

Australian Guild of Music Education Inc
(A00107970)

Music & Speech Public Examinations Division
[Australian Guild of Music and Speech Inc (00410799E)]

and

Tertiary Course Division

C O N T A C T

The Guild's Annual Information Magazine

2 0 1 1

41 Years of Service to Music and Speech Education
Throughout Australia and Asia

QUICK GUIDE

OFFICE

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WEBSITE

Most forms 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.

and send a copy of the receipt with the e-mail

(See Page 10 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 2009

A year in the life of the Guild.

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



The Guild has had quite a busy year and despite some downturn, which has been attributed to the economic climate, indications are that 2010 will have a considerable improvement in all areas. Nicole Chen and I went to SA, Canberra and Narre Warren. Denise Collins did country NSW as well as attending our overseas centres in Malaysia and Singapore. Jeff Wood officiated in NSW and country Victoria. All reports indicate that the standard of the students is rising and there were some very fine candidates this year. In Queensland local examiners officiated this year with some considerable expansion in that State under the auspices of Glen Varney and her colleagues. An Examiners course was conducted in 2009 and it is anticipated these candidates will augment the registered examiners in the Guild when they graduate. If you are interested in becoming a Guild examiner contact the Guild office for course details. I must also make mention of the fine administration of Denise and her assistant Rod, who maintained direct contact with teachers in all areas.

PUBLIC EXAMINATIONS:

Examinations have been conducted throughout Australia, Singapore, Malaysia and Borneo. In NSW, especially on the Wollongong run which Greta Grybaitis conducted, there were several excellent Performance examination candidates, some of whom will be performing at the Guild Graduation in April, together with Faculty and other graduates. Some of the Performance candidates did some outstanding work, presenting fine performance notes, dressing appropriately for the occasion, and performing at a very high level of skill.

FACULTY TERTIARY STUDENTS.

Due to the efforts of the Guild CEO, Bernadette Norton, the Guild can now offer VET Fee Help to students for Diploma and Advanced Diploma in 2010. This is additional to the DEEWR Fee Help at Higher Education level for Degree students that has been available for a number of years.

Bachelor of Music Degree results for this year won't be available until December and my deadline for this article is before that date. Therefore little can be said re these results.

The big surprise was the number of students who changed over to the Distance program in preference to being an Attending student. The reason is not immediately obvious, but the economic climate has been suggested as a major factor.

At the Faculty it was also an exciting year, with equipment being updated, and Pro Tools being installed with the M Box 2, plus the addition of two MAC computers to blend in with the 12 IBM compatibles. The CEO is planning a major upgrade development in the recording segment of the course and students will be able to access Pro Tools as part of their course from 2010 forward. Bernadette Norton has been giving professional development courses to academic staff members in preparation for the new intake in 2010. These Professional Development programs will continue in 2010 and cover a wide range of topics, thus keeping

academic staff members well acquainted with new initiatives in music and music education. Other innovations are the availability for students to access a wide range of technical equipment such as: Sibelius 6, Finale 2010, Cubase 5, Sonar 8, Pro Tools 8, M Box 2 and so the list goes on.

Students interested in taking up music as a career can do the Degree program by attendance at the Faculty, or by Distance Education or a combination of both and Fee Help applies to all courses from Diploma upwards and to attending or Distance students.

Contact the office for further details.

There is also provision for teachers to upgrade their current qualifications in music or apply for consideration for entry to the Examiners program of study. We had a fine intake of students into our Examiners course this year and all have done well

The Guild has now gone completely digital and uses DVDs as the normal means of delivery to Distance Students. All Lectures are recorded direct to DVD and this allows Distance students to "feel a part of the group" as well as allows students who miss Lectures to view the video. This system is also used when Public examinations are videotaped. It is Guild policy that all Proficiency Associate and Licentiate examinations are videotaped. In the course of each year random selection of grade examinations are also videotaped for the training of examiners as well as being used as a means of establishing reliability and accountability between examiners. Teachers should make all students aware of this requirement.

Thanks to all of those teachers who assisted the Guild with Studios and accommodation for examiners during 2009. Without your assistance and collaboration our job would be far more difficult. We look forward to our continuing association in 2010.

The Guild Orientation weekend is the last weekend in February and although aimed at our tertiary students, advanced level candidates and teachers interested in an innovative and interesting weekend of music related to teaching and method etc are welcome to attend. Details are available from Denise Mercer.

Dr Ern Knoop (Faculty Dean)



THEORY DIRECTOR'S REPORT

FOR EXAMINATIONS IN 2009 –

Mr Jeffrey A Wood, Director of Theory Studies



Over the past year the Guild has increased the number of students taking theory examinations. There was a drop off at one point due to many students changing to performance based examinations which have no theory requirement. However, many teachers have recently seen the importance of developing theory with their students, as many will need the grounding if they pursue music in their VCE or HSC years. Many who choose to progress into tertiary music also need this grounding, and the examination system is the best format for motivation and activation in this subject.

A sound theoretical background is also extremely important if students move into the music industry, particularly areas that require composition, arranging and song writing elements.

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 part, except that the top 3 parts are placed in the treble clef in a close chordal format and with a lower part in the bass clef. Generally the rules for 4 part 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.

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

SET WORKS.

Apart from the permanent set works as listed in this contact (page 25) 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.

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.

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 for the corresponding practical grade. The chords will be indicated and written in root position only. The following is a list of chords for your reference. Questions will only be asked up to grade 6.

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.

STYLISTIC PERIOD ESSAYS FOR DIPLOMA THEORY.

The study in the diploma grades (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 1900 to 1950 OR 1950 onwards.

Any clarification questions can be directed to the Guild office.

All the best in 2010.



INTERNATIONAL REPORTS

MALAYSIA REPORT from Mr Johnson Lim

With another busy year gone by, the GUILD South East Asia office saw several seminars organized to train teachers in the GUILD syllabus. One such seminar was **"Classical 2 Contemporary"** where classically trained piano teachers were taught contemporary music.



"Spice up your teaching with Speech and Drama" was another seminar where teachers were given training in Speech and Drama. These seminars will be ongoing as more and more teachers have expressed an interest in the GUILD syllabus.

Our visiting examiner, Denise Collins, for our May/June exam session conducted a **Singing Workshop**. It was very well received and many found it extremely beneficial for their singing education.



