacher	\$494.00	Licentiate T.D. Teaching Principles	\$191.00		
Fellowship Diploma	PoA	Must apply to AGMEd Committee			

A LATE FEE of 50% of the examination fee, to a maximum of \$50, must be applied to all entries arriving after the advertised closing date. Entries cannot be accepted later than 1 week after the closing date

EXAMINATION FEE SCHEDULE

SPEECH EXAMINATIONS – 2012

(STANDARD FULL FEE FOR SELF ENTRIES AND NON MEMBER TEACHERS)

PRACTICAL (SOLO)		THEORY		SYLLABI TWO & THREE AND FOUR			
Examination	Full Fee	Examination	Full Fee	Examination	Syl 2	Syl 3 3-6	Syl 4 3-6
Step One Preparatory	\$ 61.00					School year equals level, eg Proficiency/level = Year 9	School year equals level, eg Proficiency/level = Year 9, etc.
Step Two Elementary	\$ 69.00						
Step Three Preliminary	\$ 77.00			Beginners Level	\$ 77.00	--	--
Grade One	\$ 82.00			Level One	\$ 82.00	--	--
Grade Two	\$ 87.00			Level Two	\$ 87.00	--	--
Grade Three	\$ 93.00			Level Three	\$ 92.00	\$129.00	\$121.00
Grade Four	\$ 101.00		\$ 85.00	Level Four	\$ 101.00	\$134.00	\$127.00
Grade Five	\$113.00		\$ 91.00	Level Five	\$111.00	\$141.00	\$132.00
Grade Six	\$131.00		\$118.00	Level Six	\$129.00	\$148.00	\$137.00
Grade Seven	\$152.00		\$133.00	Level Seven	\$151.00	\$157.00	\$140.00
Proficiency Certificate	\$196.00		\$185.00	Level Eight School Leavers Cert Proficiency Level Public Speaking	\$193.00 \$193.00	\$165.00	\$144.00
Associate P.TD.PS	\$301.00		\$250.00 \$256.00	Associate Perf. P S and Year 9	\$302.00	\$172.00	\$149.00
Licentiate P Licentiate TD. & CD	\$401.00 \$402.00		\$308.00 \$315.00	Syl 4, Year 10	--	--	\$156.00
Professional Perf Dip (P Dip SGS)	\$301.00						
Public Perf Diploma (Dip.PP.AGS)	\$400.00						
Fellowship Diploma (FAGS)	POA				O/C	SLD	CHORIC

A LATE FEE of 50% of the examination fee, to a maximum of \$50, must be applied to all entries arriving after the advertised closing date. Entries cannot be accepted later than 1 week after the closing date.

STANDARD THEORY WORKS (2009 on)

Grade Seven. Mendelssohn: Violin Concerto in E Minor--Opus 64.
First movement only.

Grade Eight. F J Haydn: Symphony No 104 in D Major--The London.
First movement only.

NOTE:-

These works will remain the standard theory works. Teachers or candidates may apply in writing, via the Office, to the Theory Director for a once off approval of a suitable Concerto or Symphony. (See 2006 Theory Director's report)

ABRIDGED INSTRUCTIONS TO TEACHERS

THE OFFICE STAFF requests every teacher to thoroughly read these instructions.

- **ONLY TWO FORMS.**
- Use a separate WHITE entry form for all SPEECH and MUSIC PRACTICAL PERFORMANCE & RECITAL ENTRIES.
- Use a separate YELLOW entry form for all SPEECH and MUSIC THEORY ENTRIES.
- Use a separate entry form for all SPEECH and MUSIC PRACTICAL, PERFORMANCE & RECITAL ENTRIES.
- **FAX** Must not be used for examination entries and/or for 'Own Choice music. 'Own Choice' music must be sent by mail and must include a stamped self-addressed envelope for return. Otherwise, no answer.

