

ROYAL ACADEMY OF DANCE

Continued Professional Development Australia

CPD Courses FAQs

I've seen a course I'm interested in attending. How do I register?

Registrations for all Australian CPD courses are through our booking platform, Trybooking. Payment must be made at the time of registration via credit card, Google Pay or Paypal, where an option to pay in four instalments is available. Payments over the phone or in-person at our Sydney office cannot be accepted without completion of the online registration.

RAD Members receive discounts on CPD courses. Participants will be required to hold an active membership at the time of registering and attending the course.

I've seen a course I'm interested in attending, but the closing date has passed. Can I still register?

We are unable to guarantee you will be able to register past the closing date.

In many instances, once a course has received enough registrations to go ahead, the closing date is able to be extended from the advertised date. Please try the booking link in the first instance and contact cpd@rad.org.au if the link is closed. Depending on the course, there may be pre-work or further information to be provided by or collected from participants ahead of the course, meaning a strict cut-off point for registration is necessary. If there are an insufficient number of registrations received by the closing date, you will not be able to register.

We strongly recommend registering for any course you are interested in as soon as possible to avoid disappointment.

I've registered for a CPD course but can no longer attend. Can I get a refund?

Please get in contact with cpd@rad.org.au as soon as you are aware that you will not be able to attend. As per the CPD Terms and Conditions, refunds are only issued to participants who withdraw due to illness, however we understand there are many circumstances beyond our control that can affect our plans, so please get in contact to discuss the available options.

Will the course be recorded?

Due to privacy considerations and the importance of maintaining the trust and confidence of our participants and tutors, we do not record CPD courses. It is essential for participants to feel confident that they can fully engage in their training, knowing that their comments or images will not be shared, taken out of context or misrepresented.

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What happens if the RAD cancels a course I have registered for?

The RAD will endeavour to inform registered participants of cancellation for any reason as soon as possible. In the event a course is cancelled due to insufficient registration numbers, cancellation notifications will be sent to the registered booking email address as soon as possible following the booking closing date. In these circumstances, full registration fees will be refunded.

If a course is postponed to another date, you will be offered the option to transfer to the new date or to receive a full refund.

I have booked travel and accommodation to attend a CPD course which has been cancelled by the RAD. Will the RAD cover my expenses?

As per the CPD Terms and Conditions, the RAD is not liable to reimburse any other costs that may have been incurred such as travel and accommodation. We strongly recommend only making arrangements that can be refunded or amended to suit your needs in the event of cancellation.

When will I receive my certificate of completion with my CPD hours?

Certificates will be issued within 4 weeks of completion of the course via email to the address entered on the ticket during registration. Please ensure this is entered correctly at the time of registering.

Please note any late arrivals or early departures to the session may result in a reduction of your CPD hours.

I am injured and cannot participate fully in the physical aspects of a course. Can I still attend?

When participating in the practical elements of any session, you are participating at your own risk and should only do those activities that you consider safe for your own body. Participation comes in many forms – discussion, sharing of ideas, observation, note taking – to name a few. These sessions are for your own professional development and we welcome all who wish to continue their learning in whatever format suits you.

With that in mind, observation only is not permitted. Many activities require collaboration between attendees and those not participating in these activities will not receive a certificate of completion.

The Silver Swans Licensee Workshop does, however, require a level of physical participation. It is within our duty of care to ensure that all those being granted a licence to teach Silver Swans understand how to safely plan and deliver a class for vulnerable adults. The tutor will observe this understanding through your active participation in the activities.