We had Prof Dr Josef Aronoff as our examiner for the Nov/Dec session. He conducted a **Violin & Viola Workshop** throughout Malaysia in KL, Ipoh, Penang and Sabah. The participants received several important tips on how to improve their violin playing.

The latest development happening in this region is that customers can now access the latest information about GUILD through our website, www.guildexam.com

By next year, we hope that candidates can register for exams via our website. In this way no forms are used, it will be more efficient, time saving and environment friendly!

SINGAPORE REPORT from Prof Andrew Wilkinson

Despite the problems of H1N1 and the financial downturn, the past year has been very fruitful for the Guild Examinations – due in part to the way in which we have been able to accommodate candidates and centres in difficult circumstances. This will prove to be a winning factor when teachers and candidates choose their examination board in the future.

Our first Violin Diploma was successful, and entries have held well at all levels. In August 2008, we held a concert at the Young Musicians' Auditorium in Singapore; where our successful violin diploma candidate Elaine Teo, together with budding star Goh Yi Fan gave thrilling performances of their examination works, accompanied by Professor Andrew Wilkinson on the piano. Mrs Margaret Wilkinson also gave an excellent performance of 3 songs by Roger Quilter and in contrasting mood, our Speech and Drama Diploma students entertained audiences with their comedy monologues. In 2009 we had to confine our concert activities to individual schools due to the "Swineflu" problem, but these were equally as successful in their own unique ways and resulted in greater interest, especially amongst the beginners.



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

Advertisement

MUSIC THEORY INSTRUCTION WORKBOOKS.

These integrated instruction music theory workbooks by *Faye Champion* 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 Champion.

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 Champion, 30 Blytheswood Rd, Byford, WA 6122. P 08 9525 1349 M 04 0020 1910
E-Mail address:- jofa42@gmail.com.

Report of 2009 Graduation



GUILD TERTIARY COURSE DIVISION

BACHELOR OF MUSIC (VOO4629)

Katie ARNOLD	Singing	AGM:ED	VIC
Nicole CHEN	Pianoforte	AGM:ED	VIC
Branimir GRGIC	Pianoforte	AGM:ED	VIC
Jade JONES	Guitar	AGM:ED	VIC
Dianne SARTORI	Pianoforte	AGM:ED	VIC
Leonie WOBKING	Pianoforte	AGM:ED	VIC

MUSIC AND SPEECH, PUBLIC EXAMINATION DIVISION

CANDIDATE	SUBJECT	TEACHER	STATE
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MUSIC PROFICIENCY CERTIFICATE

John BARKLEY	Pianoforte	Karen Thomson	VIC
Melody CARREON	Pianoforte	Forte School of Music	NSW
Ana GRGIC	Pianoforte	Greta Grybaitis	ACT
Josip GRGIC	Pianoforte	Greta Grybaitis	ACT
Nicholas KAM	Organ	Addam Stobbs	VIC
Barbara SHEPPARD	Pianoforte	Pianoforte Music College	VIC
Bernadette TRAN	Pianoforte	Greta Grybaitis	ACT
Jessica YAMIN	Pianoforte	Pianoforte Music College	VIC
Hannah ZURCHER	Pianoforte	Greta Grybaitis	ACT

Malaysia

David Chu Yu En	Pianoforte	Prima Music Academy	Malaysia
Lim Hui Jin	Elec. Organ	Prima Music Academy	Malaysia
Tee Poh Lyn	Pianoforte	Sunwave Music	Malaysia

Singapore

Carol Chong Siew Wah	Pianoforte	A & M Wilkinson	Singapore
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SPEECH PROFICIENCY CERTIFICATE

Abigail HONEY	Speech & Drama	Sharyn Hill	NSW
Caitlin REILLY	Speech & Drama	Jan Skinner	NSW

MUSIC ASSOCIATE DIPLOMA AAGM & AAGMTD

Yang CHUNGLING	Pianoforte	A&M Prof'l Musical Services	SA
Katherine EDWARDS	Pianoforte	Forte School of Music	NSW
Gillian GOLDSWORTHY	Pianoforte	Pianoforte Music College	VIC
Jade JONES	Guitar	AGM:ED	VIC
Hazel LEHMANN	Organ	Tara Stephens	VIC
Kristine MARS	Pianoforte	Lorna Winsor	WA
Suzanne NAYLOR	Pianoforte	Pianoforte Music College	VIC
Vina PARTOWIDJOJO	Pianoforte	Lorna Winsor	WA
Vivi PARTOWIDJOJO	Pianoforte	Lorna Winsor	WA
Yuning WANG	Pianoforte	Dr Ivan Holmes	VIC
Tom WILLIAMS	Trombone	AGM:ED	VIC
Leonie WOBKING	Pianoforte	AGM:ED	VIC

MUSIC ASSOCIATE THEORY DIPLOMA A Mus Th AGM

Kerwyn ALLEY	Theory	Pianoforte Music College	VIC
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SPEECH ASSOCIATE DIPLOMA AAGS

Meredith MARTIN	Speech & Drama	Marie Sullivan	VIC
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Singapore

Ng Ji Yan (P)	Speech & Drama	A & M Wilkinson	Singapore
Choo Shu Lin Angelina (P)	Speech & Drama	A & M Wilkinson	Singapore
Elwin leong Guo Wei (P)	Speech & Drama	A & M Wilkinson	Singapore

MUSIC LICENTIATE DIPLOMA LAGM(P) & LAGM TD

Christina BERZE (P)	Pianoforte	Pianoforte Music College	VIC
Jacqueline FROGLEY (TD)	Pianoforte	Greta Grybaitis	ACT
Bernadette NORTON (P)	Singing	AGM:ED (ex-2004)	VIC
Dianne SARTORI (P)	Pianoforte	AGM:ED	VIC
Leonie WOBKING (P)	Pianoforte	AGM:ED	VIC

Singapore

Serena Lo Chow Yong	Pianoforte	A & M Wilkinson	Singapore
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MUSIC LICENTIATE THEORY DIPLOMA L Mus Th AGM

Branimir GRGIC	Theory	AGM:ED	VIC
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MUSIC PERFORMANCE LEVEL EIGHT CERTIFICATE