- **EXAMINATION ENTRY FORMS.** When completing entry forms try to keep the Grades/Levels and/or the Steps together as much as possible. e.g. Preliminary, Grade 1, Grade 2 etc, rather than entry which would read Preliminary, Grade Six, Step Two, Grade Four, Grade One, Step Three etc. By placing all grades and steps in numerical order, the calculation of the necessary fee will then be easier for you as a teacher and will certainly assist the office in this regard. Please do not use the same face sheet for practical entries and theory entries. Keep these entries and face sheets separate.
- **STEP or GRADE or LEVEL** must be clearly stated. Please make sure that you enter your candidate into the correct Step or Grade. Omission of this essential information often causes errors in the programming.
- **CORRECT SUBJECT.** It is essential to give full and correct information for each candidate entry. Eg MODERN Guitar; CLASSICAL Guitar; MODERN Pianoforte; Stream B Contemporary Piano RECITAL etc. Abbreviations such as Mod. & Class. & the can be used. It must be clearly stated whether the examination is for a particular music instrument, or for singing, or for Speech and Drama (S&D) or for Oral Communication (OC). Often this is not done, and the office is at a loss to know the teacher's intentions. The student must perform on the instrument as entered. e.g. Mod Piano (**On** a Piano - **Not** on a Keyboard.) Keyboard on a K/B and not on an organ, unless prior arrangement has been made.
- **SURNAME.** Print clearly in the correct place. Be particularly careful with surnames which begin with Mac, Mc, O', van, hyphenated and articulated names.
- **FIRST NAME or GIVEN NAME** (only). Print in the correct space. DO NOT USE abbreviated names or nicknames. NO SECOND NAMES.
- **SPELLING OF NAMES** and other information MUST BE CORRECT. Certificates are written as entries are received, from information supplied by teachers on entry forms. Especially do NOT use all capitals.
- **EACH ENTRY** sheet must be fully completed. e.g. 14 entries to ONE sheet. **NOT ONE ENTRY PER SHEET.**
- **CURRENT FEE LIST** must be used. The Fee List is printed in every issue of 'Contact'. If you are unsure of fees, please ring the office. Please do not guess. Phone and Fax.(03) 9822 3111.

- ***YOUR CHEQUE or MONEY ORDER*** must be sent for the total amount collected from your students. Do NOT send separate entry cheques for each student OR entry cheques from parents. (Sometimes these cheques are dishonoured with resultant costs). The only exception is when a student is a self entry candidate and a teacher is not involved with the examination. Please do not forward CASH.
- ***FEES.*** Regulations clearly state that there can be no substitution of fees from one candidate to another or any refund of fees.
- ***LATE FEES STRICTLY APPLY.*** These amounts are printed in the annual issue of 'Contact'.
- ***REMEMBER the NEW method of paying through the Internet.***
- ***OBSERVE THE CLOSING DATES.*** Late entries cost your students an unnecessary charge.
Late entries will only be accepted up to 7 days after the official closing date.
- ***TEACHERS*** are requested to IMMEDIATELY NOTIFY the ***GUILD*** office if any candidate's name has been omitted.
- ***VENUE CHANGE.*** The Guild does not encourage this practice as then timetables can be affected and this causes problems with examiner's travelling time and schedules. Cause and effect then takes its toll on other students and teachers. If a student wishes a change in venue, then immediate contact must be made with the ***GUILD*** office to see if this is possible. A follow up letter of confirmation, together with the necessary cheque for administration costs as well as a half fee, must then be made. The change of venue for an examination requiring two examiners is impossible.
- ***BUT,*** if a change in venue and time is found to be necessary because of some unforeseen factors at the time of entry, the teacher or the self-entry student must communicate with the ***GUILD*** office in Melbourne. ***Arrangements must not be made with GUILD Examiners.***
- ***VIDEO RECORDING OF EXAMINATIONS:-*** The ***GUILD*** frequently uses video recording of examinations for checking standards and training examiners. These recordings are not released in any other way, and are viewed only by other examiners or examiners in training, such as could sit in on examinations in any case. Candidates must be made aware of this.

TEACHER'S EXAMINATION RESPONSIBILITIES.

- * Inform students and parents of the examination arrangements and conditions.
- * Get your entries and fees in before the closing date or pay the late fee.
- * Include YOUR CHEQUE OR MONEY ORDER for both the Practical and Theory Entry Forms. ***Remember the new method payment through the Net. See inside cover and Page 12.***
- * Please acquaint yourself with examining arrangements.

