

Kodály Music Education Institute of Australia Australian Kodály Award and Certificate Lecturer Accreditation Policy and Procedures



Overview

1. Requirement	1
2. Commencement.....	1
3. Aims.....	1
4. Role Description.....	2
5. Modules	2
6. Criteria.....	2
7. Accreditation Procedure	3
7.1. Identification.....	3
7.2. Mentoring	3
7.2.1. Guidelines	3
7.2.2. Procedure.....	4
7.2.3. Finances	5
2.1.1. Exemptions from Mentoring.....	6
2.2. Provisional Accreditation	6
2.3. Review	6
2.4. Accreditation.....	6
3. Cancelling of Accreditation	6
3.1. Appeals Process	6
4. Amendment of Accreditation	6

1. Requirement

Prospective AKC Lecturers are required to seek accreditation before they lecture AKC modules, including having their name advertised for upcoming courses.

2. Commencement

This updated policy and procedures document comes in to affect from 1 January 2019.

3. Aims

The Australian Kodaly Award and Certificate lecturer accreditation policy and associated procedures aim to:

1. Support emerging lecturers
2. Maintain national standards of course delivery
3. Outline a transparent accreditation process

4. Role Description

An Australian Kodály Certificate (AKC) Lecturer leads or facilitates modules towards an Australian Kodály Award and/or Certificate including Musicianship, Pedagogy, Materials, Practicum, Conducting and Ensemble. They are responsible for ensuring learning experiences are delivered and assessed effectively, and for providing constructive feedback to participants in order to develop their skills and understanding in the Kodály philosophy.

5. Modules

Applicants will nominate to lecture in at least one module level from below. Applicants are strongly encouraged to nominate for at least one education, musicianship and conducting level.

Early Childhood (includes Pedagogy, Practicum & Materials)	Level 1	Level 2	Level 3					
Primary Class Music (includes Pedagogy, Practicum & Materials)	Level 1	Level 2	Level 3					
Secondary Class Music (includes Pedagogy, Practicum & Materials)	Level 1	Level 2	Level 3					
Colour Strings (includes Pedagogy, Practicum & Materials)	Level 1	Level 2	Level 3					
Musicianship	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
Conducting	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
Ensemble	Choir	String ensemble						

6. Criteria

All applicants are measured against the following criteria. At least five of the seven must be successfully demonstrated for accreditation.

The applicant demonstrates:

1. Extensive formal education within the Kodály framework
2. A sophisticated understanding of Kodály philosophy
3. Recognised success teaching children and adults in contexts such as Universities, community classes and workshop presentations
4. An international perspective on Kodály philosophy and practice such as participation in IKS Symposiums
5. Knowledge and experience of the Australian Kodály Award/Certificate Curriculum
6. Outstanding communication skills
7. An ability to collaborate, work with and mentor colleagues

Applicants are further judged on the following criteria for each specific module and level.

The applicant demonstrates:

1. A high level of musicianship applicable to the specific module specialisation and level
2. A comprehensive understanding of Kodály inspired methodology and practice applicable to the specific module specialisation and level
3. Recognised success in practice over an extended period of time relevant to the specific module specialisation and level

7. Accreditation Procedure

The following provides an overview of the accreditation process.



7.1. Identification

A prospective lecturer may be identified by a branch, course provider, accredited lecturer and/or an individual expression of interest. Careful consideration should be given to the fulfilling the Accredited Lecturer Criteria when identifying prospective lecturers. The prospective lecturer should be directed to the Lecturer Accreditation Policy and Procedures document available on the KMEIA website.

7.2. Mentoring

Prospective lecturers for the Australian Kodály Award and Certificate are required to seek Mentorship from an Accredited Lecturer(s) before applying for accreditation. The program consists of mentoring in a specialisation level consisting of Pedagogy, Practicum and Materials and 1 elected module. Mentees will also complete observation in the 2 remaining modules. The purpose of Mentorship is to gain a deeper insight of the curriculum, logistical operations and participant needs in an Australian Kodály Award and Certificate course.

7.2.1. Guidelines

Mentees (person being mentored)

1. The Mentorship will involve sharing an agreed workload of the Mentor.
2. All Mentees require formal approval from the Education Committee prior to commencement of AKC Mentoring.
3. Mentees will be held to the highest professional and ethical standards.
4. Mentees are expected to adhere to the KMEIA Privacy Policy, including when dealing with participant personal information.
5. Recording of any nature is not permitted.
6. Course materials and teaching documents are deemed the intellectual property of the Course Provider and may not be copied, distributed or in any other way shared with other persons unless express permission has been given.

7. The Mentee should compile appropriate documentation demonstrating an understanding of logistical operations, course design and implementation, appropriate participant feedback and feedback from the Mentor.
8. Where emergent circumstances present difficulties in staffing a course, a Mentee may be engaged to deliver a course at short notice at the approval of the Education Committee.

Mentors (person providing mentoring)

1. Mentors are responsible for the guidance, development and feedback for the Mentee. Timely feedback to mentees is an essential component of an effective mentorship.