Indika CHANDRASEKERA	Pianoforte	Helen Alexander	NSW
Mary CHENG	Pianoforte	Helen Alexander	NSW
Emma GRAHAM	Violin	Catherine Sullivan	NSW
Elizabeth KWAN	Pianoforte	Helen Alexander	NSW
Fabian MENDOZA	Modern Piano	Heather Krause	VIC
Thashma RATNAYAKE	Pianoforte	Helen Alexander	NSW
Alan RYAN	Solo Performance (Piano)	Tony Vance	SA

Malaysia

Lee Huey Ping	Pianoforte	Yap Koon Rex	Malaysia
How Kar Mun	Pianoforte	Sunwave Music	Malaysia
Abner Diwanraj Doss	Pianoforte	Sunwave Music	Malaysia
Ting Phin Yuan	Pianoforte	AST music Sdn Bhd	Malaysia
Iain Yang Guo Xian	Elec Organ	Rose Chong	Malaysia
Ng Wei Ting	Pianoforte	Mabel Wong Yin Mei	Malaysia
Ngwe Chia Min	Pianoforte	Mrs. Chua Hong Pioh	Malaysia
Kew Jia Sin	Pianoforte	Yap Koon Rex	Malaysia
Loh Sook Yin	Pianoforte	Yap Koon Rex	Malaysia
Chan See Theng	Pianoforte	Sharon Ng Wai Keun	Malaysia
Fidelia Tee Chiling Huey	Pianoforte	Expression Music Enterprise	Brunei
Chiam Tat Meng	Pianoforte	Expression Music Enterprise	Brunei
Tang Wen Yie	Pianoforte	Expression Music Enterprise	Brunei
Teoh Patsy	Ensemble	Jammin' Senzation	Penang
Stan Calvin A/L			
Vethamoni Asirvatham	Ensemble	Jammin' Senzation	Penang

Singapore

Nicholas Tham Wen Loong	Singing	A & M Wilkinson	Singapore
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MUSIC PROFESSIONAL PERFORMANCE DIPLOMA PDipAGM

Kaiwen CHONG	Organ	Addam Stobbs	VIC
Madelaine DELL	Modern Piano	Carmel Gutteridge	NSW

Singapore

Teo Poh Ee Elaine	Violin	A & M Wilkinson	Singapore
Choo Su Lin Angelina	Singing	A & M Wilkinson	Singapore

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.

NEW PIANOFORTE SYLLABUS

The *Guild* President, Dr Ivan Holmes has reviewed the Pianoforte Syllabus and it is available on the website. The printed version is no longer available.

REGISTERED TEACHERS

Current re-registration fee is \$47.00. Please use the form on the wrap pages and re-register early, not just as you submit examination entries.

EXAMINATION FEES

Refer to the FEE LISTS – Pages 23 – 28

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@hotkey.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 2010

In keeping with established principles, the price for some publications has been slightly increased. Please refer to Page 35 for 2010 Booklist and Prices. All new and upgraded and many existing publications are now available only as downloads from the website.

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 a Late Fee surcharge for EACH Certificate and Diploma entry. This procedure will be strictly enforced as 2010/2011 may 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.

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 10.)

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.

CERTIFICATE OF EDUCATION CREDITS

Teachers are reminded that many higher *GUILD* examinations in both **MUSIC** and **SPEECH** are accepted 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 (we will not be responsible for correcting errors – flawed forms will be returned), and submit it to us for entry on the QSA database.

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 **2010 – Pages 23-28**, 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 10.

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.

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

REQUIREMENTS.

1. 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 octaves pedal board. (However, a small pedal board maybe 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 8-30AM to 7-30PM. To also be available to accommodate examination candidates from other teachers.

NOTES FROM THE OFFICE



REGISTRATION BONUS

When you re-register this year you will be asked, on the form, if you would like your name, suburb and mobile telephone number to appear on a new section of our website, which will list our registered teachers by State and suburb. So if you want to appear in this listing, please remember to tick the appropriate box.

THEORY EXAMINATION CANDIDATES

Teachers are requested to tell their students sitting for a Theory exam that if they are not sure of the Grade they have been entered to sit for, to ask the supervisor, as all supervisors are sent a copy of the students entered by each teacher. The number of papers sent to the supervisor is for the number entered only. No extra papers are sent and no photo-copies are to be done unless authorized by the Guild office on the morning of the exam. It is also not up to the supervisor to question each student to ascertain if they are sitting for the correct Grade.

PRACTICAL EXAMINATION CANDIDATES

Candidates, for Grade 3 and above, performing unlisted or "own choice" pieces must have had those pieces approved by the Guild. Teachers should obtain this approval as soon as possible, and a copy of the approval and the stamped, approved music must be handed to the examiner. Please use the Guild form and send it to Mrs Grybaitis in ACT with a stamped, addressed return envelope.

VIDEO EXAMINATIONS

With the increase of video examinations we have had the problem of "lost in the post". We are, therefore, modifying the instructions on the matter of copies of the video and requesting all supervisors to retain a copy of the video until the examination results are issued, at which time the copy should be destroyed, to ensure the privacy of the candidate.

EFT PAYMENTS

A number of times we have requested that teachers making payments on the net, email the Guild office a receipt and/or notification that payment has been made. Please ensure that your name is listed in the "recipients" area when you are processing your payment so that when the payment comes through on our bank statement we know who the payment is from. When we are not notified of your payment and no name is listed against the payment then we have no idea who this payment is from. This

causes a lot of confusion on our part and upset on your part, especially if the payment is for entries or an order.

AWARDS (Recommended for an Award)

The Guild has a system of awards for outstanding achievement or encouragement in examination performance. There are two types of award: the "Outstanding Achievement" certificate and a monetary "Encouragement Award". These awards are presented at the Graduation ceremony in April each year. Candidates who achieve a High Distinction are automatically considered for this award, along with some others, depending on the marks in any year. Some examiners, when particularly impressed by a performance, may add the comment "Recommended for an Award", to add the student in question to the list FOR CONSIDERATION. While it is a "pat on the back" for the student, it does not mean an award will be presented. Lists of award recipients are sent to the teachers concerned well in advance of the Graduation date.