- * Check details of dates and examinations levels etc, when these sheets are forwarded to you. Please contact the Guild office immediately if any discrepancy is discovered.
- * The **GUILD** will arrange examinations as far as is possible to meet the requests of teachers.
- * The **GUILD** will supply details concerning examinations including the dispatching of examination entry forms, papers, notices, results, certificates, etc as required.



President, Dr Ivan Holmes; CEO, Bernadette Norton; Dean/Director, Dr Ern Knoop

GUILD COURSES. *Internal and Distance Education*

The following Accredited Courses are available through the **GUILD** Faculty of Music to all **GUILD** members as well as to any suitably qualified member of the public.

Higher Education Authority. Victoria.

Accredited. Bachelor of Music Degree (V13040) **GUILD** (B.Mus.)
(Higher Degrees in music are available from James Cook University, Qld.)

VET. Diploma of Music (CUS50101) (*Dip.Mus.*)
Advanced Diploma of Music. (CUS60101) (*Adv.Dip.Mus.*)

AUSTRALIAN NATIONAL TRAINING AUTHORITY.

Certificates 1, 11, 111 (CUS10101, CUS20101, CUS30101) *combined course*
Certificate IV (CUS40101)

The VET courses relate to *Creative Skills Program with Music Industry Training Packages.*

GUILD. Special Diplomas.
Examiner Certificates and Diplomas. (*Specific Guild Diplomas issued*)

As the **GUILD** is constantly expanding throughout Australia, Singapore and Malaysia, additional Examiners are always in demand. If you have a substantial qualification in your discipline and desire to become a **GUILD** examiner, please contact the Director. **Computer literacy is essential** as all **GUILD** examiners use computers in the examination room.

ORIENTATION DAY 2012

The tertiary Orientation Day has been scheduled for the weekend of *Saturday, 25 February and Sunday, 26 February 2012*, commencing at 0900 Hours (9 AM).

This is a compulsory day for new tertiary students, but the "master class" format makes it ideal for advanced tertiary students, the advanced students of registered teachers and for registered teachers themselves. This is a great opportunity to gain a positive insight into the current trends in music and music education at Associate and other Tertiary levels.

THE GUILD OFFERS.

Public Music Examinations commencing at STEP ONE then through the GRADES to PROFICIENCY (Grade Eight), Associate, Licentiate, Fellowship, and Public Performance Diplomas then follow.

Tertiary Studies commence at approximately Grade Seven, culminating in the **Bachelor of Music Degree.**

All of this is accredited by the Higher Education Authority.

The Guild is the only organisation that can offer such a complete range of Music Education in all genres.

2012 BOOKLIST AND PRICES BOOKS

for *Guild* Registered Teachers, **Prepaid Purchase only** (prices include GST, & post & packing).

Telephone orders or other non-prepaid orders cannot be accepted.

All books are reviewed for currency and the most recent edition is always supplied