State Branches and Course Providers

1. State Branches and Course Providers are encouraged to actively support the mentoring of future Accredited Lecturers.

7.2.2. Procedure

1. The prospective Mentee ensures they meet the criteria for accreditation before applying for a Mentorship.
2. The prospective Mentee sends an expression of interest to the Education Committee Convenor (education@kodaly.org.au) including:
 - 2.1. Curriculum vitae.
 - 2.2. Written response to the Lecturer Accreditation selection criteria including supporting evidence.
 - 2.3. A reference from an AKC Course Provider addressing the selection criteria is encouraged.
 - 2.4. Proposed details of mentorship including:
 1. Course provider
 2. Mentor(s)
 3. Nominated specialisation level (consisting of Pedagogy, Practicum and Materials)
 4. 1 elective module and level (either Musicianship, Conducting or Choir)
 5. 2 remaining modules for observation.

These documents may later be used in the formal application process.

3. The Education Committee may provide feedback to the prospective Mentee regarding their application.

If deemed unsuitable at this point, the prospective Mentee may reapply at a later date.

If the Education Committee deems that the prospective Mentee meets the criteria, then the Convenor will approach the Course Provider nominated by the prospective Mentee to negotiate the details of the Mentorship, including schedule and involvement in classroom discussion, observations, teaching and assessing. The Course Provider will consult with their Accredited Lecturers and the Mentee. Specific details will be determined on a case by case basis.

4. Once details of the Mentorship have been agreed upon, the Education Committee Convenor will send a formal letter to the Course Provider, Mentors and Mentee clearly outlining the expectations of all parties involved.

The Mentee pays the required fee to the KMEIA National Mentoring Fund.

5. All the conclusion of a course, the Mentor(s) will provide a report with formal feedback addressing the selection criteria. The Mentor lecturer, in consultation with the Course Provider, will provide one of the following overall assessments:

- 5.1. Recommended to apply for Lecturer Accreditation
- 5.2. Recommended to continue being Mentored
- 5.3. Not recommended to continue being Mentored or apply for Lecturer Accreditation

All parties, Mentor, Mentee and Course Provider, are to sign once the report has been discussed. A copy of the report and recommendation is sent to the Education Committee Convenor.

6. If a Mentee is “Recommended to apply for Lecturer Accreditation”, the Mentee will submit the report with their application for Lecturer Accreditation.

If a Mentee is “Recommended to continue being Mentored”, the Mentee may negotiate to complete further mentoring (return to Step 3).

7.2.3. Finances

KMEIA National Mentoring Fund

1. The KMEIA National Mentoring Fund is a bank account administered by the KMEIA National Council for the purposes of funding KMEIA mentoring activities and projects.
2. Mentees will pay their mentoring fees directly to the fund and then appropriate funds will be distributed to the Course Provider for payment to accredited lecturers.

Mentees

1. Mentees will pay \$300 for their mentorship paid directly to the KMEIA National Mentoring Fund.
2. All work is unpaid, including observation, discussions, teaching and/or assessing.
3. All expenses such as accommodation, transport and food are the responsibility of the Mentee.

Mentors

1. Mentors of the specialisation level consisting of Pedagogy, Practicum and Materials will be paid \$150 per Mentee from the KMEIA National Mentoring Fund distributed through their Course Provider.
2. Mentors of the elective module (either Musicianship, Conducting or Ensemble) will be paid an honorarium of \$100 per Mentee from the KMEIA National Mentoring Fund distributed through their Course Provider.

Observations

1. Accredited Lecturers who are only observed in the mentoring process will not receive payment.

State Branches and Course Providers

1. There is no payment to course providers. State Branches and Course Providers may choose to support and donate to the KMEIA National Mentoring Fund.

KMEIA National Council

1. The KMEIA National Council will retain a \$50 fee to cover administration costs and to support future mentoring projects.

7.2.4. Exemptions from Mentoring

Prospective AKC lecturers may apply to be exempt from the Mentorship process if they have substantial experience regarding the operations of AKC courses and/or lecturing experience, such as internationally recognised lecturers.

7.3. Provisional Accreditation

After completing a Mentorship, the Prospective lecturer applies for provisional accreditation. If approved by the Education Committee, the applicant is granted provisional registration for the duration of one course. During the course, an observation (in person or video) takes place by an accredited lecturer and the students in the course are surveyed. The course provider also provides formal feedback based on the overall professionalism of the mentee.

If areas of concern are identified, support will be offered. If needed, provisional registration may be extended after a process of support. If the provisional lecturer is deemed not suitable, provisional registration will be cancelled and the person will be able to reapply after 2 years.

7.4. Review

The Education Committee reviews provisional registration based on course provider comments, observation report and evaluation results.

7.5. Accreditation

If successful, the provisional lecturer is granted an accredited lecturer.

8. Cancelling of Accreditation

The KMEIA National Council reserve the right to cancel the accreditation of any lecturer teaching the AKC course. The person affected may reapply 2 years after their accreditation has been cancelled.

8.1. Appeals Process

An applicant may appeal the cancellation of their accreditation by submitting a written statement with compelling evidence to support their re-accreditation. This statement must be submitted to the Convenor of the Education Committee for consideration. Appeals will be judged on a case by case basis.

9. Amendment of Accreditation

Accredited Lecturers may submit an application to amend their accreditation of approved subjects and/or levels in the instance they have further enhanced their skills via further study and/or experience in the field.