OUTSTANDING ACHIEVEMENT CERTIFICATES

This year we are introducing a **Theory Outstanding Achievement Certificate** for Grade 4 and up. This will be awarded for student/s receiving a Distinction for Grades 4 and 5, High Distinction for Grades 6 and 7 and a Pass for Grade 8 and Associate. At this stage only Outstanding Achievement Certificates will be given. If any teacher/s would like to donate a monetary Encouragement Award, please contact the Guild office.

GRADUATION DATE IS 24 APRIL 2010

A Graduation notice is enclosed with CONTACT. Please photo copy the number required for your students who will be graduating. Please note that the closing date for applications is **18 March 2010**. **NO APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE.** (There will be no exceptions so please do not ask.)

When completing the application please remind each student to include the size for their Gown and Cap. Most students do this but if it is not done then we cannot guarantee a good fit. Even students who have graduated in previous years cannot expect us to know their size. So, please make sure that section is completed.

GRADE THREE AND HIGHER CERTIFICATES

A number of teachers are still not sure of the procedure when applying for Certificates from Grade 3 and up. A notice is included with CONTACT and is also enclosed with all Certificates and Reports sent after each Series of examinations. To obtain Certificates, teachers must send to the Guild office a copy of the Practical Report and Theory Report requesting that the appropriate Certificate be awarded.

If a student is not sitting for the Theory component then a "Statement of Attainment" may be requested and will be issued.

SYLLABI AND THE WEBSITE

The Guild website, www.guildmusic.edu.au, is getting more and more syllabi available. These syllabi are free to download, and you only need to print the portion you require. When they are placed on the website, they are no longer available for sale. You can find the relevant section of the website from the opening page as follows: Look at the left hand side – there are three sections, “The Guild”, “Public Examinations” and “Tertiary Courses”. Bring the pointer over “Public Examinations” and an area will highlight, left click and a new page will come up, again with a series of links down the left hand side, the fifth one down is “Sales”. Left click on that and the booklist page will come up.

All the books are listed, but the ones that are available for download have the “Acrobat” symbol next to them. Simply click on the symbol to download the syllabus and then save it to your computer. If you do not have the “Acrobat” reader it can be downloaded free of charge from the “Acrobat” site.

NEW “STREAM B” CONTEMPORARY SYLLABUS

This new stream was introduced this year by Mrs Glen Carter-Varney. Mrs Carter-Varney has been associated with the Guild for many years and has now moved back to Melbourne after a number of years in Queensland. When teachers are entering students doing the Stream B they must note, in the column of the entry form “Instrument”, “Recital Contemporary Piano”. These examinations are all Levels, and so must be listed under the “Level” column. The syllabus is available on our web site www.guildmusic.edu.au for downloading. It is **not** available for purchase from the office. Theory is not required, so if entries are completed correctly a Certificate will be issued with all other results.

SKIPPING GRADES

A number of teachers have enquired about their student/s “skipping grades”. An RPL (Recognition of Prior Learning) form (this form is included with CONTACT and also included with Reports and Certificates after each Series of examinations) must be completed and forwarded to the Guild office prior to the closing date each Series. **DO NOT SEND IN WITH ENTRIES.** Enough time must be allowed for the RPL form to be received and processed. Approval is sent back to the teacher with the amount of fee required to pay. There is no fee payable for Grades/Levels under Grade/Level 3 but an RPL form must still be completed and forwarded to the Guild office for our records.

MEDICAL CERTIFICATES & SCHOOL LETTERS

When a student misses an examination due to a medical condition, you must obtain a certificate from a medical practitioner. The student will be able to enter the same grade/level examination at the next series for half the entry fee. The same procedure applies to official school activities. A signed letter on school letterhead should be obtained. The medical certificate or letter should be attached to the entry form for the

next series when you submit it. DO NOT send the certificate or letter to the Guild until the next series entry is submitted.

Surname vs Given Name

(Last name, family name vs first name, forename, Christian name)

With the proliferation of non-Anglo-Saxon and non-traditional names in Australia it is often difficult to distinguish between a surname (last name, family name) and the given name (first name, forename, Christian name). It is, therefore, very important when filling in forms to put the names in the correct columns. Also we use only one surname and one given name, so where "generation names" are used in the culture of the candidate, they will have to be hyphenated to one of the other names. Please read and follow the instructions that come with the forms. Certificates will be prepared in accordance with the entry form.

PAYING IN PERSON

It is always nice to meet teachers who come to the office to purchase books etc. Unfortunately this will become less common with more material on the internet. However, you must be aware that only a small amount of petty cash is held in the office, and we are not usually able to make change for large notes. So please, we love to meet you at the office, but bring the correct change for what you are buying.

EMAIL FORMS

When you are using email for orders, registrations etc. please use the email forms which are on the website. Initially we had some trouble with the forms and some of the old ones still come up with "operation not allowed" on the Acrobat reader. Please just click "OK" and forge ahead, the forms do work. It can take 3 or 4 hours computer work, a stiff neck and sore eyes to prepare some of the more complicated forms, so updating workable but idiosyncratic forms is something that needs to be done in small quantities. Please bear with us.

QUERIES ABOUT EXAMINATION RESULTS

We know that, as teachers, you want the best results for your students and that, unfortunately sometimes a student will get marks that do not reflect your assessment of the student. We all have bad days and a 15 minute slice of the student's life will occasionally be the worst 15 minutes, rather than the best. What an examiner assesses in an examination is the result of that examination – the examiners result is final. If you have queries about an examination, please contact the office and we will make sure your questions are addressed – generic questions only. If you are still unhappy you should put your queries in writing and they will be referred to the Committee. We must ask you to never approach an examiner with your concerns. All our examiners are instructed not to enter into discussions concerning any examination, candidates, their teachers or other examiners and to ignore "third party" gossip on these matters. The Guild office and our academics are your best resource – use them.

CERTIFICATION REQUIREMENTS

RESPONSIBILITY It is the teacher's or candidate's responsibility for the necessary application to be made for all Certificates and Diplomas.

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.

TEACHERS and STUDENTS Please note:-

GUILD GRADE SEVEN in any subject, whether traditional or Modern is the approved entrance level to the coveted Diploma of Music and the Degree of Bachelor of Music - indeed to all *GUILD* tertiary courses. Successful Year 12 studies are also an approved entry level. Other entries are by audition.