DESCRIPTION	VERSION	EACH
GENERAL:		
Guild Handbook	1-0-2 (20040101)	\$31.00
Past Examination Papers: List on supplied form:	2000+ only	
Music/Speech-year-series-(1/2)-(performer/teacher)-grade		
Preliminary and Grades (each)	2-?-?-?-?	\$ 2.50
Proficiency, Associate, Licentiate (each paper)	3-?-?-?-?-?	\$ 5.00
SPEECH:		
Speech and Drama Syllabus (with update supplement)	4-0-2 (19920101)	\$16.50
Speech Handbook for Guild Syllabus (External Publisher) gordora@ozemail.com.au		(\$25.00)
MUSIC:		
Ear Test Book	5-0-2 (19950701)	\$14.00
Student's Sight Reading Exercises	6-0-1 (19950101)	\$17.50
PERFORMANCE:		
Performance Syllabus	7-0-1 (20000901)	\$17.50
THEORY:		
Theory Workbooks – includes the most recent exam paper:		
Preliminary	8-1-2 (20040501)	\$14.00
Grade One	8-2-2 (19990101)	\$14.00
Grade Two	8-3-2 (19990101)	\$14.50
Grade Three	8-4-2 (19990101)	\$14.50
Grade Four	8-5-2 (19990101)	\$14.50
Grade Five	8-6-2 (19990101)	\$14.50
Grade Six	8-7-1 (20000101)	\$15.50
Grade Seven	8-8-1 (20000101)	\$15.50
Grade Eight	8-9-1 (20010101)	\$15.50
PRACTICAL:		
BASSOON Syllabus - Classical	9-0-1 (19900101)	\$10.00
CLARINET Syllabus - Classical, Modern & Jazz. WEB ONLY	10-0-4 (19941201)	N/A
ELECTRONIC ORGAN:		
Teaching Syllabus (with guidance notes)	11-0-1 (19950101)	\$17.50
Supplementary Student Book	12-0-3 (19950101)	\$18.50
Syllabus Requirement Books:		
Step One	13-1-1 (19910101)	\$10.00
Step Two	13-2-1 (19910101)	\$10.00
Step Three	13-3-1 (19910101)	\$10.00
Grade One	13-4-1 (19900101)	\$10.00
Grade Two	13-5-1 (19900101)	\$10.00
FLUTE Syllabus - Classical, Modern & Jazz	14-0-2 (20041206)	\$32.50
GUITAR:		
Syllabus (Classical, Modern & Country)	15-0-1 (19930101)	\$21.00
Exercise Books		
Steps 1, 2 & 3 in one book	16-1-1 (19990101)	\$10.00
Grades 1, 2, 3, 4 & 5 in one book	16-2-1 (19990101)	\$13.00
Requirements for Practical Examination		
Step One	17-1-2 (20000101)	\$10.00
Step Two	17-2-2 (20000101)	\$10.00
Step Three	17-3-2 (20000101)	\$10.00
Grade One	17-4-2 (20000101)	\$12.00
Grade Two	17-5-2 (20000101)	\$12.00
Grade Three	17-6-2 (20000101)	\$12.00
Grade Four	17-7-2 (20000101)	\$13.00

All books are reviewed for currency and the most recent edition is always supplied

DESCRIPTION	VERSION	EACH
GUITAR (Cont):		
All in 1 alternative Guitar books (External publisher)		
Step One	18-1-1	\$30.00
Step Two	18-2-1	\$30.00
Step Three	18-3-1	\$30.00
Grade One	18-4-1	\$30.00
Grade Two	18-5-1	\$30.00
Grade Three	18-6-1	\$30.00
Grade Four	18-7-1	\$30.00
Grade Five	18-8-1	\$30.00
Grade Six	18-9-1	\$30.00
Grade Seven	18-10-1	\$30.00
Proficiency	18-11-1	\$30.00
Associate	18-12-1	\$30.00
Licentiate	18-13-1	\$30.00
PIANO ACCORDION:		
Syllabus	19-0-2 (19880101)	\$11.50
Exercise Manual	34-0-1 (19850101)	\$ 9.00
PIANOFORTE:		
Classical Examination Syllabus WEB ONLY	20-0-6 (20090224)	N/A
Supplementary Student Book	21-0-4 (20010101)	\$21.50
Complete Syllabus Requirements:		
Step One	22-1-3 (20040101)	\$31.00
Step Two	22-2-3 (20040101)	\$31.00
Step Three	22-3-3 (20040101)	\$31.00
Grade One	22-4-2 (20000101)	\$30.00
Grade Two	22-5-2 (20000101)	\$24.50
Grade Three	22-6-1 (1990101)	\$24.50
Grade Four	22-7-1 (20010101)	\$24.50
Piano & Keyboard Contemporary Syllabus	23-0-1 (19980101)	\$25.50
Jazz & Blues Syllabus - Grade 4 to Proficiency	24-0-1 (19960101)	\$21.50
Stream B Contemporary Piano Syllabus – WEB ONLY	34-0-1 (20090101)	N/A
Stream B Light Classical Piano Syllabus – WEB ONLY	35-0-1 (20090101)	N/A
RECORDER:		
Syllabus	25-0-2 (19900101)	\$12.50
Exercise & Sight Reading Book	26-0-1 (19900101)	\$12.00
SAXOPHONE (Eflat Alto) Syllabus – Classical, Modern & Jazz	27-0-2 (19930101)	\$18.00
TRUMPET & Bflat CORNET Syllabus	28-0-3 (19950101)	\$15.50
VIOLIN FAMILY:		
Violin Syllabus – WEB ONLY	29-0-2 (20031015)	N/A
Violin Exercise & Sight Reading Book	30-0-1 (19900101)	\$15.00
Viola Syllabus – WEB ONLY	34-0-1 (20091101)	N/A
VOICE:		
Solo Singing Syllabus	31-0-6 (20030227)	\$15.50
Modern Singing Syllabus	32-0-3 (20100118)	\$14.00
Solo Singing Technical Manual	33-0-1 (19950101)	\$11.50
Soprano Singing Technical Manual + CD (backing & Concone)	33-1-1 (20091113)	\$36.50
Alto Singing Technical Manual + CD (backing & Concone)	33-2-1 (20091113)	\$36.50
Tenor Singing Technical Manual + CD (backing & Concone)	33-3-1 (20091113)	\$36.50
Bass Singing Technical Manual + CD (backing & Concone)	33-4-1 (20091113)	\$36.50
Processing fee for non-registrants (per order)		\$ 8.00