GRADUATION - 24 APRIL 2010

The date and venue of the **GRADUATION CEREMONY and CONCERT FOR 2010 is SATURDAY, 24 APRIL 2010, 1.45PM.** University of Melbourne, Hawthorn Campus, 442 Auburn Rd., HAWTHORN. For car park from see map
The academic procession assembly is at 1.15 pm.

NOTICE TO TEACHERS AND GRADUANDS

GRADUANDS SHOULD ATTEND THIS CEREMONY. IT IS THE CULMINATION OF A LONG PERIOD OF PERSONAL STUDY AND ENDEAVOUR **TEACHERS:-** please inform your successful students of their responsibilities in reference to the annual Graduation, as in most cases they do not receive a copy of 'Contact'.

NOTE: *No applications will be accepted after 18 March 2010.* Earlier receipt would be appreciated and would assist with efficient organisation of the Graduation.

- * A separate form must be completed for each Diploma and Proficiency Graduand. Photocopy the form as necessary and return to the Guild office with:-
- * A copy of the theory report and practical report (these must accompany the form)
- * **A cheque for the total amount of Gown and Cap hire. Closing Date 18 March 2010.**

GRADUATION CEREMONY & CONCERT AUDIENCE_ (GRADUANDS FREE)

ADULTS	\$17.00
CHILDREN	\$ 9.00
FAMILY	\$40.00 (Two Adults. Two or more children)
PENSIONERS	\$10.00

Prices include GST
NO PRE-BOOKING

PLEASE CUT OFF, Complete and send your cheque to arrive **NO LATER THAN 18 MARCH 2010** to:-
GUILD, 451 Glenferrie Road, KOOYONG, Vic 3144

.....
APPLICATION FOR AWARD OF TESTAMUR: CERTIFICATE, DIPLOMA or DEGREE

TITLE: NAME:

ADDRESS:
No & Street Suburb State Postcode

TELEPHONE: H (.....)..... B (.....)..... F (.....) M

E-MAIL: WHICH TESTAMUR SUBJECT

- CHECKLIST:** Must be filled in:
- Practical Report grade enclosed.
 - NOT attending Graduation Ceremony. Theory Report grade enclosed
 - Attending Graduation Ceremony? Appropriate sized[†], adequately stamped, self-addressed envelope sent to Guild office
 - Rung Guild Office to buy cap/gown*?
 - Hire Academic Gown \$40*[†] ([†] Cert: C4. Dip/Deg: B4. Teachers have list.)
 - Hire Academic Cap. \$29*[†]
 - I have a Cap / Gown.*

*All Level 8, Proficiency, Professional Performance, Certificate IV and Diploma Graduands are **REQUIRED TO GOWN** and BE READY BY **1:15**

NOTE: These are the sizes we will order – there are no spares.

[†]Gown sizecm [†]Cap sizecm IF NOT COMPLETED, A GOOD FIT CANNOT BE EXPECTED!
Your height head circumference (Cost includes GST)

GRADUANDS and their families, teachers and friends are cordially invited to attend the graduation. A concert provided by selected students will be interspersed between Certificate and Diploma presentation. The academic procession will pass through the centre of the hall on the traditional red carpet. The function will remain a memorable event in the minds of all who attend. Afternoon tea will be served in a spacious area adjacent to the hall.

DOORS OPEN at 1PM (1300 hrs) **No pre-booking of seats is available.**

FINISH: Please return caps and gowns and be clear of the hall by 6 pm.

DETAILS OF LOCATION

VENUE 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

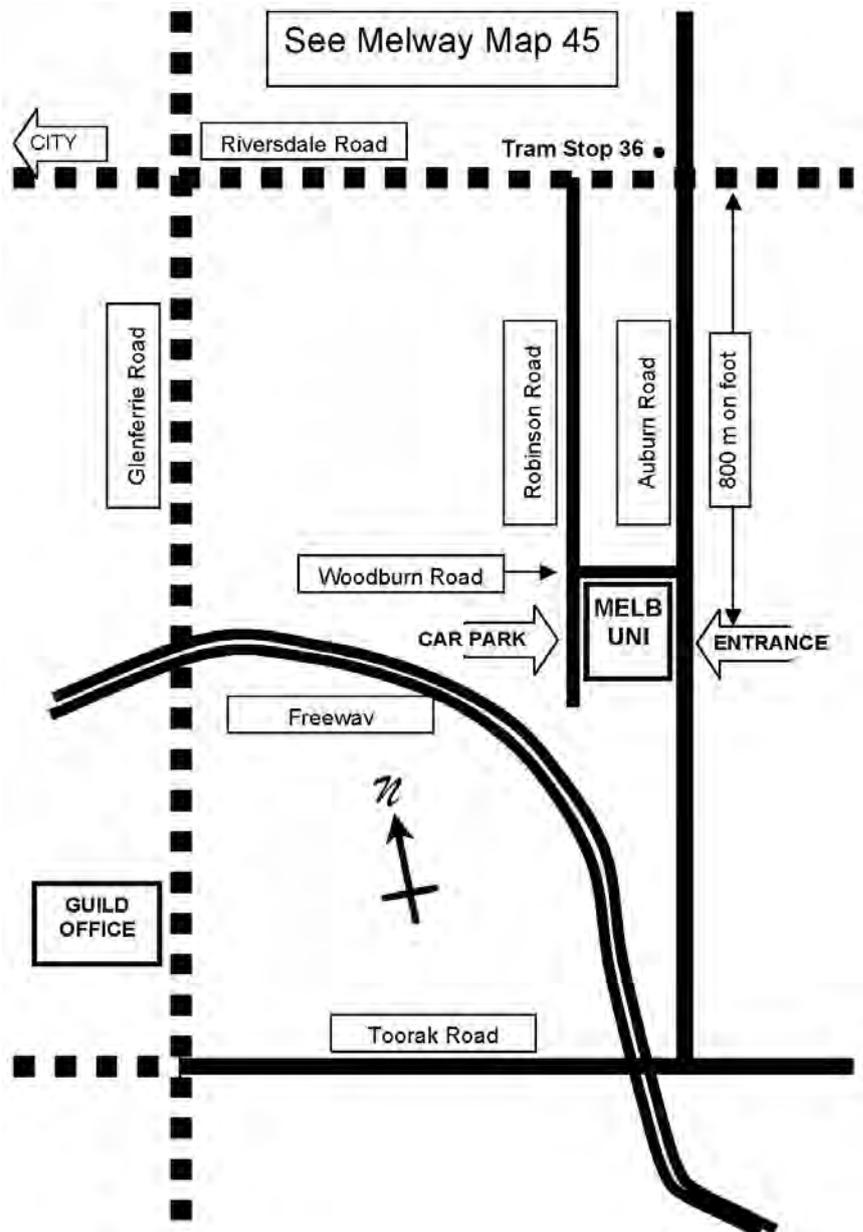
From Flinders Street (Melbourne).

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..



2010 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 25	MAY 14
<u>SECOND</u>	JULY 22	SEPTEMBER 10

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 25	June	JULY 22	Sept - Oct
N.S.W.	Sydney & Wollongong	MARCH 25	June - July	JULY 22	Oct - Nov
QLD.	All	MARCH 25	June	JULY 22	October
S.A.	All	MARCH 25	June	JULY 22	October
Victoria	Melbourne & Gippsland	MARCH 25	May - June	JULY 22	Sept - Oct
W.A.	All	MARCH 25	June	JULY 22	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 17	Aug - Sept		
Victoria	Shepparton & Mildura	JUNE 17	October		

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

AUSTRALIAN GUILD TEACHERS REGISTER

Fellow members of the Australian Guild Teachers Register. We would like to take this opportunity to bring to your attention that the New Year's registration fees are 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.

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.

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).

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 2010 calendar year – due 1 January

- Continuing annual membership only. \$49.00 to 31 December 2010.
- 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 – 2010

(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	\$ 56.00			Level Preparatory	\$ 56.00
Step Two Elementary	\$ 63.00			Level Elementary	\$ 63.00
Step Three Preliminary	\$ 71.00	Preliminary	\$ 55.00	Level Preliminary	\$ 71.00
Grade One	\$ 76.00	Grade One	\$ 59.00	Level One	\$ 76.00
Grade Two	\$ 80.00	Grade Two	\$ 64.00	Level Two	\$ 80.00
Grade Three	\$ 86.00	Grade Three	\$ 69.00	Level Three	\$ 86.00
Grade Four	\$ 94.00	Grade Four	\$ 75.00	Level Four	\$ 94.00
Grade Five	\$104.00	Grade Five	\$ 81.00	Level Five	\$104.00
Grade Six	\$121.00	Grade Six Prerequisite for Profic.	\$105.00	Level Six	\$121.00
Grade Seven	\$141.00	Grade Seven Prerequisite for Assoc.	\$120.00	Level Seven	\$141.00
Proficiency Certificate	\$184.00	Grade Eight Prerequisite for Licen.	\$157.00	Level Eight Prerequisite for Prof ^m	\$184.00
Associate Performer	\$281.00	Associate Papers 1 + 2 total	\$304.00	Professional Perf Lev	\$283.00
Associate Teacher	\$336.00	Associate T.D. Teaching Principles	\$148.00	Public Performance Lev	\$692.00
Licentiate Performer	\$373.00	Licentiate Papers 1 + 2 total	\$363.00	*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	\$452.00	Licentiate T.D. Teaching Principles	\$175.00		
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.

PERMANENT SET 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)

EXAMINATION FEE SCHEDULE

SPEECH EXAMINATIONS – 2010

(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	\$ 56.00					School year equals level, eg Proficiency level = Year 9	School year equals level, eg Proficiency level = Year 9, etc.
Step Two Elementary	\$ 63.00					--	--
Step Three Preliminary	\$ 71.00			Beginners Level	\$ 71.00	--	--
Grade One	\$ 76.00			Level One	\$ 76.00	--	--
Grade Two	\$ 80.00			Level Two	\$ 80.00	--	--
Grade Three	\$ 86.00			Level Three	\$ 85.00	\$119.00	\$111.00
Grade Four	\$ 94.00	Grade Four Recommended for Gr 4	\$ 78.00	Level Four	\$ 94.00	\$124.00	\$117.00
Grade Five	\$104.00	Grade Five Recommended for Gr 5	\$ 84.00	Level Five	\$103.00	\$1231.00	\$122.00
Grade Six	\$121.00	Grade Six Prerequisite for Gr 6	\$108.00	Level Six	\$120.00	\$137.00	\$126.00
Grade Seven	\$141.00	Grade Seven Prerequisite for Gr 7	\$123.00	Level Seven	\$140.00	\$146.00	\$129.00
Proficiency Certificate	\$184.00	Grade Eight Prereq for Profic.	\$171.00	Level Eight School Leavers Cert Proficiency Level Public Speaking	\$181.00 \$182.00	\$154.00	\$133.00
Associate P.TD.PS	\$281.00	Associate P & PS Associate TD (2)	\$231.00 \$237.00	Associate Perf. P S and Year 9	\$283.00	\$160.00	\$137.00
Licentiate P Licentiate TD. & CD	\$373.00 \$375.00	Licentiate P & CD Licentiate TD (2)	\$284.00 \$291.00	Syl 4, Year 10		--	\$144.00
Professional Perf Dip (P Dip SGS)	\$280.00						
Public Perf Diploma (Dip.PP.AGS)	\$687.00	Must apply to AGMEd Committee					
Fellowship Diploma (FAGS)	PoA	Must apply to AGMEd Committee			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.

Quick Guide to Speech Qualifications and Testamurs

Note: A testamur testifies to the qualification and may be either a certificate (up to and including Grade/Level 8/Proficiency) or a diploma.