Please use the enclosed white order form to order books. A replacement will be sent to you with the order. **Please do not try to order by telephone.**

You may also order books by e-mail. Please use the e-mail form from the website or ask to be sent one by e-mail. The price is the same as above, so you should include the copy of your EFT receipt with the order e-mail. If you are going to send a cheque or money order anyway, it is better to send it together with the order form.

Examination papers should be specified year first, then series. There is a form to assist you in specifying the examination papers you want. It is advisable to check with the office when ordering the higher examinations (eg licentiate) to make sure the paper exists for the year and series you want.

Important Dates: 2012

ESSENTIAL GUILD DATES

January	16	Office re-opens for 2012
February	25/26	Tertiary Orientation Weekend
March	12	Graduation performance nominations close
March	16	Graduation entries close
March	22	Series 1 Examination entries close
April	28	Graduation
May	11	Series 1 Theory Examination
June	14	Middle Series Practical Examination entries close
July	19	Series 2 Examination entries close
September	14	Series 2 Theory Examination
November	1	Tertiary Examinations commence
December	14	Office closes for Christmas

SCHOOL TERM DATES

NOTE: For general guidance only – you must check with your local school.

State	Term 1		Term 2		Term 3		Term 4	
ACT	Feb 3	Apr 13	Apr 30	Jul 6	Jul 23	Sep 28	Oct 15	Dec 21
NSW	Jan 27	Apr 5	Apr 23	Jun 29	Jul 16	Sep 21	Oct 8	Dec 21
QLD	Jan 23	Mar 30	Apr 10	Jun 22	Jul 9	Sep 21	Oct 8	Dec 14
SA	Jan 30	Apr 5	Apr 23	Jun 29	Jul 16	Sep 21	Oct 8	Dec 14
VIC	Feb 1	Mar 30	Apr 16	Jun 29	Jul 16	Sep 21	Oct 8	Dec 21
WA	Feb 1	Apr 5	Apr 26	Jul 6	Jul 24	Sep 28	Oct 16	Dec 18
O'ALL	Feb 3	Mar 30	Apr 30	Jun 22	Jul 24	Sep 21	Oct 16	Dec 14

* The overall term dates are periods when all State schools are operating
Easter break is April 6 to April 9 (Apr 25 is Anzac Day holiday in some States)

Daylight Saving

Queensland and Western Australia do not observe daylight saving

ACT, NSW, SA, VIC: †Ends, Sunday 1 April 2012 †Commences, Sunday 7 October 2012

†Clocks are **set back** at 3am by one hour on end day to become Standard Time. (Fall back)
†Clocks are **advanced** at 2am by one hour on start day to become Summer Time. (Spring forward)

Good Friday Dates.

Easter 2012	Friday, April 6
Easter 2013	Friday, March 29
Easter 2014	Friday, April 18
Easter 2015	Friday, April 3