Qualification / Testamur (certificate/diploma)	Requirements	
	Pre-requisites†	Examination
Theory of Speech – Grade 4	Nil	Written examination. 1 paper
Theory of Speech – Grade 5	Nil	Written examination. 1 paper
Theory of Speech – Grade 6	Nil	Written examination. 1 paper
Theory of Speech – Grade 7	Nil	Written examination. 1 paper
Theory of Speech – Grade 8 In Speech & Drama	Nil	Written examination. 1 paper
Theory of Speech – Grade 8 In Oral Communication, Public Speaking	Nil	Written examination. 1 paper
Speech & Drama – Step 1	Nil	Live or videoed practical examination
Speech & Drama – Step 2	Nil	Live or videoed practical examination
Speech & Drama – Step 3	Nil	Live or videoed practical examination
Speech & Drama – Grade 1	Nil	Live or videoed practical examination
Speech & Drama – Grade 2	Nil	Live or videoed practical examination
Speech & Drama – Grade 3	Nil	Live or videoed practical examination
Speech & Drama – Grade 4	Nil. See syllabus	Live or videoed practical examination
Speech & Drama – Grade 5	Nil. See syllabus	Live or videoed practical examination
Speech & Drama – Grade 6	Theory of Speech – Grade 6 In Speech & Drama (C+)*	Live or videoed practical examination
Speech & Drama – Grade 7	Theory of Speech – Grade 7 In Speech & Drama (C+)*	Live or videoed practical examination
Speech & Drama – Proficiency	Theory of Speech – Grade 8 In Speech & Drama (C+)*	Live or videoed practical examination
Speech & Drama Associate Performer	14-15 yo Speech & Drama -- Proficiency	Written examination in Theory of Speech for Associate Performer* *(within 3 years before or after the practical examination) Live or videoed practical examination*

Qualification / Testamur (certificate/diploma)	Requirements	
	Pre-requisites†	Examination
Speech & Drama Associate Teacher	15-16 yo Speech & Drama -- Proficiency	Written examination in Theory of Speech for Associate Teacher* Written examination – Teaching Principles* Live practical examination*
Speech & Drama Licentiate Performer	16-17 yo Any Guild, Speech Associate Diploma	Written examination in Theory of Speech for Licentiate Performer* Live practical examination*
Speech & Drama Licentiate Teacher	17-18 yo Any Guild, Speech Associate Diploma	Written examination in Theory of Speech for Licentiate Teacher* Written examination – Teaching Principles* Live or videoed practical examination* Teaching Practice – 3 successful students/groups at grade/level 2
Speech & Drama Licentiate in Creative Drama	19 yo Any Guild, Individual Speech Associate Diploma	Written examination in Theory of Speech for Licentiate in Creative Drama* Live practical examination*
Oral Communication Beginner Level	Nil	Live or videoed practical examination
Oral Communication – Level 1	Nil	Live practical examination
Oral Communication – Level 2	Nil	Live practical examination
Oral Communication – Level 3	Nil	Live practical examination
Oral Communication – Level 4	Nil	Live or videoed practical examination
Oral Communication – Level 5	Nil	Live practical examination
Oral Communication – Level 6	Nil	Live practical examination
Oral Communication – Level 7	Nil	Live practical examination
Oral Communication.— School Leaver	Nil	Live practical examination
Oral Communication Public Speaking – Proficiency	Theory of Speech – Grade 8 In Oral Communication, Public Speaking*	Live practical examination
Oral Communication Public Speaking – Associate Performer	14-15 yo Any Guild, Individual Speech Proficiency Certificate	Written examination in Theory of Speech for Associate in Public Speaking* Live practical examination
Oral Communication Public Speaking – Associate Teacher	Oral Communication Public Speaking – Associate Performer	Written examination – Teaching Principles (Oral Communication)*

Qualification / Testamur (certificate/diploma)	Requirements	
	Pre-requisites†	Examination
Spoken Language Development Year Three	Nil	Live or videoed practical examination
Spoken Language Development Year Four	Nil	Live or videoed practical examination
Spoken Language Development Year Five	Nil	Live or videoed practical examination
Spoken Language Development Year Six	Nil	Live or videoed practical examination
Spoken Language Development Year Seven	Nil	Live practical examination
Spoken Language Development Year Eight	Nil	Live practical examination
Spoken Language Development Year nine	Nil	Live practical examination
Spoken Language Development Year ten	Nil	Live or videoed practical examination
Language & Choric Speaking Year Three	Nil	Live or videoed practical examination
Language & Choric Speaking Year Four	Nil	Live or videoed practical examination
Language & Choric Speaking Year Five	Nil	Live or videoed practical examination
Language & Choric Speaking Year Six	Nil	Live or videoed practical examination
Language & Choric Speaking Year Seven	Nil	Live or videoed practical examination
Language & Choric Speaking Year Eight	Nil	Live or videoed practical examination
Language & Choric Speaking Year Nine	Nil	Live or videoed practical examination
Language & Choric Speaking Year Ten	Nil	Live or videoed practical examination
Professional Performer (Speech)	Any Speech Proficiency	Live or Videoed examination of performance
Public Performer (Speech)		Examination of a live, public, concert performance
Fellowship (Speech)	Speech Licentiate for at least 4 years	See handbook Thesis

NOTE: In case of any difference the *Handbook* will take precedence.

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 DIPLOMA 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, Grade or level. 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. etc 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) etc. 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** (1 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** 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 10.**
- * Please acquaint yourself with examining arrangements.
- * Check details of dates and examination grades 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.

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 (V13940) *GUILD* (B.Mus.)
(Higher Degrees in music are available from James Cook University, Qld.)

VET. Diploma of Music (CUS50109) (*Dip.Mus.*)
Advanced Diploma of Music. (CUS60109) (*Adv.Dip.Mus.*)

AUSTRALIAN NATIONAL TRAINING AUTHORITY.

Certificates 1, 11, 111 (CUF10107, CUS20109, CUS30109) *combined course*
Certificate IV (CUS40109)

The VET courses relate to the *Creative Skills Program. 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 2010

The tertiary Orientation Day has been scheduled for the weekend of *Saturday, 27 February and Sunday, 28 February 2010*, 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.

2010 BOOKLIST AND PRICES

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)	\$17.50
Speech Handbook for Guild Syllabus (External Publisher) gordora@ozemail.com.au		(\$25.00)
MUSIC:		
Ear Test Book	5-0-2 (19950701)	\$15.00
Student's Sight Reading Exercises	6-0-1 (19950101)	\$18.50
PERFORMANCE:		
Performance Syllabus	7-0-1 (20000901)	\$18.50
THEORY:		
Theory Workbooks – includes the most recent exam paper:		
Preliminary	8-1-2 (20040501)	\$14.00
Grade One	8-2-2 (19990101)	\$15.50
Grade Two	8-3-2 (19990101)	\$15.50
Grade Three	8-4-2 (19990101)	\$15.50
Grade Four	8-5-2 (19990101)	\$15.50
Grade Five	8-6-2 (19990101)	\$15.50
Grade Six	8-7-1 (20000101)	\$16.50
Grade Seven	8-8-1 (20000101)	\$16.50
Grade Eight	8-9-1 (20010101)	\$16.50
PRACTICAL:		
BASSOON Syllabus - Classical	9-0-1 (19900101)	\$11.00
CLARINET Syllabus - Classical, Modern & Jazz. WEB ONLY	10-0-4 (19941201)	poa
ELECTRONIC ORGAN:		
Teaching Syllabus (with guidance notes)	11-0-1 (19950101)	\$18.50
Supplementary Student Book	12-0-3 (19950101)	\$19.50
Syllabus Requirement Books:		
Step One	13-1-1 (19910101)	\$11.00
Step Two	13-2-1 (19910101)	\$11.00
Step Three	13-3-1 (19910101)	\$11.00
Grade One	13-4-1 (19900101)	\$10.50
Grade Two	13-5-1 (19900101)	\$10.50
FLUTE Syllabus - Classical, Modern & Jazz	14-0-2 (20041206)	\$33.00
GUITAR:		
Syllabus (Classical, Modern & Country)	15-0-1 (19930101)	\$20.00
Exercise Books		
Steps 1, 2 & 3 in one book	16-1-1 (19990101)	\$11.00
Grades 1, 2, 3, 4 & 5 in one book	16-2-1 (19990101)	\$14.00
Requirements for Practical Examination		
Step One	17-1-2 (20000101)	\$11.00
Step Two	17-2-2 (20000101)	\$11.00
Step Three	17-3-2 (20000101)	\$11.00
Grade One	17-4-2 (20000101)	\$13.00
Grade Two	17-5-2 (20000101)	\$13.00
Grade Three	17-6-2 (20000101)	\$13.00
Grade Four	17-7-2 (20000101)	\$13.00

Booklist and prices – continued

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	18-4-1	\$30.00
Grade Three	18-5-1	\$30.00
Grade Four	18-6-1	\$30.00
Grade Five	18-7-1	\$30.00
Grade Six	18-8-1	\$30.00
Grade Seven	18-9-1	\$30.00
Proficiency	18-10-1	\$30.00
PIANO ACCORDION:		
Syllabus	19-0-2 (19880101)	\$12.50
Exercise Manual	34-0-1 (19850101)	\$ 9.50
PIANOFORTE:		
Classical Examination Syllabus WEB ONLY	20-0-6 (20090224)	poa
Supplementary Student Book	21-0-4 (20010101)	\$21.00
Complete Syllabus Requirements:		
Step One	22-1-3 (20040101)	\$30.00
Step Two	22-2-3 (20040101)	\$30.00
Step Three	22-3-3 (20040101)	\$30.00
Grade One	22-4-2 (20000101)	\$30.00
Grade Two	22-5-2 (20000101)	\$25.00
Grade Three	22-6-1 (19990101)	\$25.00
Grade Four	22-7-1 (20010101)	\$26.00
Piano & Keyboard Contemporary Syllabus	23-0-1 (19980101)	\$26.00
Jazz & Blues Syllabus - Grade 4 to Proficiency	24-0-1 (19960101)	\$22.00
Stream B Contemporary Piano Syllabus – WEB ONLY	34-0-1 (20090101)	
Stream B Light Classical Piano Syllabus – WEB ONLY		
RECORDER:		
Syllabus	25-0-2 (19900101)	\$12.50
Exercise & Sight Reading Book	26-0-1 (19900101)	\$12.50
SAXOPHONE (Eflat Alto) Syllabus – Classical, Modern & Jazz	27-0-2 (19930101)	\$19.00
TRUMPET & Bflat CORNET Syllabus	28-0-3 (19950101)	\$16.00
VIOLIN:		
Syllabus (with cello and double bass supp.) – WEB ONLY	29-0-2 (20031015)	poa
Exercise & Sight Reading Book	30-0-1 (19900101)	\$15.50
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)	\$12.00
Processing fee for non-registrants (per order)		\$ 7.00

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 as 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: 2010

SCHOOL TERM DATES

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

State	Term 1	Term 2	Term 3	Term 4
ACT	Feb 1 – Apr 9	Apr 27 – Jul 2	Jul 19 – Sep 24	Oct 11 – Dec 17
NSW	Jan 27 – Apr 1	Apr 19 – Jul 2	Jul 19 – Sep 24	Oct 11 – Dec 17
QLD	Jan 27 – Apr 1	Apr 19 – Jul 2	Jul 19 – Sep 17	Oct 4 – Dec 10
SA	Jan 27 – Apr 9	Apr 27 – Jul 3	Jul 20 – Sep 24	Oct 11 – Dec 10
VIC	Feb 1 – Mar 26	Apr 12 – Jun 25	Jul 12 – Sep 17	Oct 4 – Dec 17
WA	Feb 1 – Apr 1	Apr 19 – Jul 2	Jul 19 – Sep 24	Oct 11 – Dec 16
O'ALL*	Feb 1 – Mar 26	Apr 27 – Jun 25	Jul 20 – Sep 17	Oct 11 – Dec 10

* The overall term dates are periods when all State schools are operating

ESSENTIAL GUILD DATES

January	18	Office re-opens
February	27/28	Tertiary Orientation Weekend
March	18	Graduation entries close
March	25	Series 1 Examination entries close
April	24	Graduation
May	14	Series 1 Theory Examination
June	17	Middle Series Practical Examination entries close
July	22	Series 2 Examination entries close
September	10	Series 2 Theory Examination
November	1	Tertiary Examinations commence
December	19	Office closes for Christmas

Daylight Saving

Queensland and Western Australia do not observe daylight saving

	‡Ends, Sunday	†Commences, Sunday
ACT, NSW, SA, VIC:	4 April 2010	3 October 2010

‡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 2010	Friday, April 4	Easter 2012	Friday, April 8
Easter 2011	Friday, April 24	Easter 2013	Friday, March 31



The Guild's Annual
Information
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CONTACT 2006

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Public Examinations Division
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and

Tertiary Course Division

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Throughout Australia and Asia